



New York State
Registered Apprenticeship Training Program

NYS Department of Labor
Apprentice Training

JAN 08 2020

Sponsor Information Sheet and Instructions

Central Office

Form AT 9 is used to collect data regarding sponsors and signatories for the New York State (NYS) Registered Apprenticeship Training Program. Please read the instructions on pages 3 and 4 before completing this form.

Section I

A. Sponsor name: Keyes Information Technology LLC

B. Trade(s): Security Analyst, Cloud Engineering, Software developer

C. Type of Apprenticeship Training Program (check one):

- 1. Individual Non-Joint
- 2. Individual Joint
- 3. Group Non-Joint*
- 4. Group Joint (JAC/JATC)*

*For sponsors of group programs only (3 and 4) – See instructions for signatory list submission information.

D. Name of entity completing this form: Owner

E. Entity completing this form (check one):

- Individual Employer/Sponsor
- Union
- JAC/JATC
- Association
- Employer/Signatory company serving on the JAC/JATC, Board of Directors, or other governing body

F. Mailing address: Street: 204 Keyes Avenue

City/Town: Watertown State: NY Zip Code: 13061

G. Email: [REDACTED] H. Phone: [REDACTED] I. Fax: _____

J. Federal Employer Identification Number (FEIN): [REDACTED]

K. NYS Unemployment Insurance Employer Registration (ER) Number: [REDACTED]

L. Is this entity required to report any employee wages under this FEIN to the NYS Department of Tax and Finance?..... Yes No

M. Type of Entity (check one and provide attachments as noted in the instructions):

- Corporation
- Partnership
- Sole-Proprietor
- LLC
- LLP
- Other

N. How many years has your organization been in business? 8

O. Within the past five (5) years, have you done business under a different name?..... Yes No
If 'Yes', provide attachments as noted in the instructions.

P. If this is part of a new program application or if your entity is new to an existing program, within the past five (5) years, has your organization, any substantially owned-affiliated entity,** any predecessor company or entity, any owner of 10% or more of the entity's shares, any director, any officer, any partner, or any proprietor been a sponsor of, or signatory to, a NYS Registered Apprenticeship Program? Yes No
If 'Yes', provide attachments as noted in the instructions.

Section II

Complete all questions, (1 – 10), in this section and provide attachments as noted in the instructions.

Within the past five (5) years, has your organization, any substantially owned-affiliated entity,** any predecessor company or entity, any owner of 10% or more of the entity's shares, any director, any officer, any partner, or any proprietor been the subject of:

- 1. Any conviction for a crime under state or federal law?..... Yes No
- 2. Any indictment or pending indictment for conduct constituting a crime under state or federal law?... Yes No
- 3. Any grant of immunity for conduct constituting a crime under state or federal law?..... Yes No

** For the definitions of a 'substantially owned-affiliated entity' see the end of Section I in the instructions.

4. Any suspension, bid rejection, or disapproval by any governmental entity of any proposed contract or subcontract for lack of responsibility, or denial or revocation of pre-qualification for any bid in any state or municipality, or a voluntary exclusion agreement?..... Yes No
5. Any federal, state, or municipal debarments, including Workers' Compensation or Public Work?..... Yes No
6. Any pending or open investigation of a possible violation, or determination of a violation of any federal law or regulation including, but not limited to, investigations by the National Labor Relations Board (NLRB) or the United States Department of Labor (USDOL) Wage and Hour Division?..... Yes No
7. a. Any pending or open Occupational Safety and Health Administration (OSHA) investigation?..... Yes No
 b. Any OSHA citation that resulted in a final determination classified as serious, willful, or repeat? Yes No
8. a. Any pending or open investigation of a possible violation, or determination of a violation of New York State law or regulation, any other state law or regulation, or any municipal law or regulation including, but not limited to, investigations by the Bureau of Public Work, the Division of Safety and Health, or the Division of Labor Standards?..... Yes No
 b. If 'Yes', was the violation determined to be willful?..... Yes No
9. Any investigations, claims, or lawsuits before the US Equal Employment Opportunity Commission (EEOC), USDOL Office of Federal Contract Compliance Program (OFCCP), NYS Division of Human Rights, federal or state courts, or local Civil Rights Commissions?..... Yes No
10. Any stipulations, settlement, consent order, or like agreement involving any state, municipal, or federal enforcement action (judicial or regulatory) **other than those covered above**?..... Yes No

After completing Sections I and II, you must sign Section III, and have it notarized.

