



## **MACNY Registered Apprenticeship Program Administrative Services and Annual Maintenance**

---

### **Initial Set-up and Registration on Behalf of Signatory**

- Review apprenticeship program, role, and responsibilities of the group sponsor and organization
  - Explain the logistics of registered apprenticeship with respect to available trades, funding opportunities, overall functions, and benefits.
  - Could also include presentations to potential apprentices, organized labor representation, and/or leadership team, as requested
- Manage the initial registration process and registration of all new apprentices added into the program after the initial registration is completed
- Identify funding resources to offset tuition, fees, tools, and/or reimbursement of training wages
- Conduct program orientation and assistance at start-up to ensure a smooth transition
- Assistance with registration of Annual Tax Credits
- Complete NYSDOL affirmative action reporting and all DOL forms and submissions required for program registration
- Provide Blue Book Training for all apprentices, assigned mentors, in-house program managers, supervisors, managers, etc.
- Complementary 1 Year ToolingU subscription; valued at \$950 per apprentice (competency-based online courses focused in manufacturing)
  - Option to build individualized curriculum
  - Assign licensing and registration for apprentices and mentors
- Provide training on ToolingU software for apprentices and mentors, work with mentors and managers on building a customized course library, and determining course passing grade
- Source and register courses (SUNY, BOCES, etc.) that are trade specific to assist with closing the identified skill gaps of the apprentice
- Work with organizations and DOL throughout the process of developing and writing new trades

**For more information, please contact Laury Ferguson at [lferguson@macny.org](mailto:lferguson@macny.org) or (315) 474-4201 ext. 49**



## MACNY Registered Apprenticeship Program Administrative Services and Annual Maintenance

---

### Monitoring and Program Maintenance

- Monitor program to ensure successful progression and completion of apprenticeship
  - Onsite program monitoring visits with apprentice, mentors, and program manager
  - Provide training for newly assigned mentors and program managers
  - Review Bluebooks and Related Technical Instructions (RTI) for requirements/gaps
  - Obtain copies of records
  - Determine next steps
  - Aid organization as identified

*Note: Frequency of visits (monthly, quarterly, or bi-annually) will be determined by initial registration date, age of the program in-house, number of apprentices and trades registered, or per request of the individual organization. Site visits take place at a minimum of every 6-months.*

- Program Exits: Complete and submit documentation to NYSDOL for any apprentice exiting from their program due to job termination, no longer participating in the program, or not actively progressing in program as required by the employer or NYSDOL standards
- Program Completions: Manage the submittal of all required records and documentation to the NYSDOL Apprenticeship Training Representative (ATR) and the Designated Location Education Agency (DLEA) to obtain approval and Journey Worker Certification of Completion
- Continue to monitor and identify resources to minimize out of pocket expense to organization
- Identify trade specific Related Technical Instruction resources: Source classes with approved education providers and assist with registration, billing, and funding allocation
- Maintain, record, and track DOL required program documentation
- Answer questions and provide solutions for organizations and apprentices
- Perform program audits and act as NYSDOL liaison on behalf of the company

For more information, please contact Laury Ferguson at [lferguson@macny.org](mailto:lferguson@macny.org) or (315) 474-4201 ext. 49