



Sponsor Application Package Checklist

Company Name _____

	Date	Initial
Site visit conducted		
Career Center information received		
Career Center Representative	Name	Number
Completed application package page 1 and 2 (including number of journeypersons)		
Written Intake Policy		
Written Work Process (OJT)		
I agree under the penalties of perjury that _____ has a current Workers Compensation Policy that covers all employees and that all Massachusetts taxes are paid up to date.		
Regulations statement sheet signed (after reading regulations)		
Remove and keep apprentice cancellation sheet		
Remove and keep apprentice evaluation sheet		
Remove and keep regulations		
Complete related instruction sheet and attach proof of current related training and outline of related training for term of apprenticeship (this is required for all new sponsors as well as sponsors obligated by the Director)		
Standards properly completed		
Completed and signed apprentice agreement must be notarized and filled out completely		
Waiver of Fee and Declaration that Sponsor shall not bid Prevailing Wage Jobs		
** \$300.00 Sponsor certificate check included		
** Passport size photo		
** \$35.00 Check for apprentice picture ID (paid for by either apprentice or company)		
Check DIA debarment list. <input type="checkbox"/> Yes, on list <input type="checkbox"/> No, not on list		
All checks should be made out to Commonwealth of Massachusetts		

Date of first contact _____ Reason ☐ Reasonable Employer Ordinance (REO) ☐ Public Safety (PS)

Date of first meeting _____

Date application received by sponsor _____

Date completed package received by DAS _____



Date program standards signed by DAS _____



Clarification of Safety Requirements and Apprentice Jobsite Ratios

1. A copy of the registered occupations' apprentice ratios has been given to the company.
2. Apprentice ratios have been explained in detail to the company.
3. The company has been informed that all employees need a 10-hour OSHA certificate, in order to work on Massachusetts Public Works projects.
4. The company has been instructed that apprentices cannot work without proper journeyworker supervision.
5. Apprentice Sponsor Programs that have waived the application fee by declaring that they would not bid public works jobs, shall not bid such jobs without amending their apprentice program registration and paying the ordinary application fee.
6. The company agrees to abide by the laws of the Commonwealth of Massachusetts, as they pertain to apprenticeship.
7. Apprentices enrolled in non-prevailing wage programs, which have elected to waive the registration fee, shall be issued non-prevailing-wage apprentice cards that will not be honored on prevailing wage public works projects.
8. Only apprentices registered with DLS/DAS and in possession of a traditional annual Apprentice Photo ID card can have their wages reduced on a prevailing wage project. Apprentice licenses from other agencies are not valid for prevailing wage purposes.

Signed _____ Date _____

		Commonwealth of Massachusetts Division of Apprentice Standards		
REG# E-048-516				
XYZ Company 123 Main St. Anytown, MA 00000				
CARPENTER				
Appr. Start Date 8/15/2015		Proj. Comp. Date 8/15/2019		JOHN DOE, JR.
Step1 <input checked="" type="checkbox"/>	Step3 <input type="checkbox"/>	Step5 <input type="checkbox"/>	Step7 <input type="checkbox"/>	
Step2 <input checked="" type="checkbox"/>	Step4 <input type="checkbox"/>	Step6 <input type="checkbox"/>	Step8 <input type="checkbox"/>	
Annual Apprentice I.D.		Card Expires 8/15/2016		



Application Package

Reminder: It takes 3 to 4 weeks to become a sponsor (if all the papers are sent in together).

Apprentice Agreement and Schooling for the Apprentice

Signature_____Date_____
(Program Sponsor)



Documentation to be included with application

- A. If an apprentice program sponsor will be administrating the program through an apprenticeship committee, documentation describing the organization of the committee and the function of each member will be included.
- B. In order to be approved by the Division of Apprentice Standards, the Apprentice sponsor's program must be primarily located in Massachusetts. The responses to the following questions will be used to make that determination.
1. Is your primary operating facilities in Massachusetts? ☐ Yes ☐ No
 2. Will the Administration of the proposed apprentice program be conducted in Massachusetts?
☐ Yes ☐ No
 3. Will all documents and records concerning the proposed apprentice program be located in Massachusetts? ☐ Yes ☐ No
 4. Will the majority of work to be performed by the apprentices be in Massachusetts? ☐ Yes ☐ No
 5. Will you be bidding any jobs subject to the prevailing wage law? ☐ Yes ☐ No
- C. Declaration concerning whether the sponsor will give credit towards completion of the program for any relevant hands-on training or related instruction, which an apprentice may have received while previously employed and, if so, the terms and conditions under which such credit will be given.
- D. For all companies with five or more apprentices; an affirmative action plan and written selection procedure per Federal Regulation (CFR 29-29) is required.
- E. (If Applicable) Waiver of Application Fee and Declaration that Sponsor Shall not bid Prevailing Wage Projects.
- F. A signed statement that you have read, understand and will comply with M.G.L.c.23. §§ 11E through 11W and 454 CMR 26.00 as contained in *The Regulations for Apprentice Programs*.