Section III

Certification – I, the undersigned, recognize that I submit this questionnaire to permit the New York State Department of Labor to review the background of the applicant, sponsor, union, or signatory employers and association(s) serving as a member of the JAC/JATC or other governing body at the time of new program application, during program probation, at recertification, or as otherwise deemed appropriate by the Department.

I certify:

- That the Department may use its sole discretion to choose the means to determine the truth and accuracy of all statements made herein.
- That intentional submission of false or misleading information may constitute a Class A misdemeanor under Penal Law (PL § 210.35), and may be punishable by a fine of up to \$1,000 (PL § 80.05(1)) and/or imprisonment of up to one year (PL § 70.15(1)).
- That the information submitted in this questionnaire and any attachments is true, accurate, and complete.

The undersigned recognizes that any adverse information uncovered regarding any applicant, sponsor, signatory, or union participating in a Joint Apprenticeship Committee, or other sponsoring association, may adversely affect the sponsor's application request or program. Signing this document constitutes permission to release this information (including UI information) concerning the entity completing this form to the program sponsor.

[Signature] _____ 11/26/19 _____
 Signature of CEO, Chair, or representative granted legal authority to bind the Entity Date

Print name and title: Rodrick M. Cruz Monise _____

Sworn to me this: 26 day of November *[Signature]* _____
 Signature of Notary Public or Commissioner of Deeds

NYS DOL Official Use Only
 Field - Receipt Date Stamp

NYS Department of Labor
 Apprenticeship Training
 JAN 08 2020
 Central Office

MERRILEE M. TAYLOR
 Notary Public, State of New York
 Qualified in Jefferson County
 Reg. No. 01TA4850186
 My Commission Expires 01-27-2022



Apprentice Training Program Registration Agreement

Revision

Nature of Change: New program
New Trade

State Use Only
AT Sponsor No.
ATP Code
Effective Date of AT Program

1. Name of Sponsor: Keyes Information Technology LLC
2. Mailing Address: 204 Keyes Avenue Watertown NY 13601 Jefferson
(number & street) (city) (state) (zip code) (county)
3. Actual Address: 1 Public Square Suite 14 Watertown NY 13601 Jefferson
(number & street) (city) (state) (zip code) (county)
4. Telephone No.: [REDACTED] Ext. _____ Fax No.: _____
5. E-mail Address: [REDACTED]
6. Trade/Occupation: Cloud Engineer
7. No. Employees: 11 No. Apprentices: 0 No. Journeyworkers: 4 8. Ratio: 1:1, 1:1
9. DOT Code: _____ 10. Length of Program: _____ months
11. Apprentices Probationary Period: 3 months 12. Work process: Standard or Revised
13. Minimum Journeyworker Rate: \$ 15 per hour 14. Effective Date of Wages: 11/26/19

15. Apprentices wage progression for each period – in months (M) or hours (H)

1	2	3	4	5	6	7	8	9	10
M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>	M <input type="checkbox"/>
H <input checked="" type="checkbox"/> 1000	H <input checked="" type="checkbox"/> 1000	H <input type="checkbox"/>							
12.50	13.00								

16. The sponsor agrees to comply with the provisions on this side and on the reverse of this agreement.

17. [Signature] 11/26/19 18. [Signature] _____
Signature of Official Sponsor Representative Date *alternate* Signature of Union Representative Date

Ronald M. Caputo, Manager Mark Holberg, Keyes North, LLC
Print Name and Title Print Name, Title, and Union Name

19. _____ Date
Signature New York State Department of Labor

WE ARE YOUR DOL



Sponsor Code _____

Trade Code _____

Related Instruction Availability

NYS Department of Labor
Apprentice Training

Trade: Cloud Engineer

Sponsor Name: Keyes Information Technology LLC

JAN 08 2020

Sponsor Representative: Rod Castillo

Sponsor Address:

Central Office

No. & Street: 1 Public Square Suite 14

City: Watertown

County: Jefferson

State: NY

Zip Code: 13601

Sponsor Telephone No.: 315-955-8271

Proposed Number of Apprentices: 2

AT Office

Name: NYS Department of Labor

No. & Street: 450 South Salina Street room 203

City: Syracuse

State: NY

Zip Code: 13202

Apprentice Training Representative: [REDACTED]

Date Prepared: 12/23/19

Related instruction is **not** available.

