District of Columbia Department of EMPLOYMENT SERVICES "Linking Washington to the Workplace"

GOVERNMENT OF THE DISTRICT OF COLUMBIA
APPRENTICESHIP COUNCIL

4058 Minnesota Ave., N.E. Room 3900
Washington, D.C. 20019

APPRENTICESHIP AGREEMENT AND REGISTRATION FORM

Title 36, Chapter 1-A, D.C. of Laws (65 Stat. 204)

The sponsor and apprentice whose signatures appear below agree to these terms of apprenticeship.

WITNESSETH THAT: The SPONSOR agrees to be responsible for the selection, placement and training of the APPRENTICE, and to abide by the D.C. State Plan for Equal Employment Opportunity in Apprenticeship and Training, and that the Apprentice agrees to apply himself diligently and faithfully to the work of the trade named therein during the period of apprenticeship, in accordance with the terms and conditions of the _____

(Name of Apprenticeship Standards)

incorporated in and made a part of this agreement; or, as covered by the terms and conditions on the reverse side of this agreement.

This AGREEMENT may be terminated by mutual consent of the parties, citing cause(s) with notification to the Registration Agency.		***TRAINING DATA***	
NAME OF APPRENTICE (Type or Print)		Trade	Apprenticeship Term
SOCIAL SECURITY NO.		Probationary Period	Credit for previous experience
ADDRESS (Number, Street, City, State, ZIP Code)		Completion Date	Date Apprenticeship begins
NAME OF PARTICIPATING EMPLOYER OR SPONSOR AND ADDRESS		***TO BE COMPLETED BY THE APPRENTICE***	
		DATE OF BIRTH (Month, Day, Year)	
		SEX ☐ MALE ☐ FEMALE	
SIGNATURE OF AUTHORIZED COMPANY OFFICIAL	DATE	RACE / ETHNIC GROUP M (Check one)	1. ☐ Caucasian/White 2. ☐ African American/Black 3. ☐ Oriental 4. ☐ American Indian 5. ☐ Hispanic 6. ☐ Information Not Available 7. ☐ Not Elsewhere Classified
APPROVED BY JOINT APPRENTICESHIP COMMITTEE		VETERAN STATUS	1. ☐ Vietnam 2. ☐ Vietnam Era 3. ☐ Special Disabled 4. ☐ Disabled 5. ☐ Other Eligible 6. ☐ Veteran 7. ☐ Non Veteran
APPROVED BY NON-JOINT COMMITTEE OR ASSOCIATION	DATE	HIGHEST EDUCATION LEVEL *(check highest grade completed)*	1. ☐ 8th grade or less 2. ☐ 9th grade 3. ☐ 10th grade 4. ☐ 11th grade 5. ☐ 12th grade or more 6. ☐ GED
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL, DISTRICT OF COLUMBIA APPRENTICESHIP COUNCIL ***DIRECTOR***		***DATE (Mo., Day, Yr.)***	***Registration No.***

TERMS AND CONDITIONS

1. A. During the below listed period of probation the apprenticeship agreement may be terminated by either party to the agreement upon written notice to the registration agency without cause.

1. B. After the probation period the agreement may be cancelled at the request of the apprentice and may be suspended, cancelled or terminated by the sponsor only for good cause with due notice to all parties concerned.

Probationary period: _____ months, or _____ hours

2. In the event there are controversies arising out of the agreement and they cannot be adjusted locally, either party should contact the registration agency listed on the face of this document.

3. The participating employer shall be responsible for the employment, supervision and training of the apprenticeship standards currently registered.

4. Schedule of Work Process in Which the Apprentice Is to Receive Adequately Supervised Instruction and Experience of Which a Record will be Kept and Periodically Evaluated:

(a) LIST HERE: Major divisions of the trade and work tasks required under each:

(b) LIST HERE: Approximate time, in hours, months, or percent of apprenticeship:

5. Wage Rate To Be Paid the Apprentice Each Period of Apprenticeship: (Period may be expressed in hours, months, or years; rate shall be expressed in percent of journeyman's wage)

PERIODS:	RATES:	PERIODS:	RATES:	PERIODS:	RATES:
1st _____	_____	5th _____	_____	9th _____	_____
2nd _____	_____	6th _____	_____	10th _____	_____
3rd _____	_____	7th _____	_____	11th _____	_____
4th _____	_____	8th _____	_____	12th _____	_____

Journeyman's rate as of _____ is _____ (per hour: per week)

6. Number of Hours per Week or per Day To Be Worked by the Apprentice:
(a) Hours per week _____ **(b) Hours per day** _____

7. Number of Hours Related Instruction:
(144 hours per year - 4 hours per week, during regular school year, is normally considered necessary. Where classes are not available through the local school, other organized trade, industrial, or correspondence course of equivalent value may be substituted only on approval by the Registration agency.)

(a) _____ week _____ year **(b)** School or course
(c) Apprentice ☐ will ☐ will not be compensated for hours spent in related instruction after regular working hours. _____

8. **Other Provisions:**
(a) There is reasonable certainty that the job which the apprentice is being trained will be available to him upon completion of his apprenticeship.

(b) The apprentice will be accored equal opportunity in all phases of apprenticeship employment and training without discrimination because of race, color, religion, national origin or sex.

(c) Upon request by the Joint Apprenticeship Committee or sponsor, a Certificate of Completion will be granted the apprentice by the Registration Agency upon satisfactory completion of the required number of hours actually worked in the trade as well as the satisfactory completion of the required number of hours of related instruction, in accordance with standards covered herein.

9. I, the undersigned apprentice, have read all of the above and fully understand the responsibilities and requirements of this agreement.

Signature of Apprentice	**Date, (Mo., Day)**
Signature of Parent or Guardian if Apprentice is a Minor	**Date, (Mo., Day)**