Signed _____

Date _____

All applicable parts of this application must be completed before submitting for program approval to:

The Commonwealth of Massachusetts
Division of Apprentice Standards
19 Staniford Street, Second Floor
Boston, Massachusetts 02114



Application for Approval of Standards of Apprenticeship

Pursuant to M.G.L. c. 23, section 11e – 11w

Company name _____

Address _____

Phone Number _____ Fax _____

Email _____

Mailing address (If different from above) _____

Name of person responsible for the Program _____

Phone _____ Email _____

Certifying Official (If a Veteran employer) _____

Phone _____ Email _____

Term of apprenticeship per trade

Trade(s)	Number of Journey person per trade	Potential Number of Apprentice(s)	Term of Apprenticeship

Do you have a bargaining agreement with your employees? ☐ Yes ☐ No,

If yes, give name of employee organization _____



Sponsor Application Package Checklist

1. Name of firm _____
D/B/A _____
Mailing address _____
Physical location _____
EIN Number _____
2. Type of firm (check one) ☐ Corporation ☐ Partnership ☐ Sole Proprietorship
3. How many years has the firm been in business? _____, Under the same name? ☐ Yes ☐ No
4. Within the last five years, has the firm, or any affiliated entity (including any contractor of record), any predecessor company or entity, any owner of five percent or more of the firm's shares, any of the firm's directors, officers, partners, or proprietors, been the subject of:
 - A. A judgment or conviction for any business-related conduct constituting a crime under state or federal law?
☐ Yes ☐ No
 - B. Any pending litigation or administrative proceedings with or before any state or federal agencies? ☐ Yes ☐ No
 - C. A grant of immunity for any business-related conduct constituting a crime under state or federal law? ☐ Yes ☐ No
 - D. In the last year, have you been a party to any civil or criminal enforcement action by any Massachusetts state agency? ☐ Yes ☐ No
 - E. Any OSHA violation categorized as serious, willful, repeat, failure to abate, or as retaliating against an employee for filing a safety or health complaint? ☐ Yes ☐ No
 - F. A consent order with the Massachusetts Department of Environmental Protection, or a federal or state enforcement determination involving a construction-related violation of federal or state environmental laws?
☐ Yes ☐ No
 - G. A debarment from federal contracts for violation of the Davis-Bacon Act, 49 Stat 101(1931), 40 USC 276a-2, or pending enforcement proceeding for same? ☐ Yes ☐ No
 - H. A debarment from state contracts for violation of Massachusetts or any other state's prevailing wage law, or pending enforcement proceeding for the same? ☐ Yes ☐ No
 - I. A rejection of any bid or proposed subcontract or general contract for lack of responsibility pursuant to state law?
☐ Yes ☐ No
 - J. Any determination by the Massachusetts Department of Consumer Protection related to violations of a state occupational licensing statute or regulation, or pending enforcement proceeding regarding the same?
☐ Yes ☐ No
 - K. A consent order entered into with the Massachusetts Department of Consumer Protection or any other state or federal government agency? ☐ Yes ☐ No

****For each answer checked "yes" above, please provide a full explanation. Attach additional pages, if necessary****

Signature _____

Date _____



Apprentice Sponsor Signature

To: The Division of Apprentice Standards

Print Name

Has been the person named to handle all questions and complaints by the apprentice and to handle all grievances in a quick and confidential way.

