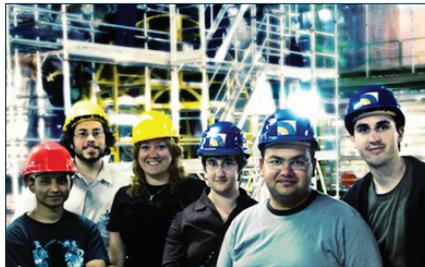


From the Desk of the Director

Apprenticeship

NOVEMBER 2013

Apprenticeship has played a vital role in cultivating a highly skilled and world-class workforce throughout its robust history as an important post-secondary “learn and earn” training model. Apprenticeship offers a pathway to the middle class and sustainable careers; it has been referred to as the backbone of the construction industry and the foundation of workforce development for skilled occupations. Through state of the art training, both on-the-job and in the classroom, apprentices have the opportunity to become skilled in a



trade while earning living wages and increasing future career opportunities.

As the new Director of Apprenticeship, one of my first priorities has been to travel throughout the state to meet with program sponsors, apprentices and partners. I still have places to visit

and look forward to continuing my travels. My interactions have only reaffirmed what I already knew to be true: that our sponsors play a critical role in the program and take great pride in creating a skilled workforce.

In an effort to keep sponsors, partners and interested parties informed of current issues and upcoming changes to the program, I will be sending out periodic newsletters. I believe that communication is the key to keeping apprenticeship strong.

It is truly a privilege to serve as Director of New York’s Registered Apprenticeship Program and I look forward to meeting each and every one of you.

Jane Thompson



Recertification

During my travels, I have received various questions about the recertification process. I would like to take this opportunity to outline some general requirements.

Recertification is required by state regulations. The purpose of recertification is to promote quality programs and safeguard the welfare of apprentices. Recertification occurs around the time a new program completes the first training cycle and at least every five years thereafter. This process allows the Department of Labor to thoroughly review each program to ensure its compliance with labor laws, regulations and policies, such as program completion rates.

One of the most common questions I’ve received is about forms, specifically the Sponsor Information Sheet (AT-9 Form). I would like to answer two of the most common questions below:

Who is responsible for completing an AT-9 Form?

- For individual employer programs with a union, AT-9 Forms must be completed by the sponsor and the union.
- For individual employer programs without a union, an AT-9 Form must be completed by the sponsor.
- For Joint Apprenticeship Training Committee (JATC) programs, AT-9 Forms must be completed by the sponsor and each signatory company and union that

serves on the committee as a JATC member. Only one AT-9 Form is required per union. JATC programs are group programs made up of employers and a union or unions.

- For employer association programs, an AT-9 Form must be completed by the sponsor and each signatory company that serves on the Board of Directors or other governing body of the sponsor. Employer association programs are group programs made up of employers without a union.

What are some other things to know about the AT-9 Form?

- If any “yes” answers are checked on the AT-9 Form, a written explanation and supporting documentation must be included with the completed form.
- Per the regulations and the AT 9 Form, all sponsors of group programs must also provide an electronic list of signatory contractors with each employer’s name, address, and Federal Employment Identification Number (FEIN) or New York State Unemployment Insurance Employer Number.
- Sponsors of group programs must notify the Department of Labor when a signatory joins or disassociates from the program within 90 days.
- If you have any questions, your local Apprentice Training Representative can help. Find your local Representative here: <http://labor.ny.gov/apprenticeship/contactus.shtm>.

Completion Rates



A final topic that I would like to discuss is program performance as measured by completion rates. We have started to take a hard look at individual program completion rates during the time of recertification. This will also become part of the routine semiannual monitoring visits as well.

For those who are not successfully graduating apprentices, we are:

- 1) **providing technical assistance; and**
- 2) **putting sponsors on notice through the requirement of corrective action plans.**

Apprentice completions are a required and necessary component of any apprenticeship program. The Department of Labor is charged with safeguarding the welfare of apprentices and they should have every opportunity to successfully complete programs in a timely manner.

What steps can a sponsor take to improve program performance?

- Review where recruitments are publicized and make changes to tap into additional apprentice applicant populations.
- Review the type of recruitment currently being used (periodic, continuous, limited, etc.) and determine if it is maximizing your candidate pool.

- Consider whether the minimum qualifications for apprentices should be revised to better align with the rigors of the training program.
- Look at Direct Entry for indenturing apprentices since apprenticeship preparation programs provide a good foundation of job readiness skills.

I hope that you find this information helpful and urge you to reach out to a local Apprentice Training Representative with any questions you may have. I look forward to seeing you at the upcoming Apprenticeship and Training Council Meeting and appreciate your continued interest in New York's Registered Apprenticeship Training Program.

Current Numbers in Apprenticeship

Current Numbers in Apprenticeship October 2013

Apprentices	14,887
Programs	676
Sponsors	501