REGISTERED APPRENTICESHIP

IN NEW YORK STATE

WE ARE YOUR DOL

NEW YORK STATE OF OPPORTUNITY. Department of Labor

Transforming New York's World of Work

WELCOME TO APPRENTICESHIP IN NEW YORK STATE!

Apprenticeship training produces skilled workers through a combination of structured on-the-job training with a skilled trainer and trade-specific classroom instruction. Programs are conducted by employers, groups of employers and jointly by employers and unions.

Apprentices are full-time paid employees who produce high-quality work while they learn skills that enhance their employment prospects. They are paid on a graduated scale; this assures that salary reflects the degree of skill achieved.

To meet the 21st Century needs of businesses, New York State is expanding registered apprenticeship programs into emerging and expanding industries like Advanced Manufacturing, Information Technology, Agriculture, Hospitality and Health Care.

FAST FACTS ABOUT REGISTERED APPRENTICESHIP IN NEW YORK STATE

MYTH
Apprenticeship programs are only for union construction trades.

FACT
40% of apprenticeship programs are in emerging fields like IT, healthcare and advanced manufacturing.

MYTH
Apprenticeship programs take years to set up and get approved.

FACT
By streamlining the approval process, new programs can typically launch in a matter of months. For an existing trade, the application process will normally be completed within just 90 days. For applications involving creating a new trade, it could take up to 180 days to complete because a job study may be required.

- There are 830 Registered Apprenticeship programs in New York State
  - 504 Construction (197 Union, 307 Non-Union)
  - 326 Non-Construction (95 Union, 231 Non-Union)
- There are 18,000+ active apprentices in New York State in these programs
  - 14,300 Construction
  - 3,700 Non-Construction

ADVANTAGES OF REGISTERED APPRENTICESHIP PROGRAMS

PIPELINE
Steady supply of workers, trained without losing valuable production time, and coveted career opportunities for participants.

COST SAVINGS
Reduced cost for employer and learner, increased efficiency and productivity and reduced turnover.

QUALITY WORK
Structured and consistent training program leads to a highly skilled workforce.

HAPPY WORKERS
Increased retention and attendance, workers with no student loans who immediately get a good-paying job and earn while they learn.

REPUTATION
Earn a reputation of being an industry leader in providing high-quality employment and training opportunities.

CREDIBILITY
National industry recognition of skills and credentials.

REGISTERED APPRENTICESHIPS VS. UNREGISTERED PROGRAMS

- Registered Apprenticeships meet national and state standards for education and safety
- Registered Apprenticeships result in a nationally industry-recognized certificate issued by New York State DOL
- New York State DOL conducts job studies and develops training outlines
- Unregistered apprenticeships are maintained by a business; they are not registered, regulated or monitored by a state or federal agency
- Individuals who complete an unregistered apprenticeship may not earn a widely recognized certificate

WHO **OVERSEES APPRENTICESHIP** IN NEW YORK STATE?

The New York State Department of Labor, through recognition from the United State Department of Labor, operates as a State Apprenticeship Agency using both programmatic and EEO regulations. The State Education Department has authority over related instruction.

8 STEPS TO SPONSOR A NEW YORK STATE REGISTERED APPRENTICESHIP PROGRAM

STEP 1: CONTACT NEW YORK STATE DOL

Staff will explain the apprenticeship program, how the process works and the regulations involved.

STEP 2: VISIT

Local apprenticeship staff will visit the place of business, help the employer to complete the application packet and provide any technical assistance.

STEP 3: SELECT YOUR TRADE

Staff will help determine which trade(s) best suit an employer's needs. Many training outlines are immediately available.

For new trades, staff will conduct a no-cost job study, which is reviewed by the State Apprenticeship and Training Council and approved by the Labor Commissioner.

STEP 4: SELECT INSTRUCTION PROVIDERS

All instruction providers must be approved by the New York State Education Department. Staff will help an employer meet the requirements.

STEP 5: AFFIRMATIVE ACTION PLAN

Employers complete an Affirmative Action Pledge (for sponsors with fewer than five apprentices) or the Affirmative Action Plan.

