



NYS DOL Use Only: Sponsor No. _____
[] New Program [] Reactivation [] Revision [] Recertification

New York State
Registered Apprenticeship Training Program
Sponsor Information Sheet and Instructions

Form AT 9 is used to collect data regarding sponsors and signatories for the New York State (NYS) Registered Apprenticeship Training Program. Please read the instructions on pages 3 and 4 before completing this form.

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Section I

- A. Sponsor name: Tiffany & Co.
B. Trade(s): Bench Jeweler (Production) Central Office
C. Type of Apprenticeship Training Program (check one):
1. [X] Individual Non-Joint 2. [] Individual Joint 3. [] Group Non-Joint* 4. [] Group Joint (JAC/JATC)*
*For sponsors of group programs only (3 and 4) - See instructions for signatory list submission information.
D. Name of entity completing this form: Tiffany & Co.
E. Entity completing this form (check one):
[X] Individual Employer/Sponsor [] Union [] JAC/JATC [] Association
[] Employer/Signatory company serving on the JAC/JATC, Board of Directors, or other governing body
F. Mailing address: Street: 200 Fifth Avenue
City/Town: New York State: NY Zip Code: 10010
G. Email: [redacted] H. Phone: (401) 288-0100 I. Fax: [redacted]
J. Federal Employer Identification Number (FEIN): [redacted]
K. NYS Unemployment Insurance Employer Registration (ER) Number: [redacted]
L. Is this entity required to report any employee wages under this FEIN to the NYS Department of Tax and Finance? [X] Yes [] No
M. Type of Entity (check one and provide attachments as noted in the instructions):
[X] Corporation [] Partnership [] Sole-Proprietor [] LLC [] LLP [] Other
N. How many years has your organization been in business? 185
O. Within the past five (5) years, have you done business under a different name? [] Yes [X] No
If 'Yes', provide attachments as noted in the instructions.
P. If this is part of a new program application or if your entity is new to an existing program, within the past five (5) years, has your organization, any substantially owned-affiliated entity, ** any predecessor company or entity, any owner of 10% or more of the entity's shares, any director, any officer, any partner, or any proprietor been a sponsor of, or signatory to, a NYS Registered Apprenticeship Program? [] Yes [X] No
If 'Yes', provide attachments as noted in the instructions.

Section II

Complete all questions, (1 - 10), in this section and provide attachments as noted in the instructions.

Within the past five (5) years, has your organization, any substantially owned-affiliated entity, ** any predecessor company or entity, any owner of 10% or more of the entity's shares, any director, any officer, any partner, or any proprietor been the subject of:

- 1. Any conviction for a crime under state or federal law? [] Yes [X] No
2. Any indictment or pending indictment for conduct constituting a crime under state or federal law? [] Yes [X] No
3. Any grant of immunity for conduct constituting a crime under state or federal law? [] Yes [X] No

** For the definitions of a 'substantially owned-affiliated entity' see the end of Section I in the instructions.

4. Any suspension, bid rejection, or disapproval by any governmental entity of any proposed contract or subcontract for lack of responsibility, or denial or revocation of pre-qualification for any bid in any state or municipality, or a voluntary exclusion agreement?..... Yes No
5. Any federal, state, or municipal debarments, including Workers' Compensation or Public Work?..... Yes No
6. Any pending or open investigation of a possible violation, or determination of a violation of any federal law or regulation including, but not limited to, investigations by the National Labor Relations Board (NLRB) or the United States Department of Labor (USDOL) Wage and Hour Division?..... Yes No
7. a. Any pending or open Occupational Safety and Health Administration (OSHA) investigation?..... Yes No
b. Any OSHA citation that resulted in a final determination classified as serious, willful, or repeat?..... Yes No
8. a. Any pending or open investigation of a possible violation, or determination of a violation of New York State law or regulation, any other state law or regulation, or any municipal law or regulation including, but not limited to, investigations by the Bureau of Public Work, the Division of Safety and Health, or the Division of Labor Standards?..... Yes No
b. If 'Yes', was the violation determined to be willful?..... Yes No
9. Any investigations, claims, or lawsuits before the US Equal Employment Opportunity Commission (EEOC), USDOL Office of Federal Contract Compliance Program (OFCCP), NYS Division of Human Rights, federal or state courts, or local Civil Rights Commissions?..... Yes No
10. Any stipulations, settlement, consent order, or like agreement involving any state, municipal, or federal enforcement action (judicial or regulatory) **other than those covered above**?..... Yes No

