

From the Desk of the Director

Apprenticeship

APRIL 2014



Happy Spring! In keeping with greater communication between New York State Registered Apprenticeship sponsors and the New York State Department of Labor, I am happy to issue another From the Desk of the Director newsletter. As warmer weather approaches, Construction Career Days will be taking place across the state. Hopefully, I will get to meet and speak with many of you at some of these events. I hope you find this newsletter informative; if you have any suggestions for future topics, please contact me at: Jane.Thompson@labor.ny.gov.

Jane Thompson

Test Assessing Secondary Completion

I would like to remind sponsors that effective January 2014, the Test Assessing Secondary Completion (TASC) has replaced the General Educational Development (GED) as the exam given in NYS to obtain a High School Equivalency (HSE) Diploma. An email notification was sent to sponsors to inform them of this change.

Since many of our sponsors require apprentice applicants to have either a High School Diploma or a HSE as part of the minimum requirements to enter an apprenticeship, the Department will revise all future recruitment notices posted to the Apprenticeship website to require "High School Diploma or High School Equivalency Diploma (such as TASC or GED)". For those notices currently posted on the Apprenticeship website, the Department has placed a banner notifying job seekers and stakeholders of this change.

Please note, HSE Diplomas previously awarded in New York State using the GED are still recognized, as are any HSE Diplomas issued by a state that still uses the GED for testing.

Signatory Lists

At the last New York State Apprenticeship and Training Council Meeting in November of 2013, the Department was asked to develop a template for sponsors of group programs to use when submitting their signatory lists to the Department. We were happy to comply and the template is now posted on the Apprenticeship website at the following link: <http://www.labor.ny.gov/apprenticeship/apprenticeship-forms-and-publications.shtm>. It was also distributed via email to sponsors of group programs.

All group programs are required to submit their signatory lists at the time of new program application and program recertification. The lists must be submitted to their Apprentice Training Representative (ATR) in an unprotected electronic spreadsheet (e.g. MS Excel). Each signatory list must include all Program signatories' names, addresses, and Federal Employer Identification Numbers (FEINs) or New York State Unemployment Insurance Employer Registration Numbers (ER Numbers). Updates to a previously submitted signatory list, must be sent to the ATR within 90 days of a change. Updates must be in the same format (unprotected electronic spreadsheet with signatories' names, addresses, FEIN or ER Numbers); however, only the signatories which are being added or removed should be listed. Further information can be found in the New York State Apprenticeship Regulations, Part 601, at: [http://www.labor.ny.gov/apprenticeship/pdfs/Part%20601%20\(eff%202-9-11\).pdf](http://www.labor.ny.gov/apprenticeship/pdfs/Part%20601%20(eff%202-9-11).pdf)

In 2007, a moratorium was placed on new activities of the Department of Labor's Apprenticeship Training Program, and a thorough review of all aspects of its operations was conducted. As a result, sponsors are being held to higher standards to ensure that they are in compliance with federal and state laws. Due diligence is conducted on each signatory company to ensure compliance with labor laws. This includes reviews with the following divisions: Unemployment Insurance, Labor Standards, Public Work, Safety and Health, and the Workers' Compensation Board for debarments. Signatories that pass a due diligence review will be approved to participate in an Apprenticeship program. Sponsors will be notified of which signatory companies have passed the due diligence review and which have not. Sponsors will be given a Department of Labor contact that can help signatories that did not pass the review resolve outstanding issues so they can continue to participate in the Apprenticeship program.

Helpful Information on Website

While traveling around the state, I have noticed that many sponsors have similar questions. Many of these questions can be answered by the information on the New York State Apprenticeship website at <http://www.labor.ny.gov/apprenticeship/appindex.shtm>. Information on the website includes:

- Programs Pending Approval – All new program applications are posted for a 30 day public review and comment period.
- Active Sponsor List – A list of all New York State Registered sponsors and their programs.
- New Trade Postings, Trade Updates, Changes to a Training Approach (e.g. competency/hybrid) – All new or revised draft Training Outlines are posted for a 30 day public review and comment period.
- Active Trade List – A list of all New York State active trades and their training outlines.
- Recruitments – Area-wide public recruitments are posted for job seekers.
- Forms – Electronic forms for Apprenticeship are available for download.
- Laws and Regulations – New York State and Federal Apprenticeship Regulations are available for viewing, as well as New York State Policy Directives.
- Director's Newsletter – Previous newsletters are posted.
- Apprenticeship and Training Council – Webcasts of previous meetings are accessible as well as accompanying handouts, reports and presentations.



Apprenticeship Agreements (AT 401)

I would like to take the time to remind sponsors to submit completed Apprenticeship Agreements (AT 401's) to their Apprentice Training Representatives. Please be sure to complete all required fields, including county, date of birth, start date and previous employer. All pertinent information on an apprentice needs to be entered into our database to ensure that we have accurate information on your program. This will also enable us to provide correct information for verification requests on apprentices. In addition, the AT 401 is now online as a fillable form and can be found at the following link: <http://www.labor.ny.gov/apprenticeship/apprenticeship-forms-and-publications.shtm>.

Ratios

The New York State Department of Labor sets minimal ratios of apprentices to journeyworkers for all apprenticeable trades. The ratios can be found on our website at: <http://www.labor.ny.gov/apprenticeship/general/occupations.shtm>. Ratios are set by the Commissioner and apply to apprentice programs statewide for every job site. The ratio of apprentices to journeyworkers is a vital aspect of learning a trade, as well as an important factor in safety for the apprentices. Ratios cannot be changed by a collective bargaining agreement or for one particular program. Ratios can only be changed by the Commissioner of Labor and must be done on a statewide basis.

Current Numbers in Apprenticeship

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Apprentices	15,157
Programs	668
Sponsors	498