STEP 6: 30-DAY PUBLIC COMMENT PERIOD

Information about a new program is posted online to ensure transparency. During this time, staff members review applications to ensure applicants are in compliance with labor laws.

STEP 7: APPROVAL

The approval process takes two to four months, but will vary in length depending on individual circumstances.

STEP 8: MONITORING VISITS

Local apprenticeship staff will monitor each program twice per year to provide technical assistance and make sure businesses are in compliance.

TYPES OF APPRENTICESHIP PROGRAMS

INDIVIDUAL NON-JOINT PROGRAMS

- Programs are sponsored by one employer without a union co-sponsor; the employer is responsible for overall program administration and files an application with the Department of Labor
- Employees may be represented by a union; if they are, the union is given an opportunity to review the program application and provide comments to the Department
- Apprentices can only work for the employer/sponsor

INDIVIDUAL JOINT PROGRAMS

- Programs are co-sponsored by one employer along with a union which represents employees
- Both the employer and union are responsible for overall program administration and file an application with the Department together
- Apprentices can only work for the employer/sponsor

GROUP NON-JOINT PROGRAMS

- Programs are sponsored by an association or group of employers without a union; the association or group has a Board of Directors or other governing body which acts as the program sponsor
- Employees may be represented by unions; if they are, the unions are given an opportunity to review the program application and provide comments to the Department
- New employers may join or leave the program at any time
- Group programs provide a list of participating employers to the Department at the program's inception, which is then updated as new employers join or leave
- Apprentices may work for any participating employer or rotate between participating employers for their work assignments

GROUP JOINT PROGRAMS

- Programs are sponsored by an association or group of employers along with a union by creating a Joint Apprenticeship Committee (JAC); the JAC's membership is made up of an equal number of employer and employee representatives and acts as the program sponsor
- New employers may join or leave the program at any time
- Group programs provide a list of participating employers to the Department at the program's inception, which is then updated as new employers join or leave
- Apprentices may work for any participating employer or rotate between participating employers for their work assignments

TRAINING APPROACHES

Apprenticeship Regulations permit Registered Apprenticeship training to be delivered by three approaches:

TIME-BASED APPROACH (TRADITIONAL MODEL)

Includes 2,000 hours minimum of on-the-job training and 144 hours minimum of related instruction per year.

COMPETENCY-BASED APPROACH

Apprentices complete a minimum of 1,000 hours of on-the-job training in any areas of the training outline. Apprentices register for at least 144 hours of related instruction, but may test out earlier. Apprentices participate until they have shown competency for each skill in the training outline. Competency is demonstrated by both written and hands-on testing.

HYBRID APPROACH

This is a combination of Time-Based and Competency-Based approaches. Apprentices must complete a minimum of 1,000 hours of on-the-job training, however, this includes a minimum number of training hours for each skill/task prior to testing.

WHAT IS THE **RIGHT APPROACH**

It is up to the employer sponsoring the Registered Apprenticeship Program to decide which approach is right for them.

- New York State DOL staff work with potential sponsors to develop the training outlines
- New York State DOL has access to the United States DOL's resources, including the competency-based training outlines developed by the Urban Institute, which can help to expedite the development of the trades
- In cases where no training outline exists, New York State DOL conducts a job study with the potential sponsor and develops a training outline that can be used industry-wide

EMPIRE STATE APPRENTICESHIP **TAX CREDIT**

The Empire State Apprenticeship Tax Credit provides tax incentives to certified Registered Apprenticeship program sponsors for registering new qualified apprentices through 2022. For group programs, the tax credit program is also available to the sponsor's approved participating signatory employers.

- This program is focused on demand occupations, excluding construction trades
- Enhanced credits are offered to those who employ disadvantaged youth (age 16-24 at time of enrollment) as apprentices and for those who engage the support of a mentor*
- Qualified apprentices must be employed full-time (a minimum of 35 hours per week) for at least six months during the tax year

A certified employer is entitled to tax credits against income or franchise tax. For each qualified apprentice, one of two credits is available:

EMPIRE STATE APPRENTICESHIP TAX CREDIT

1st Year = $2,000

2nd Year = $3,000

3rd Year = $4,000

4th Year = $5,000

5th Year = $6,000

DISADVANTAGED YOUTH TAX CREDIT

1st Year = $5,000

2nd Year = $6,000

3rd Year = $7,000

4th Year = $7,000

5th Year = $7,000

An additional tax credit of $500 for each apprentice who is counseled by a mentor for the full calendar year. For more information, email: **ESATC@labor.ny.gov.*

APPRENTICESHIP **EXPANSION GRANT**

The New York State Department of Labor has committed up to $3.8 million to expand New York State Registered Apprenticeship by increasing employment opportunities for approximately 800 apprentices with a focus on underrepresented populations.