Signed, _____
Duly Authorized, Company Representative



Written Apprentices Intake Policy

Due to the low graduation rates experienced by many sponsors, the Division is requiring all sponsors to have a written intake policy. The high attrition rate is due in large part to new apprentices not being properly screened to determine whether they understand what is required from them to be successful in their chosen occupation. Field staff will work with each of the sponsors to assist them in developing a written policy. The Division has provided a template below which the sponsors may use; however, verification of the process will be monitored by staff.

Date _____

For _____

At least one of the following intake procedures will be followed with every new apprentice applicant hired.

- Job Posting with the _____ Career Center

_____	_____
Address	Contact name and phone number

- As recommended by the _____ Vocational School

_____	_____
Address	Contact name and phone number

☐ Direct Hire ☐ Articulation Agreement

- Advertisement in the following newspaper(s) _____
- Personal contacts and walk-ins _____



Regulation Requirement

To: Apprentice Program Sponsors

From: Deputy Director

Re: Regulation Requirement

I have read the enclosed material and the Apprentice Standards Regulations, and I understand my responsibilities relative to the directives contained therein. I understand that when apprentices are working on prevailing wage projects a copy of each DAS photo ID card will be attached to all certified payrolls. I also understand and acknowledge that if I have applied for a fee-waived sponsorship by representing that I would not bid prevailing wage jobs, apprentices enrolled in my fee-waived program shall be given cards that will not entitle them to "apprentice status" on such jobs.

Please sign, date, and enclose this copy with the application.

Signature _____ Date _____
Company owner (Sponsor)

Signature _____ Date _____
Apprentice Coordinator



Standards of Apprenticeship: Employer Program Sponsor

Formulated by _____

Company _____

Address _____

For the occupation of _____

It has been recognized by _____ that to train skilled mechanics there must be a well-developed plan of work experience supplemented with related classroom instruction. This recognition has resulted in the development of this Apprenticeship Program in accordance with the Standards of Apprenticeship as recommended by the Massachusetts Apprentice Council, The Division of Apprenticeship Standards 453 CMR 7.00 and the Federal Bureau of Apprenticeship Standards CFR 29.29 and CFR 29.30.

It is the desire of this company to cooperate with the Division of Apprenticeship Standards in the training of apprentices and to assure said apprentices that if they will diligently apply themselves to the learning of a trade, they will be afforded an opportunity to become skilled craftsmen.



Definitions

1. **Apprentice** means any person, at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is participating, through employment, in an approved schedule of work experience supplemented by related instruction and who is a party to an apprenticeship agreement registered with the Executive Office of Labor and Workforce Development's Division of Apprentice Standards.
2. **Apprenticeship Agreement** means a written agreement, complying with 454 CMR 26.06, between an apprentice and either the apprentice's program sponsor, or an apprenticeship committee acting as agent for the program sponsor(s), which contains the terms and conditions of the employment and training of the apprentice.
3. **Apprenticeship Committee** means those persons designated by the apprentice program sponsor to act for it in the administration of an apprentice program.
 - a. A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).
 - b. A non-joint committee, which may also be known as a unilateral or group non-joint (which may include employees) committee, has employer representatives but does not have a bona fide collective bargaining agent as a participant.
4. An **apprenticeable occupation** is one which is specified by industry and which must:
 - a. Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning;
 - b. Be clearly identified and commonly recognized throughout an industry;
 - c. Involve the progressive attainment of manual, mechanical or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of supervised on-the-job learning to attain; and
 - d. Require related instruction to supplement the on-the-job learning.
5. **Apprenticeship Program** means a plan containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices, as required under 454 CMR 26.04 *et seq.*, including such matters as the requirement for a written apprenticeship agreement.
6. **Articulated credit** means credit that is provided to a student from a training facility that is transferable to another training facility through a written agreement.
7. **Cancellation** means the termination of the registration or approval status of a program at the request of the sponsor, or termination of an Apprenticeship Agreement at the request of the apprentice.
8. **Certification or Certificate** means documentary evidence that:
 - a. The Office of Apprenticeship has approved a set of National Guidelines for Apprenticeship Standards developed by a national committee or organization, joint or unilateral, for policy or guideline use by local affiliates, as conforming to the standards of apprenticeship set forth in 29 CFR §29.5.
 - b. The Division has established that an individual is eligible for probationary employment as an apprentice under a registered apprenticeship program;
 - c. The Division has registered an apprenticeship program as evidenced by a Certificate of Registration or other written indicia;
 - d. The Division has determined that an apprentice has successfully met the requirements to receive an interim credential; or
 - e. The Division has determined that an individual has successfully completed apprenticeship.