After completing Sections I and II, you must sign Section III, and have it notarized.

Section III

Certification – I, the undersigned, recognize that I submit this questionnaire to permit the New York State Department of Labor to review the background of the applicant, sponsor, union, or signatory employers and association(s) serving as a member of the JAC/JATC or other governing body at the time of new program application, during program probation, at recertification, or as otherwise deemed appropriate by the Department.

I certify:

- That the Department may use its sole discretion to choose the means to determine the truth and accuracy of all statements made herein.
- That intentional submission of false or misleading information may constitute a Class A misdemeanor under Penal Law (PL § 210.35), and may be punishable by a fine of up to \$1,000 (PL § 80.05(1)) and/or imprisonment of up to one year (PL § 70.15(1)).
- That the information submitted in this questionnaire and any attachments is true, accurate, and complete.

The undersigned recognizes that any adverse information uncovered regarding any applicant, sponsor, signatory, or union participating in a Joint Apprenticeship Committee, or other sponsoring association, may adversely affect the sponsor's application request or program. Signing this document constitutes permission to release this information (including UI information) concerning the entity completing this form to the program sponsor.

Michael Bergkötter 16 May 2022
Signature of CEO, Chair, or representative granted legal authority to bind the Entity Date

Print name and title: Michael Bergkötter Senior Vice President - Industrial

Sworn to me this: 16th day of May, 2022 Theresa Rossi
Signature of Notary Public or Commissioner of Deeds



THERESA ROSSI
Notary Public, State of New York
No. 01RO4981047
Qualified in New York County
Commission Expires May 6, 2023

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www.labor.ny.gov

Apprentice Training Program Registration Agreement

Revision

Nature of Change: NEW PROGRAM
Work Process Revision *J. Horn*

State Use Only	
AT Sponsor No.	
ATP Code	41-599
Effective Date of AT Program	

- Name of Sponsor: Tiffany and Co.
- Mailing Address: 200 Fifth Ave. New York NY 10010 Manhattan
(number & street) (city) (state) (zip code) (county)
- Actual Address: 200 Fifth Ave. New York NY 10010 Manhattan
(number & street) (city) (state) (zip code) (county)
- Telephone No.: 401-288-0100 Ext. 467 Fax No.: _____
- E-mail Address: _____
- Trade/Occupation: Bench Jeweler (Production)
- No. Employees: 13,000 No. Apprentices: 0 No. Journeyworkers: 105 8. Ratio: 1:1:1
- DOT Code: _____ 10. Length of Program: 27 24 months *J. Horn*
- Apprentice Probationary Period: 12 months 12. Work process: Standard or Revised *J. Horn*
- Minimum Journeyworker Rate: \$ 21 per hr. 14. Effective Date of Wages: 09/01/2022 *J. Horn*

15. Apprentice wage progression for each period – in months (M) or hours (H)

1	2	3	4	5	6	7	8	9	10
M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>
H <input checked="" type="checkbox"/> 1000	H <input checked="" type="checkbox"/> 1000	H <input checked="" type="checkbox"/> 1000	H <input checked="" type="checkbox"/> 1500	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>
\$18.00/hr.	\$18.50/hr.	\$19.00/hr.	\$19.50/hr.						

