

# Apprenticeship Program

## What is Apprenticeship?

Apprenticeship is a time-honored approach to training skilled workers through a combination of on-the-job training and classroom instruction. Each apprenticeable occupation has its own standard training outline which details the on-the-job training and classroom instruction required. Apprentices are full-time employees who produce high-quality work while they learn skills that enhance their employment prospects. An apprentice operates under the close supervision of a skilled worker on the job and takes related classroom instruction at night or on weekends. A graduated pay scale assures that salary reflects the degree of skill achieved.

## Who may operate an Apprenticeship Program?

Apprenticeship programs are conducted by employers, jointly by employers and unions, or by groups of employers. The State Department of Labor registers apprenticeship programs, working with forward-looking businesses across the state to develop the skilled workforce of the future.

## What are the advantages of operating a registered Apprenticeship Program?

**Ready Source of Trained Workers** - You know that there is a steady supply of competent workers because you have invested in their future by training them in house.

**Economical** - Apprentice Training Programs cost businesses very little because the participants work while they learn. Sponsors generally incur the costs associated with classroom learning.

**Reduced Turnover** - Being an apprentice assures workers that their jobs have a future. Their satisfaction helps keep them on the job for you.

**Better Employee Relations** - You establish a mutually beneficial association with the apprentices who work for you.

**Public Recognition** - Apprenticeship training programs approved by New York State enjoy the respect of industry and labor alike, and are nationally recognized and therefore portable.

## What jobs are appropriate for Apprenticeship Programs?

Apprenticeship opportunities are available for a wide range of positions, from skilled crafts to health care, information technology and advanced manufacturing. Call your Apprentice Training Representative to see which trades are related to your job functions, or look online at <http://www.labor.ny.gov/apprenticeship/general/occupations.shtm> for a list of apprenticeable occupations in New York State. Our Occupational Analyst staff can work with you to develop additional occupations.

## Who can help me set up an Apprentice Program?

The State Department of Labor staff can provide, free of charge, complete details and technical assistance in setting up your own apprentice training program. Program offices are listed on the back; or call 1-800-HIRE-992.



## FIELD OFFICES

## COUNTIES

## PHONE

### Albany

State Office Campus  
Bldg. 12, Room 459  
Albany, NY 12240

Albany, Clinton, Columbia, Dutchess,  
Essex, Franklin, Fulton, Greene, Hamilton,  
Montgomery, Rensselaer, Saratoga,  
Schenectady, Schoharie, Warren, Washington

518-457-7745  
518-457-4497

### Buffalo

290 Main Street  
Mezzanine  
Buffalo, NY 14202

Allegany, Cattaraugus, Chautauqua, Erie,  
Niagara

716-851-2726

### Long Island

303 W. Old Country Rd.  
Hicksville, NY 11801

Nassau, Suffolk

516-934-8525

### New York City

9 Bond Street  
4th Fl., Room 4570  
Brooklyn, NY 11201

Bronx, Kings, New York, Orange, Putnam,  
Queens, Richmond, Rockland, Sullivan,  
Ulster, Westchester

718-613-3603

### Rochester

276 Waring Road  
Rochester, NY 14609

Genesee, Livingston, Monroe, Ontario,  
Orleans, Seneca, Wayne, Wyoming, Yates

585-258-8885

### Syracuse

450 S. Salina Street,  
Syracuse, NY 13202

Broome, Cayuga, Chemung, Chenango,  
Cortland, Delaware, Herkimer, Jefferson, Lewis,  
Madison, Oneida, Onondaga, Oswego, Otsego,  
Schuyler, St. Lawrence, Steuben, Tioga, Tompkins

315-479-3228

The Apprenticeship Training Program can also be contacted via e-mail at: [ATCO@labor.ny.gov](mailto:ATCO@labor.ny.gov).