9. **Competency** means the attainment of manual, mechanical or technical skills and knowledge, as specified by an occupational standard and demonstrated by an appropriate written and hands-on proficiency measurement.
10. **Completion rate** means the percentage of an apprenticeship cohort who receive a *Certificate of Apprenticeship Completion* within 1 year of the projected completion date. An apprenticeship cohort is the group of individual apprentices registered to a specific program during a 1-year time frame, except that a cohort does not include the apprentices whose apprenticeship agreement has been cancelled during the probationary period.
11. **Department** means the United States Department of Labor.
12. **Deputy Director** means the Director of the Executive Office of Labor and Workforce Development's Division of Apprentice Standards and his/her designees.
13. **Deregistration** means the termination of the registration status of an apprentice program.
14. **Director** means the Director of the Department of Workforce Development and his/her designees.
15. **Division** means the Executive Office of Labor and Workforce Development's Division of Apprentice Standards
16. **Electronic media** means media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media, and/or interactive distance learning.
17. **Employer** means any person or organization employing an apprentice, whether or not such person or organization is a party to an apprentice agreement with the apprentice.
18. **Full-time employment** means on the job employment of between 1500 to 2000 work hours per year.
19. **Federal Purposes** means any Federal contract, grant, agreement or arrangement dealing with apprenticeship; and any Federal financial or other assistance, benefit, privilege, contribution, allowance, exemption, preference, or right pertaining to apprenticeship.
20. **Fee-waived Apprentice Program** means an apprentice program operated by a sponsor who has represented to the Division that the sponsor shall not be bidding or working on any Prevailing Wage jobs and has elected to file a Waiver of Fee and Declaration the Sponsor Shall not Bid any Prevailing Wage Jobs.
21. **Interim credential** means a credential issued by the sponsor, upon approval of the Division, as certification of competency attainment by an apprentice.
22. **Journeyworker** means a worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills, abilities, and competencies required for the occupation. In the case of licensed professions, Journeyworker shall mean a worker who is licensed as required in the provisions of the laws of the Commonwealth of Massachusetts.
23. **Massachusetts Apprenticeship Council** means the entity established to assist the Division of Apprentice Standards and to provide advice and guidance on the operation of the state apprenticeship system.
24. **Office of Apprenticeship** means the office designated by the Employment and Training Administration to administer the National Apprenticeship System or its successor organization.
25. **Pre-Apprentice** means any person who is attending classes to learn an apprenticeable occupation, in an approved schedule of related instruction and who is participating in a registered pre-apprentice program which is registered with the Executive Office of Labor and Workforce Development's Division of Apprentice Standards
26. **Pre-Apprentice Sponsor** means any person, association, committee, or organization operating a pre-apprenticeship program and in whose name the program is (or is to be) registered or approved.
27. **Provisional registration** means the one-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Division, as provided for in the criteria described in 29 CFR §29.3(g) and (h).

28. **Quality Assurance Assessment** means a comprehensive review conducted by the Division regarding all aspects of an apprenticeship program's performance, including but not limited to, determining if apprentices are receiving: on-the-job training in all phases of the apprenticeable occupation; scheduled wage increases consistent with the registered standards; related instruction through appropriate curriculum and delivery systems; and that the Division is receiving notification of all new registrations, cancellations, and completions as required in these regulations.
29. **Ratio** means the allowable number of apprentices to the number of journeyworkers as established by the Massachusetts Department of Labor Standards (or its successor) working on the same jobsite and registered with the same sponsor in the same occupation.
30. **Registration of an apprenticeship agreement** means the acceptance and recording of an apprenticeship agreement by the Division as evidence of the apprentice's participation in a particular registered apprenticeship program.
31. **Registration of an apprenticeship program** means the registration and/or approval by the Division, as meeting the basic standards and requirements of the Department for approval of such program for Federal purposes. Approval is evidenced by a Certificate of Registration or other written indicia.
32. **Registration of a pre-apprenticeship program** means the registration and/or approval by the Division, as meeting the basic standards and requirements of the Division, including but not limited to, a written agreement with a registered apprentice program as specified in 453 CMR 7.05.
33. **Related instruction** means an organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Division, or in the case of licensed trades, as approved by the licensing board.
34. **Sponsor** means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.
35. **Suspension** means the temporary termination of the registration of an apprentice program which is instituted by the Division for cause.
36. **Technical assistance** means guidance provided by Division staff in the development, revision, amendment, or processing of a potential or current program sponsor's Standards of Apprenticeship, Apprenticeship Agreements, or advice or consultation with a program sponsor to further compliance with these regulations or guidance from the Office of Apprenticeship to the Division on how to remedy nonconformity with these regulations.
37. **Transfer** means a shift of apprenticeship registration from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.