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Apprenticeship Training Office

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NYC

16. The sponsor agrees to comply with the provisions on this side and on the reverse of this agreement.

17. *Laura Benitez* 5/20/22
 Signature of Official Sponsor Representative Date
 Laura Benitez, Manager - Training & Development
 Print Name and Title

18. *Michelle Jacques* 5/20/22
 Signature of Union Representative and Rep. Date
 Michelle Jacques, Director - HR Business Partner
 Print Name, Title, and Union Name

19. _____ Date
 Signature New York State Department of Labor

NYS Department of Labor
Apprentice Training

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Central Office

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Sponsor Code _____

Trade Code 41-599

NYS Department of Labor
Apprenticeship Training Office

Related Instruction Availability

Trade: Bench Jeweler (Production) MAY 23 2022
Sponsor Name: Tiffany and Co.
Sponsor Representative: Laura Benitez NYC
Sponsor Address:
No. & Street: 200 Fifth Ave. City: New York
County: Manhattan State: NY Zip Code: 10010
Sponsor Telephone No.: 4012880100
Proposed Number of Apprentices: 0

AT Office

Name: New York Department of Labor/ DEWS - Apprenticeship Training Program
No. & Street: 9 Bond Street 4th fl, Room 4570
City: Brooklyn State: NY Zip Code: 11201
Apprentice Training Representative: [REDACTED] Date Prepared: 5/15/22

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Related instruction is **not** available. Related instruction **is** available at:

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School

Name: Studio Jewelers Central Office
No. & Street: 32 E 31st #3
City: New York State: NY Zip Code: 10016

School Representative Contact Information:

Name: Robert Streppone
Telephone No.: 212-686-1944 Email: [REDACTED]

School

Name: Fashion Institute of Technology
No. & Street: 236 West 27th Street - Storefront/A100
City: New York State: NY Zip Code: 10001

School Representative Contact Information:

Name: Lisa Kesselman
Telephone No.: 212-217-4621 Email: [REDACTED]

DLEA

Name: [REDACTED]
No. & Street: NYC Alternative Schools Citywide Office - 90-01 Sutphin Blvd, 2nd Flr. Rm #229
City: Jamaica State: NY Zip Code: 11435
Signature of DLEA _____ Date Prepared: 5/16/22

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Department of Labor

www.labor.ny.gov

Sponsor Code: _____

Trade Code: 41-599

Apprentice Training Recruitment Notification and Minimum Qualifications

Sponsor: Tiffany and Co.

Located at: (Address) 200 Fifth Ave New York, NY 10010

Is presently accepting applications for Apprenticeship Training Positions: List estimated number of openings: 0

In the occupation of: (List Trade) Bench Jeweler (Production)

If you are interested in taking advantage of this training opportunity and meet the following qualifications, you are eligible to apply.

Minimum Qualifications

Minimum Age: 18 Minimum Education: HS Diploma, a TASC, GED or equivalent

Physical Condition: Be physically able to perform the work required as determined by:

Must be able to stand, and/or sit, for long periods of time. Must be legally able to work in the US, provide proof upon offer of employment. Must be able to be in a stationary position for long periods of time.

(Note: Costs for medical examination, if required, are at the expense of the sponsor. Additionally, any testing fees and permitted application fees charged to an applicant may not result in a profit for the sponsor.)

Other: Must be able to read and understand English and hear and understand verbal instructions and warnings given in English. Must be able to see small objects and use magnifying glasses for long periods of time.

