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
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**

<table>
<thead>
<tr>
<th>Year</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>$2,000</td>
</tr>
<tr>
<td>2nd</td>
<td>$3,000</td>
</tr>
<tr>
<td>3rd</td>
<td>$4,000</td>
</tr>
<tr>
<td>4th</td>
<td>$5,000</td>
</tr>
<tr>
<td>5th</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

**DISADVANTAGED YOUTH TAX CREDIT**

<table>
<thead>
<tr>
<th>Year</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>$5,000</td>
</tr>
<tr>
<td>2nd</td>
<td>$6,000</td>
</tr>
<tr>
<td>3rd</td>
<td>$7,000</td>
</tr>
<tr>
<td>4th</td>
<td>$7,000</td>
</tr>
<tr>
<td>5th</td>
<td>$7,000</td>
</tr>
</tbody>
</table>

*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**

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 Equipment)
Operating Engineer (Heavy Equipment)
Operating Engineer (Universal Equipment)
Ornamental Iron Worker
Packer Mechanic
Painter and Decorator
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
Roof er
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)