



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.

Section I

- A. Sponsor name: United Cerebral Palsy Association of Cayuga County, Inc., dba. E. John Gavras Center
B. Trade(s): Childcare Assistant, DSP, DSP Supervisor
C. Type of Apprenticeship Training Program (check one):
1. 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: United Cerebral Palsy Association of Cayuga County, Inc., dba. E. John G
E. Entity completing this form (check one):
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: 182 North Street
City/Town: Auburn State: NY Zip Code: 13021
G. Email: Phone: (315) 255-2746 Fax: (315) 255-2740
J. Federal Employer Identification Number (FEIN):
K. NYS Unemployment Insurance Employer Registration (ER) Number:
L. Is this entity required to report any employee wages under this FEIN to the NYS Department of Tax and Finance? Yes No
M. Type of Entity (check one and provide attachments as noted in the instructions):
Corporation Partnership Sole-Proprietor LLC LLP Other
N. How many years has your organization been in business? 68
O. Within the past five (5) years, have you done business under a different name? Yes No
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 No

NYS Department of Labor
Apprentice Training

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:

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

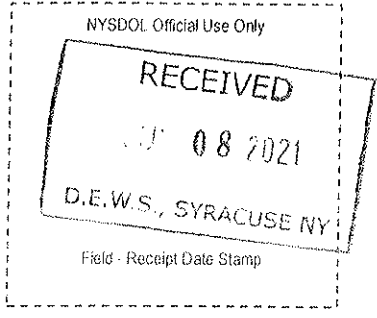
The undersigned recognizes that any adverse information uncovered regarding any applicant, sponsor, signatory, or union participating in a Joint Apprenticeship Committee, or other sponsoring association, may adversely affect the sponsor's application request or program. Signing this document constitutes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

Signature of CEO, Chair, or representative granted legal authority to bind the Entity _____ Date 06/04/2021

Print name and title: Danielle Wright, Executive Director/CEO

Sworn to me this: 4th day of June 2021 Signature of Notary Public or Commissioner of Deeds _____

Debra Sleight
 Notary Public, State of New York
 Qual. in Cayuga Co. No. 01SL6321541
 Commission Expires March 23, 2023



NYS Department of Labor
 Apprentice Training

JUN 06 2021



Apprentice Training Program Registration Agreement

Revision

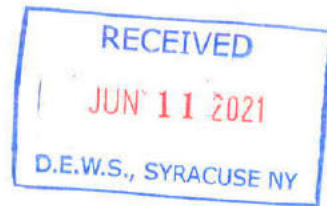
Nature of Change: New Program

State Use Only	
AT Sponsor No.	
ATP Code	<u>89-592</u>
Effective Date of AT Program	

- Name of Sponsor: United Cerebral Palsy Association of Cayuga County, Inc., dba. E. John Gavras Center
- Mailing Address: 182 North Street Auburn NY 13021 Cayuga
(number & street) (city) (state) (zip code) (county)
- Actual Address: 182 North Street Auburn NY 13021 Cayuga
(number & street) (city) (state) (zip code) (county)
- Telephone No.: 315-255-2746 Ext. 2109 Fax No.: 315-255-2740
- E-mail Address: [REDACTED]
- Trade/Occupation: DSP Supervisor
- No. Employees: 2 No. Apprentices: 0 No. Journeyworkers: 2 8. Ratio: 1:1
- DOT Code: UNET 39-1022.00 10. Length of Program: 12 months
- Apprentice Probationary Period: 3 months 12. Work process: Standard or Revised
- Minimum Journeyworker Rate: \$ 20.00 per hour 14. Effective Date of Wages: 7/1/2021

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 checked="" type="checkbox"/>	M <input checked="" 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 type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>	H <input type="checkbox"/>
0-6	6-12								
18.00	20.00								



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

17. [Signature] 06/09/21 18. _____
 Signature of Official Sponsor Representative Date Signature of Union Representative Date
Sayrelle Wright Executive Director/CEO _____
 Print Name and Title 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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Sponsor Code _____

Central Office



Trade Code 89-592

Related Instruction Availability

Trade: Direct Support Professional Supervisor

Sponsor Name: E. John Gavras Center

Sponsor Representative: Danielle Wright

Sponsor Address:

No. & Street: 182 North Street City: Auburn

County: Cayuga State: NY Zip Code: 13021v

Sponsor Telephone No.: 315-255-2746

Proposed Number of Apprentices: _____

AT Office

Name: NYS Dept of Labor Apprenticeship Training

No. & Street: 450 S. Salina St Room 203

City: Syracuse State: NY Zip Code: 13202

Apprentice Training Representative: [REDACTED] Date Prepared: 6/9/21

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

School

Name: Cayuga Community College

No. & Street: 197 Franklin Street

City: Auburn State: NY Zip Code: 13021

School Representative Contact Information:

Name: Emily Cameron

Telephone No.: 315-294-8527 Email: [REDACTED]

School

Name: _____

No. & Street: _____

City: _____ State: _____ Zip Code: _____

School Representative Contact Information:

Name: _____

Telephone No.: _____ Email: _____

DLEA

Name: [REDACTED]

No. & Street: 12 Allen St

City: Auburn State: NY Zip Code: 13021

Signature of DLEA _____ Date Prepared: _____



Department of Labor

New York State Department of Labor

Apprentice Training Recruitment Notification and Minimum Qualifications

Sponsor Code
Trade Code 89-592

United Cerebral Palsy Association of Cayuga County, Inc., dba. E. John Gavras Center, located at
(Sponsor)

182 North Street, Auburn, NY 13021
(Address)

is presently accepting applications for an estimated 1 apprentice training positions in
(No. of Openings)

the occupation of Direct Support Professional Supervisor
(Trade)

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 years

Minimum Education: High School Diploma with 2 years experience in the field

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

Ability to assist with personal care, lifting of 75 pounds. Ability to stoop, bend, sit, stand, stretch, walk and run.
Ability to respond to individuals requiring a behavioral intervention or crisis intervention (training provided)

(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:

Background Check, Fingerprinting, TB Test, Physical Form, Immunization Form. Company pays for Background check, fingerprinting fees, and company does on site TB Testing.

Other:

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Other:

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Application Forms May be Obtained From:

Dates: From: To:

Name: Kyle Quick

Days: Monday - Friday

Address:

Times: 8:30 am - 4:00 pm

182 North Street
Auburn, NY 13021

Phone Number: (315) 255 - 2746

Email Address: [Redacted]

Special Instructions:

All Applications Must be (please check) [] Received [] Postmarked no Later Than:



Sponsor Code _____
Trade Code(s) DSP Supervisor 89-592

Selection Standards and Evaluations

Name of Candidate _____ Trade _____
Address _____ City _____ State _____ Zip _____

Table with 5 main sections: Educational Achievement, Work Experience, Seniority, Job Aptitude, Oral Interview. Each section has a list of criteria with checkboxes and points, and a corresponding grid for 'Maximum Points Allowable', 'Number of Years Credited', and 'Score'.

Total Allowable Points -> 100 Total Score -> _____

Rank _____

Evaluated by _____ (Name) Date _____

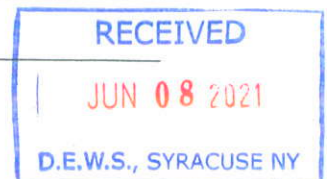
Sponsor Name United Cerebral Palsy Association of Cayuga County DSA John Gauriel Center

Sponsor Address 182 Street, Auburn, NY 13021

AT 508 (5-16) NYS Department of Labor Apprenticeship Training

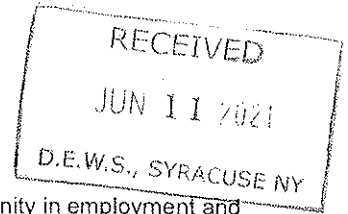
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Non-Discrimination Plan (Short Form)



A. Equal Opportunity Pledge: Our company recognizes that all persons shall have equal opportunity in employment and apprenticeship training, and agrees to adhere to the following:

The recruitment, selection, employment, and training of apprentices during the apprenticeship shall be without discrimination because of race, creed, color, religion, national origin, age, sex, disability, veteran status, marital status, or arrest record.

B. Sexual Harassment Prevention Policy: Our policy is that sexual harassment is prohibited. This policy applies to internal activity towards employees, interaction between employees and actions and treatment directed towards employees, from any person or persons at the worksite whether or not they are employees of this organization.

Equal Employment Opportunity Commission (EEOC) guidelines provide that verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such contact is made either explicitly or implicitly a term or condition of an individual's employment;
• Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; and/or
• Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

When an employee has a complaint of sexual harassment, the complaint should be brought promptly to the attention of his/her immediate supervisor, or to the next level of supervision. These persons have the authority and responsibility to resolve the complaint.

If an employee is an apprentice, the program's apprenticeship administrator and the NYS Apprenticeship Director must be notified of the complaint.

C. Minimum Qualifications and Selection Standards: 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 form AT 508, Selection Standards and Evaluations, on file with the Department.

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

- [x] Listing all apprentice openings with the NYS Job Bank (www.newyork.us.jobs/) for a minimum of five full working days before selections are made.
[] Limiting recruitment to present employees of the sponsor and/or union members of the union sponsoring the apprenticeship program. Resulting vacancies will be listed with the NYS Job Bank (www.newyork.us.jobs/).
[] Recruiting apprentices by methods other than those above. A detailed statement of the recruitment method must be attached and approved by the Commissioner of Labor prior to being used.

On behalf of the sponsor, I certify that it is our intent to fulfill these Equal Opportunity Standards.

Signature of Sponsor:

[Handwritten signature of Danielle Wright]

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

06/09/2021
Date

Danielle Wright, Executive Director / CEO

Print Name and Title

Approved by:

NYS Department of Labor

Date

Sponsor Name John Garra Center Sponsor Code No. of Apprentices

Trade(s) DSP Supervisor Trade Code(s) 89-592

NYS Department of Labor
Apprentice Training

AT 602 (7-16)

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Central Office