Related instruction **is** available at:

School

Name: Jefferson Community College

No. & Street: 1220 Coffeen Street

City: Watertown

State: NY

Zip Code: 13601

School Representative Contact Information:

Name: Kathleen Morris-Kortz

Telephone No.: 315-786-2236

Email: kmorriskortz@sunyjefferson.edu

School

Name: _____

No. & Street: _____

City: _____

State: _____

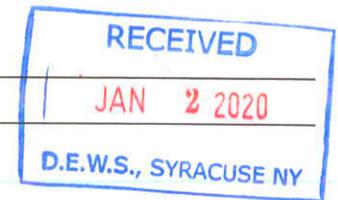
Zip Code: _____

School Representative Contact Information:

Name: _____

Telephone No.: _____

Email: _____



DLEA

Name: G. Juszkas

No. & Street: JEFFERSON-LEWIS BOCES

City: WATERTOWN, NY

State: _____

Zip Code: 13601

Signature of DLEA [REDACTED]

Date Prepared: 12/30/2019



Apprentice Training Recruitment Notification and Minimum Qualifications

Sponsor Code _____

Trade Code _____

Keyes Information Technology LLC, located at _____

(Sponsor)

1 Public Square Suite 14, Watertown, NY 13601

(Address)

is presently accepting applications for an estimated 2 apprentice training positions in

(No. of Openings)

the occupation of Cloud Engineer

(Trade)

If you are interested in taking advantage of this training opportunity and meet the following qualifications, you are eligible to apply.

Minimum Qualifications

Minimum Age: 18

Minimum Education: Associates Degree in Computer Field.

Physical Condition: Be physically able to perform the work required as determined by

No physical demands.

(Note: Costs for medical examination, if required, are at the expense of the sponsor. Additionally, any testing fees and permitted application fees charged to an applicant may not result in a profit for the sponsor.)

Other:

Background Check after offer of employment

Other:

Toxicology Screening after offer of employment

Other:

NYS Department of Labor
Apprentice Training

JAN 08 2020

Central Office

Application Forms May be Obtained From:

Dates: From: _____ To: _____

Name: Rochelle Castillo

Days: Monday- Friday

Address:

Times: 9am to 5pm

1 Public Square Suite 14
Watertown, NY 13601

Phone Number: ([redacted])

Email Address: [redacted]

Special Instructions:

All Applications Must be (please check) [] Received [] Postmarked no Later Than: _____



Sponsor Code _____
 Trade Code(s) _____

Selection Standards and Evaluations

Name of Candidate	Trade <u>Cloud Engineer</u>		
Address	City	State	Zip

Only those checked apply.		Maximum Points Allowable	Number of Years Credited	Score
Educational Achievement <input checked="" type="checkbox"/> 5 Points for Each Year of Education Past Grade ____ or Equivalent as Recognized by Local Educational Authorities <input checked="" type="checkbox"/> 5 Points for Each Year of Related Technical Education Past Grade ____ or Equivalent as Recognized by Local Educational Authorities <input checked="" type="checkbox"/> 5 Points for Each Trade Related Adult or Continuing Education Course Completed <input type="checkbox"/> Other _____	Total	20		Total
Work Experience <input checked="" type="checkbox"/> 5 Points for Each Year of Trade Related Work Experience <input checked="" type="checkbox"/> 5 Points for Each Year of Active Military Experience <input checked="" type="checkbox"/> 5 Points for Each Year of General Work Experience <input type="checkbox"/> Other _____	Total	20		Total
Seniority <input checked="" type="checkbox"/> 5 Points for Each Year of Employment With The Sponsoring Firm <input type="checkbox"/> Other _____	Total	20		Total
Job Aptitude <input type="checkbox"/> SATB (Specific Aptitude Test Battery) # _____ Points for High _____ Medium _____ Low _____ <input type="checkbox"/> Name of Alternative Aptitude Test _____ Administered by _____ <input type="checkbox"/> Other _____	Total			Total
Oral Interview: Not to Exceed 40% of Total Score <input checked="" type="checkbox"/> 10 Ability to Communicate <input checked="" type="checkbox"/> 10 Willingness to Accept Obligation of Apprenticeship <input checked="" type="checkbox"/> 5 Ability to Reason and Comprehend <input checked="" type="checkbox"/> 5 Interest and Motivation <input checked="" type="checkbox"/> 10 Other <u>Does the candidate have prereq skills/ experience?</u> <input type="checkbox"/> Other _____	Total	40 10 10 5 5 10		Total