- This grant will focus on Advanced Manufacturing, Health Care, Information Technology and other in-demand occupations identified by Regional Economic Development Councils (REDCs) and Local Workforce Development Boards
- Applicants may apply for up to $300,000 for each award, where up to $10,000 per apprentice is allowed to cover costs associated with training apprentices
- This funding will cover costs such as related instruction, on-the-job training, books and tools
- Eligible applicants include sponsors or the sponsor's approved participating signatory employers

APPRENTICE **SUNY**

In 2016, Governor Cuomo announced Apprentice SUNY to expand Registered Apprenticeships for 21st century jobs. Local campuses apply to designated lead campuses for funding to support:

- Related instruction costs
- Industry roundtables
- Creating curriculum for new trades
- Being a competency-based apprenticeship testing center

CONTACT THE **APPRENTICESHIP TRAINING 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.

You may contact an individual program office listed below or call: **800-447-3992**

You may also e-mail: **ATCO@LABOR.NY.GOV**

FIELD **OFFICES**

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

Building 12, Rm. 459
State Office Campus
Albany, NY 12240
518-457-7745
518-457-4497

BUFFALO
Allegany, Cattaraugus, Chautauqua, Erie and Niagara counties

290 Main Street
Mezzanine
Buffalo, NY 14202
716-851-2726

HUDSON VALLEY
Orange, Putnam, Rockland, Sullivan, Ulster and Westchester counties

120 Bloomingdale Road FL 2
White Plains, NY 10605
914-997-1445

LONG ISLAND
Nassau and Suffolk counties

303 W. Old Country Rd.
Hicksville, NY 11801
516-934-8525

NEW YORK CITY
Bronx, Kings, New York, Queens and Richmond counties

9 Bond Street
4th Fl., Room 4570
Brooklyn, NY 11201
718-613-3603

ROCHESTER
Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming and Yates counties

276 Waring Road
Rochester, NY 14609
585-258-8885

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

450 S. Salina Street
Syracuse, NY 13202
315-479-3228

ACTIVE **APPRENTICESHIP TRADES**

Airframe and Powerplant Mechanic/Hybrid

Alcoholism and Substance Abuse Counselor Aide

Auto Body Repairer and Painter

Automobile Mechanic

Automotive Service Technician

Baker, Retail

Boilermaker (Construction)

Bricklayer, Mason

Bricklayer Mason and Plasterer

Building Maintenance Mechanic

Cabinetmaker

Calibration Technician (Electrical/Electronic)

Carpenter

Carpenter (Hybrid)

Carpenter (Heavy/ Highway)

Carpenter (Pile Driver/ Dockbuilder)

Carpenter (Residential)

Cement Finisher or Cement Mason

Centerless Grinder Machinist

Chemical Laboratory Technician

CNC Tool and Cutter Grinder

Compositor

Community Health Worker

Computer Support Technician (Competency-Based)

Cook

Cook (Chef)

Counseling Aide (H.I.V./ A.I.D.S.)