Other: Must be able to do repetitive actions daily. Must be able to have hand and eye coordination. Must be able to operate tools and equipment

Other:

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Application forms may be obtained: From: TBD To: TBD

NYC

Name: Aimee Mercure

Address: Pelham, NY

Days: Monday - Friday Times: 8:00 - 5:00

Phone: _____ Email: _____

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Special Instructions:

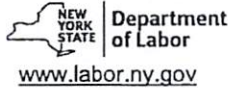
All applicants must register on www.tiffanycareers.com

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Central Office

All Applications Must be (please check) Received Postmarked No Later Than: _____

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Central Office Selection Standards and Evaluations

Name of Candidate: _____ Trade: Bench Jeweler Production

Address: _____ City: _____ State: _____ Zip: _____

Only those checked apply.		Maximum Points Allowable	Number of Years Credited	Score	Total
Educational Achievement					
<input checked="" type="checkbox"/>	<u>2</u> Points for Each Year of Education Past Grade <u>12</u> or Equivalent as Recognized by Local Educational Authorities	30			Total
<input checked="" type="checkbox"/>	<u>2</u> Points for Each Year of Related Technical Education Past Grade <u>12</u> or Equivalent as Recognized by Local Educational Authorities	10			
<input checked="" type="checkbox"/>	<u>2</u> Points for Each Trade Related Adult or Continuing Education Course Completed	10			
<input type="checkbox"/>	Other: _____				
Work Experience					
<input checked="" type="checkbox"/>	<u>1</u> Points for Each Year of Trade Related Work Experience	20			Total
<input checked="" type="checkbox"/>	<u>1</u> Points for Each Year of Active Military Experience	5			
<input checked="" type="checkbox"/>	<u>1</u> Points for Each Year of General Work Experience	5			
<input type="checkbox"/>	Other: _____	10			
Seniority					
<input checked="" type="checkbox"/>	<u>2</u> Points for Each Year of Employment with The Sponsoring Firm	10			Total
<input type="checkbox"/>	Other: _____	10			
Job Aptitude					
<input type="checkbox"/>	Name of Aptitude Test: _____				Total
<input type="checkbox"/>	Administered by _____				
<input type="checkbox"/>	Other: _____				
Oral Interview: Not to Exceed 40% of Total Score					
<input checked="" type="checkbox"/>	<u>0-9</u> Ability to Communicate	36			Total
<input checked="" type="checkbox"/>	<u>0-9</u> Willingness to Accept Obligation of Apprenticeship	9			
<input checked="" type="checkbox"/>	<u>0-9</u> Ability to Reason and Comprehend	9			
<input checked="" type="checkbox"/>	<u>0-9</u> Interest and Motivation	9			
<input type="checkbox"/>	Other: _____	9			
<input type="checkbox"/>	Other: _____				

Total Allowable Points **→**

96	Total Score →
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Evaluated by: _____ (Name) Date: _____
 Sponsor Name: Tiffany & Co.
 Sponsor Address: 200 Fifth Ave. New York, NY 10010

Rank _____
 NYS Department of Labor
 Apprenticeship Training Office
MAY 23 2022
NYC



Sponsor Code _____

Trade Code(s) 41-599

New York State Department of Labor
Apprentice Training Program Affirmative Action Plan

New Program Amended Renewal

To be Administered by (Sponsor's Name): Tiffany & Co.

Address: 200 Fifth Avenue, New York, NY 10022 State: NY Zip: 10022

Plan is effective: From: 5/15/22 To: 5/14/26

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**On behalf of the above-named sponsor,
I certify that it is our intent to fulfill this Affirmative Action Plan.**

Signature of Sponsor: *Laura Benitez* Date: 5/20/2022

The above signature must be the employer's Chief Executive Officer or the Chair of the Joint Apprenticeship Committee or their authorized representative.

Print Name: Laura Benitez

Title: Manager - Training & Deveopment

NYS Department of Labor
Apprenticeship Training Office

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Do not write below this line.

NYC

Approved by: _____ Date: _____

NYS Department of Labor

Title: _____

NYS Department of Labor
Apprenticeship Training Office

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NYC

Part I – Equal Opportunity Standards

- A. Provide a brief description of the nature and extent of the Sponsor’s business, the geographic area or jurisdiction where the business is performed, and the county or counties where the sponsor will recruit.

