

# APPRENTICE AGREEMENT



**THE COMMONWEALTH OF MASSACHUSETTS**  
**EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT**  
**DEPARTMENT OF LABOR STANDARDS**  
**DIVISION OF APPRENTICE STANDARDS**

- Prevailing rate work**
- Non-prevailing rate work**

For office use only	
Compliance Officer Number _____	
Sponsor Number _____	
Apprentice status	Date
Date Entered	
Completed / Certificate	
Suspended	
Cancelled	
Military Service	
Deceased	
Annual Fee: \$35.00 for photo ID (please include one passport size photo)	
Apprentice ID Number: _____	

Pursuant to the Standards of Apprenticeship adopted by the Sponsor and registered with the Massachusetts Division of Apprentice Standards, the provisions of which are hereby made part of this Agreement, and in compliance with the Massachusetts Plan for Equal Employment in Apprenticeship Standards, WITNESSETH: that the Agreement is entered into by the undersigned:

_____		_____		
Name of Apprentice		Address of Apprentice		
_____				
Name of Program Sponsor Employer, JAC, JATC, Association of Employers, or Organization of Employers				
Trade occupation _____		Term of apprenticeship _____		
Date apprenticeship begins _____		Projected completion date _____		
Credit for previous on-the job experience _____		Related training hours _____		Starting step number _____
<b>Graduated scale of wages in percentages to be paid the apprentice. (Percentages are based on journey person wages) [on projects where there is a prevailing rate set by law, the rate of pay shall comply with the wage rate or percentages stated on the wage schedules issued by the Department of Labor Standards.] PERIOD(s):</b>				
% 1st	% 3rd	% 5th	% 7th	% 9th
% 2nd	% 4th	% 6th	% 8th	% 10th

Minimum Journey person rate as of (Date) \_\_\_\_\_ is \$ \_\_\_\_\_ per hour  
 \_\_\_\_\_ Hours per day \_\_\_\_\_ Hours per week. Overtime Rate: \_\_\_\_\_

The parties hereto agree that the terms stated on the reverse side of this form are part of this agreement. I hereby authorize the Division of Apprentice Standards to request access to all my related training records directly from any school/training program I may attend as part of my apprenticeship.

\_\_\_\_\_  
 Signature of Apprentice

\_\_\_\_\_  
 Signature of Program Sponsor

\_\_\_\_\_  
 Signature Parent/Guardian, If Minor

\_\_\_\_\_  
 Address of Program Sponsor

\_\_\_\_\_  
 Signature of Union JAC, JATC

Approved by the Division of Apprentice Standards \_\_\_\_\_ Date \_\_\_\_\_

The Program Sponsor and the Apprentice, by affixing their signatures in conformity with the terms and conditions provided herein, hereby agree to the following:

The sponsor will not necessarily be responsible for paying the cost of the related instruction or any books, other written materials, or supplies necessary for instruction. If however, the apprentice is to be responsible for all or any portion of such costs it must be specified below.

**Cost to be incurred by apprentice: (please have apprentice initial all item(s) that apply)**

Tuition \_\_\_\_\_ Books \_\_\_\_\_ Tools \_\_\_\_\_ None \_\_\_\_\_

Prior employment hourly pay rate \_\_\_\_\_ Received copy of *DAS Apprentice handbook* \_\_\_\_\_

**Apprentice Sponsor** (Each should initial the blanks below to indicate they understand and agree to each requirement below)

\_\_\_\_\_ The apprentice will receive a minimum of 2,000 hours of employment as an apprentice, consistent with training requirements established by industry practice, in the occupation to which he/she is apprenticed.

\_\_\_\_\_ The Program Sponsor agrees to abide by all applicable provisions of the Massachusetts Plan for Equal Employment in Apprenticeship Standards.

\_\_\_\_\_ The apprentice shall receive a minimum of 150 hours per year of related classroom instruction during the period of apprenticeship in the occupation to which he is apprenticed, or in the case of licensed trades, as required by regulation of the licensing entity, as applicable and any examinations administered during such instruction shall be monitored by a proctor. The sponsor shall also have readily available to the apprentice a schedule of the work processes to be learned in the occupation.

\_\_\_\_\_ The agreement may be terminated, within the lesser of (1) 1 year of (2) 25% of the length of the apprentice program from the date of its execution, by either the employer of the apprentice, for any reason.

\_\_\_\_\_ This agreement must be approved by and filed with the Division of Apprentice Standards within 30 days of its execution, before the apprentice starts work and copies must be returned to sponsor.

\_\_\_\_\_ The Deputy Director of Apprentice Standards may terminate the agreement at any time during the duration of the agreement if the Deputy Director deems it proper.

\_\_\_\_\_ The parties recognize that prevailing wage rates for public works projects are set by the Department of Labor Standards, and that the wages listed in these program standards do not supersede or replace the wage rates determined by the Department of Labor Standards.

\_\_\_\_\_ The Division of Apprentice Standards is available to receive, investigate and resolve any complaints the apprentice has about the apprentice training program in which the apprentice is registered.

\_\_\_\_\_ The apprentice **has the legal right to work in the United States.**

**MANDATORY. To be completed by Apprentice**

Social Security number \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_

**Gender**

Male

Female

**Ethnicity**

White  Black  American Indian or Alaskan Native

Asian or Pacific Islander  Hispanic

Other (specify) \_\_\_\_\_

**Veteran**

Vietnam Era Veteran

Other Veteran

Non Veteran

**Disabled**

Yes

No

Check highest grade of school completed  12 - GED  Other \_\_\_\_\_ College  13  14  15  16  17  18



## To all Apprentices

### Papers need with this application

1. All highlighted areas filled out
2. Passport size photo of yourself for the Identification card
3. Schooling past and present
4. \$35 check made out to the **Commonwealth of Massachusetts**

### Rules

The Department of Labor Standards, Division of Apprentice Standards (“DLS/DAS”) is committed to expanding apprentice training in Massachusetts. To encourage additional sponsorships, DLS/DAS has agreed to waive its annual registration fee for sponsor programs that do not bid or work on prevailing wage jobs. Sponsors of fee-waived programs are required to execute a *Waiver of Fee and Declaration that Sponsor shall not Bid Prevailing Wage Jobs*. Apprentices in fee-waived programs shall receive the same credit for completion of their apprenticeship work as their counterparts in programs that have paid a registration fee in regards to qualifying for trade certification and licensure; however, apprentices in fee-waived programs shall be given unique identification cards. All apprentices have to be in school unless you can prove that you have completed all your schooling

All apprentices have to renew their ID card every year and that would include showing that you completed schooling the previous year and that you are registered for the following year. **Failing to do these things will result in canceling your ID card and NOTIFYING the proper Licensing Authority that you are no longer an apprentice and cannot sit for an License Test or work on any prevailing wage jobs.**

**Please note that all HVAC/Refrigeration, Pipefitter, and Sprinklerfitter Apprentices also need to register with Public Safety.** You will get back two copies of the Apprentice Agreement from us; one stays with the company you are working for, and the other copy goes with your application for registration with the Department of Public Safety. If you visit [mass.gov/das](http://mass.gov/das) and find the link to Public Safety, you can download their registration application.