Counseling Aide I (Social Living Skills)

Counseling Aide II (Social Living Skills)

Data Analyst (Competency-Based)

Design Drafter (Electrical, Mechanical, Hydraulic)

Diesel Engine Mechanic

Direct Support Professional (Competency-Based)

Direct Support Professional (Time-Based)

Drafter (Architectural)

Drafter (Automotive Product Design)

Drafter (Mechanical)

Drafter (Structural)

Drafter (Tool Design)

Dry Wall Taper (Finisher)

Early Childhood Associate

Electrical Discharge Machine (EDM) - Wire and Sinker Programmer /Operator

Electrical (Outside) Line Worker

Electrical Maintenance Technician

Electrical Utility Operator

Electrician

Electrician (House or Residential)

Electro-Mechanical Technician

Electronics Mechanic (CNC Systems Maintenance)

Electronics Technician (Manufacturing Only)

Elevator Servicer Repairer

Elevator/Escalator Constructor and Modernizer

Energy Efficiency Technician

Fire Fighter

Fire Fighter/EMT

Furniture Finisher (Painter)

Glazier

Graphic Arts Technician

Hazardous Material Removal Worker

Heating, Ventilation and Air Conditioning Mechanic

Hospital (Medical) Coder (Competency-Based)

Industrial Equipment Wirer and Assembler

Industrial Machinery Mechanic

Industrial Manufacturing Technician

Industrial Truck Mechanic

Instrument Electrical Mechanic

Instrument/Rodperson

Instrument Mechanic

Instrument Technician

Insulation and Asbestos Worker

Iron Worker (Outside)

Iron Worker (Stone Derrickman and Rigger)

Landscape Nursery Manager

Lather (Carpenter)

Lather (Wood, Wire and Metal)

Linoleum, Resilient Tile and Carpet Layer

Linoleum, Resilient Tile and Carpet Layer (Hybrid)

Lithographic Press Operator (Three Year)

Locksmith

Machine Builder

Machine Repairer

Machine Tool Builder

Machinist

Machinist (CNC)

Maintenance Machinist

Maintenance Mechanic (Automatic Equipment)

Manufacturing Engineering Technician

Marble Carver, Cutter and Setter

Marine Services Technician

Metal Refinisher

Micro-Computer Repair Technician

Millwright

Model Maker

Model Maker (Rapid Prototype Technician)

Mold Maker, Die-Casting and Plastic Molding

Moldmaker

Motor Boat Mechanic-Inboard/Outboard

Multi-Story Window and Building Surface Cleaner

Network Administrator

Network Engineer

Offset Lithographic Press Operator

Operating Engineer (Grade and Paving Equiptment)

Operating Engineer (Heavy Equipment)

Operating Engineer (Universal Equipment)

Ornamental Iron Worker

Packer Mechanic

Painter and Decorator

Painter and Decorator (Structural Steel Bridges)

Painter, Decorator and Paperhanger

Patternmaker (Wood)

Pipefitter

Plant Maintenance—Boilermaker

Plant Maintenance—Carpenter

Plant Maintenance—Electrician

Plant Maintenance—Electrician/Mechanic

Plant Maintenance—Mechanic (Four Year)

Plant Maintenance—Mechanic (Three Year)

Plant Maintenance—Millwright

Plant Maintenance—Pipefitter

Plant Maintenance—Plumber and Steamfitter

Plant Maintenance—Refrigeration/AC

Plant Maintenance—Sheet Metal Worker

Plant Maintenance—Welder

Plasterer

Plastic Process Technician

Plastics Molder

Plumber

Plumber (Pump and Tank)

Plumber (Residential)

Plumber and Pipefitter

Plumber and Steamfitter

Pointer, Caulker and Cleaner

Police Officer

Precision Optics Manufacturing Technician

Precision TIG (GTAW) Welder

Project Manager

Quality Assurance Auditor

Radiation Protection Technician

Refrigeration and Air Conditioning Mechanic

Roofer

Scenic Artist

School Safety Agent

Screw Machine Set-Up and Operator - Multiple

Security Analyst

Sheet Metal Worker

Sheet Metal Worker (Iron Plate)

Sheet Metal Worker (Sign Hanger/Rig)

Site Safety Manager

Skilled Construction Craft Laborer

Small Gas Engine and Equipment Mechanic

Software Developer (Competency-Based)

Sprinkler Fitter

Stationary Engineer

Steamfitter

Stone Mason

Systems Engineer

Terrazzo Worker

Tile Setter

Tile Setter (Three Year)

Tile, Marble and Terrazzo Finisher

Tool and Die Maker

Toolmaker

Truck Driver, Heavy

Vacuum Furnace Technician (Manufacturing Only)

Welder (Industrial)

Welder (Maintenance)