For over 180 years, Tiffany & Co. has enriched the lives of our customers by creating enduring objects of extraordinary beauty that are cherished for generations. Tiffany & Co has performs business in New York, Rhode Island and New Jersey. For this program Tiffany & Co will limit recruitment to the state of New York.

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B. Equal Opportunity Pledge

The sponsor recognizes that all qualified persons shall have equal opportunity in apprenticeship training, agrees that the commitments contained in the Affirmative Action Plan shall not be used for discriminatory purposes, and agrees to adhere to the following **Equal Opportunity Pledge**:

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, creed, color, religion, national origin, age, sex, disability, veteran status, marital status or arrest record. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Part 600; and the Americans with Disabilities Act of 1990.

C. Affirmative Action Policy Statement*

Attach a statement of the sponsor’s affirmative action policy. This statement must be the official policy available for public and internal distribution, be on sponsor letterhead and signed and dated by the Chief Executive Officer or the Chair of the Joint Apprenticeship Committee.

If responsibility for plan implementation has been delegated to other than the individual signing the Affirmative Action Policy Statement, that individual must be named in the Policy Statement.

D. Sexual Harassment Policy Statement*

Attach a statement of the sponsor’s sexual harassment policy. This statement must be the official policy available for public and internal distribution, be on sponsor letterhead and signed and dated by the Chief Executive Officer or the Chair of the Joint Apprenticeship Committee.

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* Sponsors needing assistance in developing an Affirmative Action and/or Sexual Harassment Policy Statement should contact the New York Department of Labor’s Division of Equal Opportunity Development.

Part II – Labor Force Analysis/Utilization Study

A. The total labor force is 6517315 in the following county(counties):

<u>Bronx</u>	<u>New York</u>	<u>Suffolk</u>
<u>Kings</u>	<u>Queens</u>	<u>Westchester</u>
<u>Nassau</u>	<u>Richmond</u>	<u>Rockland</u>

The labor force includes:*

Minorities

African American	<u>1148125</u>	<u>18</u>	%
Hispanic	<u>1600515</u>	<u>25</u>	%
Other Minorities**	<u>768290</u>	<u>12</u>	%
Total Minorities	<u>3516930</u>	<u>54</u>	%

Women	<u>3151925</u>	<u>48</u>	%
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B. The total minority and women staffing goals of this program are the percentage of these groups in the labor force in the county (counties) of recruitment.

Goal for Total Minorities:	<u>54</u>	%
Goal for Women:	<u>6.9</u>	%

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* Data on labor force is supplied by the New York State Department of Labor Research and Statistics Division, Bureau of Labor Market Information, State Office Bldg. Campus, Bldg. #12, Room 402, Albany, NY 12240, telephone: (518) 457-6657.

** Other Minorities: Native Americans; Alaskan Natives; Pacific Islanders; Asians.

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Part III – Current and Projected Staffing and Annual Goals

Title of Trade Bench Jeweler Production

NYC

A. Current Staffing in the Above Trade

	Total	African American		Hispanic		Other Minority		Women	
		No.	%	No.	%	No.	%	No.	%
Active Journeyworkers									
Registered Apprentices									

B. Projected Number of Apprentice Indentures*

Year	20	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	Totals
New Positions							
Vacancies from Turnover**							
Total Indentures							

C. Annual Goals

Based on the data and projections above, the sponsor's annual goals are to indenture minorities and women in apprentice programs as follows:*

Year	20	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	Totals
African American							
Hispanic							
Other Minority							
Women							
Total Indentures							

The sponsor's good faith efforts to meet these annual goals will be evaluated based on whether the sponsor is following the Affirmative Action Plan. The sponsor understands that if the annual goals are not being met, it may be necessary to re-evaluate and change the Affirmative Action Plan in order to increase its effectiveness.

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* Where no apprentice indentures are planned for a particular group or year, enter "0".
** Includes program graduates and non-graduates, (e.g. voluntary quits, dismissals prior to completion).