Standards for Apprentices Programs

1. The apprentice must be employed and trained in an apprenticeable occupation as defined in 454 CMR 26.02
2. The apprentice will be provided no less than full-time employment in the relevant occupation.
 - 2A. The first 25% of the apprentice hours worked shall be a probationary period. During this probationary time the agreement may be canceled by either party to the agreement by notifying the other. The Division shall be notified of all such cancellations within 30 days.
 - 2B. The employer intends and expects to give the apprentice continuous employment and will use its best efforts to keep the apprentice employed during the full term of apprenticeship. If any apprentice is temporarily released due to business conditions, that apprentice shall be given the opportunity to be reinstated before any additional apprentice is employed in the same trade.
3. The apprentice shall be provided with a description of the work process in which he or she will work and an approximation of the portion of the time to be spent in each major process.
 - 3A. Each apprentice will receive a copy of the *DAS Apprentice Handbook* from the sponsor as verified by initialing the appropriate location on the apprentice agreement.
 - 3B. To permit the flexibility necessary to normal shop production hours, the work experiences need not be in the precise order as listed, nor do the scheduled hours on any operation need to be continuous.
4. The apprentice sponsor shall ensure that the apprentice receives approximately 150 hours per year of related instruction in all subjects related to the trade. Such instruction may be given in a classroom or through correspondence courses or other forms of self study, but must be approved by the Director of the Division of Apprentice Standards. The sponsor will not necessarily be responsible for the cost of the related instruction or any books, other written materials, or supplies necessary for such instruction. If, however, the apprentice is to be responsible for all or any portion of such costs, the apprentice agreement must contain an explicit statement to that effect; otherwise, the employer is responsible.
5. The sponsor must ensure that the apprentice will be paid no less then the amount specified in a predetermined schedule of wage rates. Such wage rates will be expressed as a percentage of the established journeyperson rate and shall progressively increase consistent with the level of skill acquired by the apprentice for the duration of time that the apprentice participates in the apprentice program. The apprentice's scale of wages shall average not less then 50% of the Journeyperson rate over the term of the apprenticeship. If a sponsor has a program with an occupation that is identified on the Massachusetts Department of Labor Standards prevailing wage sheets as one that would require certified payrolls on a public project as described in Chapter 149, then the wage progression percentages will mirror that like occupation. The sponsor may adjust the apprentice payroll amount for private jobs by setting the company private journeyperson rate and maintaining the same wage progression rate.
6. The journeyperson's rate used for establishing the apprentices wage schedule shall be stated in dollars and cents and shall be reviewed annually and, if appropriate, re-adjusted.
7. The entry apprentice wage rate shall be not less than the minimum wage prescribed by applicable state or federal law.