Total Allowable Points



Total Score →	
----------------------	--

Rank _____

Evaluated by _____ (Name) Date _____

Sponsor Name Keyes Information Technology LLC

Sponsor Address 1 Public Square, STE 14, Watertown, NY 13601

AT 508 (5-16)

NYS Department of Labor
Apprentice Training

JAN 08 2020

Central Office



JAN 08 2020

Non-Discrimination Plan (Short Form)

Central Office

A. **Equal Opportunity Pledge:** Our company recognizes that all persons shall have equal opportunity in employment and apprenticeship training, and agrees to adhere to the following:

The recruitment, selection, employment, and training of apprentices during the apprenticeship shall be without discrimination because of race, creed, color, religion, national origin, age, sex, disability, veteran status, marital status, or arrest record. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30; Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Part 600; and the Americans with Disabilities Act of 1990.

B. **Sexual Harassment Prevention Policy:** Our policy is that sexual harassment is prohibited. This policy applies to internal activity towards employees, interaction between employees and actions and treatment directed towards employees, from any person or persons at the worksite whether or not they are employees of this organization.

Equal Employment Opportunity Commission (EEOC) guidelines provide that verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such contact is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; and/or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

When an employee has a complaint of sexual harassment, the complaint should be brought promptly to the attention of his/her immediate supervisor, or to the next level of supervision. These persons have the authority and responsibility to resolve the complaint. If the complaint is not satisfactorily resolved, the employee has the right to contact the NYS Division of Human Rights and the Federal Equal Employment Opportunity Commission. The complaint will be investigated; if substantiated, prompt action will be taken to stop the harassment immediately and prevent recurrence.

If an employee is an apprentice, the program's apprenticeship administrator and the NYS Apprenticeship Director must be notified of the complaint.

C. **Minimum Qualifications and Selection Standards:** It is agreed that the minimum qualifications and selection standards utilized will be those listed on form AT 505, Apprenticeship Training Recruitment Notification and Minimum Qualifications, and form AT 508, Selection Standards and Evaluations, on file with the Department.

D. **Recruitment:** It is agreed that the sponsor will recruit applicants for apprenticeship by (Check One):

- Listing all apprentice openings with the NYS Job Bank (www.newyork.us.jobs/) for a minimum of five full working days before selections are made.
- Limiting recruitment to present employees of the sponsor and/or union members of the union sponsoring the apprenticeship program. Resulting vacancies will be listed with the NYS Job Bank (www.newyork.us.jobs/).
- Recruiting apprentices by methods other than those above. A detailed statement of the recruitment method must be attached and approved by the Commissioner of Labor prior to being used.

On behalf of the sponsor, I certify that it is our intent to fulfill these Equal Opportunity Standards.

Signature of Sponsor:

The above signature must be the employer's Chief Executive Officer or the Chair of the Joint Apprenticeship Committee or their authorized representative.

11/26/2019
Date

Ronald M. Costello, Member
Print Name and Title

Approved by:

NYS Department of Labor

Date

Sponsor Name Keyes Information Technology, Inc. Sponsor Code _____ No. of Apprentices 1

Trade(s) Security Analyst, Software developer, cloud engineer Trade Code(s) 90-562C, 90-573C