Central Office

Part IV – Action Plans and Requirements

A. Outreach and Positive Recruitment Plan

Detail all the specific activities the sponsor will undertake to expand the opportunities for minority and female participation in the apprenticeship program. (Attach additional sheets if necessary.) The extent of outreach and recruitment activities may vary with the size and type of program and its resources. Refer to Equal Employment Opportunity in Apprenticeship Training Regulations Section 600.5 (c) for examples of outreach and positive recruitment.

Outreach and Recruitment Activities:

We hope to partner with several organizations to fulfill the goal of recruiting and retaining women and minority talent. Beyond listing this role on LinkedIn, Tiffany & Co Careers site and the Louis Vuitton Moët Hennessy Careers website. We hope to partner with several leading organizations in the craftspeople and minority recruiting space. These organizations will post the apprenticeship listing and foster pathways to pools of applicants broader than those seeking inbound roles on a Career site. Each of these organizations cultivates programming that enriches the minority labor force to be prepared and network with leading luxury and retail organizations.

Women's Jewelry Association

<https://www.womensjewelryassociation.com/grantscholarships>

125 Park Ave 25th Floor, Suite 2511, New York, NY 10017

To help women in the jewelry and watch industries advance and develop professionally through networking, education, leadership development, and the provision of member services.

BRAG - Black Retail Action Group

<https://www.bragusa.org/>

8 W 126th St, New York, NY 10027

BRAG is a 501c3 non-profit organization that prepares and educates professionals, entrepreneurs and students of color for executive leadership in retail, fashion and related industries.

Harlem Fashion Row

<https://www.harlemsfashionrow.com/>

607 E. 55th Street Brooklyn, NY 11203

Harlem's Fashion Row (HFR) is a premier agency creating a bridge between brands and designers of color in fashion through brand strategy, collaborations, new media, experiential marketing, recruiting, and pipeline programs.

Direct Entry Provider(s): (See <https://www.labor.ny.gov/apprenticeship/direct-entry.shtm.>)

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Part IV – Action Plans and Requirements (continued)

B. Recruitment

It is agreed that the sponsor will recruit applicants for apprenticeship by (Check One):

1. Requesting the NYS Department of Labor's approval to conduct an area-wide public recruitment in accordance with the Department Regulations on Equal Employment Opportunity in Apprenticeship Training (Part 600).
- An area-wide public recruitment will publicize the following information:
- a. Estimated number of apprentice job openings to be filled.
 - b. Eligibility requirements.
 - c. Where and when applications may be obtained.
 - d. When applications are to be submitted.
 - e. Affirmative Action policy of the sponsor.
2. Listing all apprentice openings including minimum qualifications and selection standards with the NYS Job Bank (www.newyork.us.jobs/) for a minimum of five full working days before any selections are made.
3. Limiting recruitment to present employees of the sponsor and/or present members of the union sponsoring the apprenticeship program. Employees must have been hired and/or union members have been admitted without discrimination based on race, creed, color, religion, national origin, age, sex, disability, veteran status, marital status or arrest record. Sponsors are encouraged to list all resulting vacancies with the NYS Job Bank (www.newyork.us.jobs/).
4. Recruiting apprentices by methods other than those in B 1, 2, or 3 above. A detailed statement of the recruitment method to be used **must be attached to be submitted to the Commissioner of Labor** for review and approval prior to being used.*

C. Methods for Selection of Apprentices

Selection of apprentices will be made under **one** of the following **four** methods. (Check One):

1. Selection on basis of rank from a candidate list (only available for area-wide public recruitments). Composed of those eligible applicants who meet the minimum qualifications and complete the selection process.
- a. When this method is used; (1) the qualifications of each eligible applicant will be evaluated and scored on each of the selection standards used; (2) the scores will be added to obtain a total score for each applicant; (3) each applicant who completes the evaluation process will be placed on a list of candidates for apprenticeship in order of rank based on the total score. Seniority of employment and/or seniority of union membership may be one of the selection standards.
 - b. The list of candidates will remain valid for a minimum period of two years, or until the list is exhausted.
 - c. At least 10 days prior to the time when each eligible applicant is first required to demonstrate his/her qualifications, each eligible applicant will be notified in writing of the qualifications on which he/she will be evaluated, the time and place for submitting evidence of qualifications, and the time and place for testing and/or interview.