Standards for Apprentice Programs continued

8. The apprentice will be under the general supervision of the journeyperson with whom the apprentice will work and the direct supervision of the employer or Master Supervisor whose duty it shall be to see that the apprentice receives the work experience outlined in these Standards.
9. The apprentice sponsor may preclude an apprentice from obtaining the next step in the apprenticeship or extend the apprenticeship when the apprentice does not achieve the level of competency necessary for advancing or completing the program. In such a case, however, the apprentice's periodic evaluation shall describe the reasons for such action and the apprentice shall be notified of the evaluation. The evaluation (initialed by the apprentice) shall be forwarded to the Division with a request for an extension of the apprentice's agreement. In no event shall the term of the apprenticeship be extended more than two six-month periods over the term of the apprenticeship except on a case-by-case basis.
10. The jobsite ratio of apprentices to journeypersons shall not exceed the ratios as determined by the Division of Apprenticeship Standards and as posted on the prevailing wage sheets by the Massachusetts Department of Labor Standards.
11. The apprentice shall be trained in safe and healthful work practices and shall work only in environments that comply with all applicable Massachusetts and Federal occupational safety and health standards. The sponsor will make certain each apprentice possesses an OSHA 10 card within the probationary period or before being sent to work on a public works project.
12. The apprentice shall not be less than 16 years of age. The employment of apprentices between the ages of 16 and 18 shall comply with all Massachusetts and Federal child labor laws.
13. The apprentice training sponsor may, at its discretion, grant credit or advanced standing to an apprentice for hands-on training or related instruction which the apprentice may have obtained while previously participating in other apprentice programs or while employed by previous employers. However, such previous training or experience must be documented and comply M.G.L. c 23, §§ 11E through 11W and 454 CMR 26.00. Step increases in pay shall be commensurate with the credit given to the apprentice. The granting or denial of credit or advanced standing to any particular apprentice must conform to the apprentice program sponsor's stated policy on this issue as described in the apprentice application materials and in the apprentice agreement. However, no more than one-half the program will be accepted as credit for previous experience or training.
14. Upon successful completion of the apprentice's program, the apprentice program sponsor shall recommend to Division that a State Certification be awarded.
15. The apprentice program sponsor shall establish a procedure to receive, investigate, and resolve complaints and concerns raised by the apprentices relative to the apprentice program. To the extent possible, confidentiality of the information provided to the apprentice program sponsor concerning matters raised by apprentices shall be maintained.
16. The records of the apprentice's work experience and related training instruction shall be kept by the employer and will be available for examination by Field Representatives or Compliance Officers of the Division.



Standards for Apprentice Programs continued

17. For employers with five or more apprentices, affirmative action information will be kept by the employer and available for review yearly by a Field Representative or Compliance Officer from the Division.
18. These standards shall be submitted to the Massachusetts Division of Apprentice Standards for approval and will become effective upon the date of approval.
19. These standards of Apprenticeship may be amended by the employer provided such amendments are approved by the Massachusetts Division of Apprentice Standards. A copy of all changes shall be furnished to each apprentice.
20. Within 30 calendar days of an apprentice's cancellation or completion of the Apprentice Training Program, the apprentice program sponsor must send written notification thereof to the Division.
21. Every apprentice agreement entered into under these Standards of Apprenticeship shall contain a clause making the standards a part of the agreement with the same effect as if expressly written therein. For this reason, every applicant (and the parent or guardian, if the applicant is a minor) shall be given a copy of the Standards of Apprenticeship and an opportunity to read them before any signature is affixed thereof.
22. _____ understands that there is a one year probationary period for this program during which time the Division will monitor this program to determine compliance with the policies and regulations of the Division. The probationary period may be extended if the Director determines there is just cause. No sponsor verifications will be processed unless there is an active apprentice registered in an apprentice program.

Signature _____ Date _____
(Please Sign)



Wage Amendment Sheet

From _____
Company

Address _____

Effective as of _____ Trade _____

Wage Scale: Period (Hours, months, years) _____
Number - Period

RATIO _____

This is to be expressed in percentages (%) But in NO EVENT SHALL APPRENTICES BE PAID LESS THAN MINIMUM WAGE

1st _____	3rd _____	5th _____	7th _____	9th _____
2nd _____	4th _____	6th _____	8th _____	10 th _____

This is to be expressed in dollars and cents

HOWEVER ON PUBLIC WORKS CONSTRUCTION PROJECTS PREVAILING WAGE RATES MUST BE PAID

Minimum journeyperson's wage rate as of _____ \$ _____ per hour

Hours per day _____ Date _____ Amount _____
Hours per week _____ Premium rate _____

Number of Journeypersons _____ Potential number of Apprentices _____
(in accordance with M.G.L. c.23, ss. 11E-11L.)

Signature of Program Sponsor/Person Responsible for Program Date

Field Approval _____
Compliance Officer Date

Final Approved by _____
Director/Division of Apprentice Standards Date



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 and find the link to Public Safety, you can download their registration application.

