



New York College
Apprenticeship Network

STANDARD EMPLOYER AGREEMENT

The New York College Apprenticeship Network (NYCAN) is paid for by a \$7.9 million grant from the U.S. Department of Labor, Employment and Training Administration, administered by The Research Foundation for the State University of New York (SUNY). The focus is to accelerate the expansion of apprenticeships in advanced manufacturing.

Through this award SUNY is able to:

- Cover a portion of Related Instruction tuition costs for Registered Apprentices at SUNY community colleges.
- Reimburse a SUNY community college for a portion of training for Pre-Apprentices.

Employer agrees to:

- Register Apprentices with the NYS or US Department of Labor.
- Provide status of Apprentice's progress/exit from the apprenticeship.
- Provide bi-annual updates on salary increases when applicable.
- Provide SUNY cost share/match to meet grant requirements by submitting quarterly payroll reports (or other documentation as required by the US Department of Labor) demonstrating:
 - Apprentice's salary while enrolled in NYCAN
- Meet conditions of Training & Employment Guidance Letter 39-11 on handling and protecting Personally Identifiable Information, as outlined here:
https://wdr.doleta.gov/directives/attach/TEGL/TEGL_39_11.pdf.

Date: _____

Signature: _____

Name (print): _____

Company: _____

Email address: _____

Group Sponsor (if applicable): _____