* A sponsor using this method of recruitment should contact their Apprentice Training Representative for technical assistance.

Part IV – Action Plans and Requirements (continued)

C. Methods for Selection of Apprentices (continued)

- 2. Selection on basis of rank from a candidate list (available for non area-wide public recruitments). Composed of those eligible applicants who meet the minimum qualifications and complete the selection process.
 - a. When this method is used, the applicants will be evaluated and ranked on the basis of predetermined minimum qualifications and selection standards. These qualifications and standards are to be included in all notices regarding apprentice openings.
 - b. The list of candidates will remain valid for a minimum period of two months or until the list is exhausted, unless otherwise specified by the collective bargaining agreement.*

- 3. Selection on a random basis. From a candidate list composed of applicants who meet the minimum qualifications and complete the selection process.
 - a. The method of random selection shall be subject to approval by the Commissioner of Labor.
 - b. Supervision of the random selection process shall be by an impartial person or persons, selected by the sponsor, not associated with the administration of the apprenticeship program.
 - c. The expected time and place of the selection shall be indicated in the recruitment notice.
 - d. The place of the selection shall be open for all applicants and the public.
 - e. The names of candidates drawn by this method shall be placed on a list of candidates for apprenticeship in the order drawn.
 - f. The list of candidates will remain valid for a minimum period of two (2) years, or until it is exhausted.

- 4. Alternative selection methods.**

If apprentices are to be selected by other methods than in C 1, 2 or 3 above, a detailed statement of the selection method to be used **must be attached and submitted to the Commissioner of Labor** for review and approval prior to being used.

D. Minimum Selection Standards and Evaluation.

It is agreed that the minimum qualifications and selection standards utilized will be those listed on Form AT 505, Apprentice Training Recruitment Notification and Minimum Qualifications, and/or on Form AT 508, Selection Standards and Evaluations, attached.

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* Sponsors are advised to keep all applications for a **minimum of one year**.

** A sponsor using this method of selection should contact their Apprentice Training Representative for technical assistance.

Part IV – Action Plans and Requirements (continued)

E. Notification and Appointment of Candidates for Apprenticeship.

It is agreed that whether selection is made from a certified list established by rank, random selection, list of current employees or union members, or alternative methods, the following notification procedure will prevail:

1. Each candidate who met the requirements for admission to the eligibility pool shall be notified in writing. This notification shall include a copy of the Complaint Procedure, Part 600.12.
2. Each candidate who did not meet the requirements for admission to the eligibility pool shall be notified in writing of the reasons for rejection and of the requirements for admission to the eligibility pool. This notification shall include a copy of the Complaint Procedure, Part 600.12.
3. Each qualified candidate selected for appointment shall be notified in writing at least 10 days prior to the commencement of the apprenticeship term. Such notification shall be sent by certified mail, return receipt requested.
4. After the commencement of the term of an apprenticeship program, the program sponsors may appoint available additional or replacement apprentices from the list in the order of their ranking thereon. Notice of such appointment will be in writing and shall be sent by certified mail return receipt requested. No candidate on the list may be deleted from the list because of unavailability unless the candidate's unavailability extends seven days after delivery of notice.

Part V – Discrimination Complaint Procedure

It is agreed that complaints will be filed in accordance with Part 600.12, Complaint Procedures, as defined under Equal Employment Opportunity in Apprenticeship Training Regulations.

Part VI – Distribution

Send the original Affirmative Action Plan to your Apprentice Training Representative.

NYS Department of Labor
Apprentice Training

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Central Office