



NEW YORK STATE DEPARTMENT OF LABOR

SEND THIS FORM TO:

APPRENTICESHIP AGREEMENT/DOCUMENTATION FORM THIS AGREEMENT IS TO BE TYPED OR BLOCK PRINTED

I. APPRENTICESHIP AGREEMENT

SPONSOR NO. 12345 ATP CODE 13-180 FEDERAL STATE

1. Name of the Apprentice (Last, First, M.I.) Doe, John Q. Social Security Number 123 45 6789 2. Name of the Program Sponsor XYZ Mechanical 3. Trade Plumber 4. Related Instruction - School and Location Anytown Tech, Anytown NY 5. Starting Date 9/2/08 6. Length of Program 60 Months 7. Credit for Previous Training or Experience 8. Minimum Journey-worker Rate \$20.00/hr

9. Apprentice Wage Progression for each Period - in Months (M) or Hours (H)

Table with 10 columns representing periods 1-10. Each column has M and H rows with percentages ranging from 50% to 95%.

THE SPONSOR AND THE APPRENTICE AGREE TO THE TERMS ON THE REVERSE OF THIS FORM.

Signature of the Apprentice Date Signature of the Official Sponsor Representative Date

REGISTERED BY THE NEW YORK STATE DEPARTMENT OF LABOR:

STATE USE ONLY To ATC To DLEA Date Init.

Signature New York State Department of Labor Date

THIS AGREEMENT MUST BE RECEIVED BY THE DEPARTMENT OF LABOR WITHIN 30 CALENDAR DAYS OF THE REQUESTED STARTING DATE.

II. WORKSITE TRAINING COMPLETION OR TERMINATION

Check one: 1 Completed Worksite Training 2 Terminated for Cause 3 Quit 4 Layoff 5 Program Termination

Completion or Termination Date

Comments

Signature of Official Sponsor Representative Date Print Name

STATE USE ONLY To ATC To DLEA Date Init.

THIS FORM MUST BE RECEIVED BY THE DEPARTMENT OF LABOR WITHIN 30 CALENDAR DAYS OF THE COMPLETION/TERMINATION DATE

(STATE USE ONLY)

III. RELATED INSTRUCTION COMPLETION

Apprentice has satisfied the related instruction requirements. Date of Completion: Apprentice has not satisfied the related instruction requirements.

Signature of DLEA Representative Date Print Name

STATE USE ONLY To ATC Input Date Init.

APPRENTICESHIP AGREEMENT TERMS

1. The program Sponsor agrees to employ the Apprentice for the purpose of enabling the Apprentice to learn the craft or trade described above, in conformity with the terms and conditions contained in the Sponsor's registered program for this trade.
2. The Sponsor agrees that the Apprentice will be accorded equal opportunity in all phases of apprenticeship employment and training, without discrimination because of race, creed, color, religion, national origin, age, sex, disability, veteran status, marital status, or arrest record.
3. The Apprentice agrees to perform diligently and faithfully the work of the trade or craft as prescribed in the terms and conditions of this program.
4. The Sponsor and the Apprentice agree to comply with the regulations of the Labor Commissioner concerning Apprentice Training, including but not limited to the requirement to promptly provide reports and information as required.
5. The Apprentice agrees that the Sponsor may arrange for the transfer of the Apprentice from one employer to another to ensure training and reasonably continuous employment.
6. The Apprentice and the Sponsor agree that, if the Sponsor is unable to fulfill the obligations under the apprenticeship agreement, the agreement may, with the consent of the Apprentice, be transferred to another sponsor of a registered program, with written notice of the transfer to the Labor Commissioner and with full credit for the satisfactory period of the served apprenticeship.
7. The Sponsor agrees to give not less than 5 days notice to the Apprentice of any proposed adverse action unless an otherwise acceptable procedure is provided in the collective bargaining agreement. Layoff for lack of work does not require an advance notice.
8. Controversies arising out of this agreement that cannot be resolved locally or through a collective bargaining agreement may be submitted for disposition to the Department of Labor through the Apprentice Training office indicated on the front.
9. The Apprentice agrees to attend classes of related instruction as required by Article 23 of the Labor Law. **PARTICIPATION IN RELATED INSTRUCTION IS MANDATORY.**
10. The sponsor and the apprentice recognize that the apprentice is not registered until this form is signed by the authorized New York State Department of Labor representative.

INSTRUCTIONS

I. Apprenticeship Agreement

Sponsor No., ATP Code - Leave blank (for use by New York State Department of Labor personnel).

1. **Apprentice Information Block** - Self-explanatory.
2. **Sponsor Information Block** - Enter information as it appears on the AT 10, Apprentice Training Program Registration Agreement.
3. **Trade** - Enter the name of the trade that apprentice will receive training in, as it appears on the AT 10.
4. **Related Instruction** - Official name of school and geographic location.
5. **Starting Date** - Enter the requested starting date of the proposed apprentice. The apprentice and sponsor representative must sign the form either prior to, or on the apprentice's start date. (Must be within 30 days of receipt by New York State Department of Labor).
6. **Length of Program** - Enter the term (length in months) of apprenticeship and probation period.
7. **Credit for Previous Training or Experience** - When an apprentice is given credit for any reason check the box indicating the reason for giving credit and enter the number of months credited. If credit is 50% or more, include a letter of justification from the sponsor and include dates. For previous experience, list previous employer.
8. **Minimum Journeyworker Rate** - Enter Journeyworker rate as it appears on the AT 10.
9. **Apprentice Wage Progression** - Enter the wage rate schedule for the trade as shown on the Apprentice Training Program Registration Agreement (AT 10).

Signatures - After this form is signed by the apprentice and sponsor representatives, send immediately to the Apprentice Training Office indicated in the upper right corner.

INSTRUCTIONS

II. Worksite Training Completion or Termination

Completion/Termination - check the box that corresponds to the correct transaction.

1. **Completed Worksite Training - Issue Certificate** - The apprentice has satisfactorily completed both worksite training and related instruction.
2. **Terminated for Cause** - The apprentice was terminated for cause. Explain in comments section.

Examples

- Failure to attend/complete Related Instruction
- Apprentice misconduct
- Probationary Termination
- Failure to maintain proper records
- Unable to perform duties
- Other

3. **Quit** - The apprentice terminated training by resignation.
4. **Layoff (Lack of Work)** - The apprentice was terminated from training by layoff due to lack of work.
5. **Program Termination** - The apprentice was terminated from training because the program was terminated.

Completion or Termination Date - Enter the exact date the apprentice completed or was terminated.

Signature - This form must be signed and dated by the official sponsor representative.