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## **Appendix D**

### **EMPLOYER ACCEPTANCE AGREEMENT**

**ADOPTED BY**

**(INSERT NAME OF EMPLOYER)**

**DEVELOPED IN COOPERATION WITH THE  
U. S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP**

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## Appendix D

### EMPLOYER ACCEPTANCE AGREEMENT YOUTH DEVELOPMENT PRACTITIONER O\*NET-SOC CODE: 13-1071.00 RAPIDS CODE: 1039HY

The undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and approved by the fhi360 National Institute for Work and Learning. The participating Employer agrees to carry out the intent and purpose of these apprenticeship standards and to abide by the rules and decisions of fhi360 National Institute for Work and Learning established under these Apprenticeship Standards. The participating employer affirms they have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Program sponsor, this employer, or the Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent mentor and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of the work of this occupation. This form must be signed and returned to fhi360 National Institute for Work and Learning and placed on file in order for the participating employer's apprentice(s) to be registered as part of the National Apprenticeship system.

#### Reviewed and Approved by Sponsor: fhi360 National Institute for Work and Learning

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

#### Reviewed and Approved by: US/DOL/Office of Apprenticeship

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

#### Participating Employer:

\_\_\_\_\_  
*(Print Name of Employer Representative)*

\_\_\_\_\_  
*(Print Title of Employer Representative)*

Signed: \_\_\_\_\_  
*(On Behalf of Employer)*

Date: \_\_\_\_\_



Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number/Fax Number: \_\_\_\_\_

E-Mail and Website: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

**1. APPRENTICESHIP APPROACH**

- Time-based                       Competency-based                       Hybrid

**2. TERM OF APPRENTICESHIP**

The term of the apprenticeship is recognized competencies with 1000-2000 hours of On-the-Job Learning (OJL) attainment, supplemented by approximately 165 hours of related instruction.

**3. RATIO OF APPRENTICES TO JOURNEYWORKERS**

The apprentice to journeyworkerratio is: 1 Apprentices to 1 Journeyworker.

**4. APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker (mentor) wage rate, which is \$9.50.

Level	Starting Wage	On-the-Job Learning Benchmark	Education Benchmark	Wage Upon Completion
Level 1	\$/hr.	500-1000 hours Complete 50% of Identified Competencies	90 hours	\$/hr.
Level 2	\$/hr.	1000-2000 hours Complete 100% of Identified Competencies	165 hours	\$/hr.

Note: Review the above wage schedule and make changes to reflect the employer’s wage schedule/minimum wage.

**5. PROBATIONARY PERIOD**

Every applicant selected for apprenticeship will serve a probationary period of 750 hrs.



## 6. SELECTION PROCEDURES

### Minimum Qualifications - 29 CFR §29.5(b)(10)

An apprentice must be at least 16 years and must be employed to learn an apprenticeable occupation

- There is a physical requirement of being capable to perform essential functions of the occupation without endangering the health and safety of themselves and/or fellow workers. Applicants shall be allowed to request reasonable accommodation for a disability to meet this standard when applicable.
- An aptitude test(s) will be administered if so desired by employer.
- Other: Applicants may require a background check, drug testing or other employment hiring requirements by the participating employer.

### Application Procedures

- A. fhi360 National Institute for Work and Learning shall accept all applications and determine those that meet basic qualifications to proceed through the selection process.
- B. Those applicants that meet basic qualifications will be referred to participating employers for interviewing, accepting and hiring for admission into the program.
- C. Apprentices will be selected based on the most qualified candidate.
- D. The participating employer will provide fhi360 National Institute for Work and Learning the completed Intent-to-Hire letter and fhi360 National Institute for Work and Learning will register the accepted apprentice into the RAPIDS database.
- E. For those applications received from fhi360 National Institute for Work and Learning that are not affiliated with a participating employer, fhi360 National Institute for Work and Learning will provide the applicant the list of partner employers and place them on a list for future opening notice(s).
- F. The apprenticeship selection process and procedures will be uniformly and consistently applied to all applicants.
- G. Any applicant who feels that they were wrongfully denied entry into the apprenticeship program may appeal against the decision using the applicant appeals procedure described in Section J of the Standards.

### Maintenance of Applications and Selection Records

Program sponsors are responsible for maintaining, at a minimum, the following records: summary of the qualifications of each applicant; basis for evaluation and for selection or rejection of each applicant, including applications, tests, and test results; records pertaining to interviews; the invitation to self-identify as an individual with a disability; records of each apprentice's On-the-Job Learning ("OJL"); related instruction reviews and evaluations; progress evaluations; record of job



assignments, including job assignments in components of the occupation; records pertaining to the promotion, demotion, transfer, layoff, termination, rates of pay, other forms of compensation, conditions of work, hours of work, hours of training provided, and any personnel records relevant to equal employment opportunity (“EEO”) complaints filed with the Office of Apprenticeship or with other enforcement agencies. The sponsor must maintain all records related to compliance with EEO standards required by 29 CFR § 30.3. Program sponsors must also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the sponsor’s outreach, recruitment, interview, and selection process. Sponsors must also retain records related to reasonable accommodation.

All records retained pursuant to part 30 must clearly identify the race, sex, ethnicity (Hispanic or Latino/non-Hispanic or Latino), and when known, disability status of each apprentice, and where possible, the race, sex, ethnicity, and disability status of each applicant for apprenticeship. Each sponsor required under 29 CFR § 30.4 to develop and maintain an affirmative action program must retain both the written affirmative action plan and documentation of its component elements set forth in 29 CFR §§ 30.5, 30.6, 30.7, 30.8, 30.9, and 30.11. All such records are the property of the sponsor and must be maintained for a period of five (5) years from the date of the making of the record or the personnel action involved, whichever occurs later. Records must be made available to the Office of Apprenticeship upon request in such form as the Office of Apprenticeship may determine it is necessary to ascertain whether the sponsor has complied or is complying with its obligations.