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

Annual Fee: \$35.00 for photo ID (please include one passport size photo)

For office use only	
Compliance Officer Number _____	
Sponsor Number _____	
Apprentice status	Date
Date Entered	
Completed / Certificate	
Suspended	
Cancelled	
Military Service	
Deceased	
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 hours _____		Term of apprenticeship _____				
Date apprenticeship begins _____		Projected completion date _____				
Credit for previous on-the job experience _____ hours _____		Starting step number _____				
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):						
1st %	3rd %	5th %	7 th %	9 th %	11 th %	13 th %
2nd %	4 th %	6 th %	8 th %	10 th %	12 th %	14 th %

Minimum Journey person rate as of (Date) _____ is \$ _____ per hour
HOWEVER ON PUBLIC WORK CONSTRUCTION PROJECTS PREVAILING WAGE RATES MUST BE PAID

_____ 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 apprentice program sponsor shall ensure that the apprentice receives a minimum of 150 hours per year of related instruction in all subjects related to the trade. Such instruction may be given in a classroom or through correspondence courses or other forms of self-study, but must be approved by the Director. 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 such 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

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

_____ _____ The Apprentice agrees to be diligent and faithful in learning the stated trade or craft including mandatory attendance in 150 hours of related instruction classes, for each year of Apprenticeship.

_____ _____ The first 1000 hours or six months of employment shall be a probationary period during which time this Agreement may be canceled by either party with notification to the other and to the Massachusetts Division of Apprentice Standards.

_____ _____ This agreement must be approved by and filed with the Division of Apprentice Standards before the apprentice starts work and copies must be returned to sponsor.

_____ _____ The Director of Apprentice Standards may cancel the agreement subject to hearing upon application by any party.

_____ _____ 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.

_____ _____ Completion of part or all of this last section of the Apprentice Agreement is **MANDATORY**.
_____ _____ The information will remain confidential and will be used for aggregate statistical data only.

_____ _____ Apprentice has the LEGAL RIGHT TO WORK IN THE UNITED STATES

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

Veteran

☐ Vietnam Era Veteran
☐ Other Veteran
☐ Non Veteran

Disabled

☐ Yes
☐ No

Circle highest grade of school completed ☐ 12 - GED ☐ Other COLLEGE ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18

Affidavit by Apprentice Applicant

Signature of Applicant _____ Date _____

State of Massachusetts, County of _____ being duly sworn deposes and says that he/she is the person referred to in the forgoing application; that the statements herein contained are true in every respect; and that he/she read and understands this affidavit.

Sworn and subscribed by me this _____ day of _____

(DAS Rep or Notary Public) Signature

(DAS Rep or Notary Public) Print Name

My Commission expires _____



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

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

RONALD L. WALKER, II
SECRETARY

WILLIAM D. MCKINNEY
DIRECTOR

Apprentice Sponsor Waiver Policy

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 in certain situations. DLS will waive its sponsor registration fee for construction sponsor programs that do not bid or work on prevailing wage jobs. Construction sponsors of fee-waived programs are required to execute a *Waiver of Fee and Declaration that Sponsor shall not Bid Prevailing Wage Jobs*.

Additionally, sponsors of non-construction programs can request in writing that their program registration fee be waived. Such requests shall be directed to the Deputy Director of the Division of Apprentice Standards who shall consider factors such as hardship, need, and whether the program would fulfill the criteria of any grant administered by DLS/DAS. All determinations by the Deputy Director shall be final unless appealed to the Director of the Department of Labor Standards within ten days of the receipt of the fee waiver denial.

All 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 with regards to qualifying for trade certification and licensure; however, apprentices in fee-waived programs shall be given unique identification cards. These unique identification cards will not entitle apprentices in fee-waived programs to qualify for apprentice rates on prevailing wage projects.

Henry Mattuchio
Deputy Director
Apprentice Standards

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Waiver of fee and declaration that sponsor shall not bid any Prevailing Wage jobs

_____ (applicant) hereby declares that, as an apprentice program sponsor applicant electing to waive the annual sponsor registration fee (applicable to sponsors bidding on public works construction projects) I certify that _____ (applicant) shall not bid work subject to the prevailing wage law.

I acknowledge that by registering with DLS/DAS in this manner, all apprentices registered under the fee-waived program, shall not be entitled to “apprenticeship status” on prevailing wage jobs. Rather, they must be paid at journeyworkers’ rates until and unless _____ (applicant) amends its registration with DLS/DAS, pays the full registration fee, and has its apprentices obtain customary apprentice cards.

Duly authorized representative of Sponsor Organization

Approved

Denied

Date