

YA AGREEMENT FORM INSTRUCTIONS

All LEAs will be required to use the new Apprenticeship Maryland Agreement Form. While most of the information is the same, there are new sections and fields for which guidance to complete them is below.

Please reach out to the CTE office for assistance with completing this form or view the model YA Agreement form [linked here](#).

 **APPRENTICESHIP
MARYLAND**
Earn and Learn Opportunities for Youth

AGREEMENT

APPLICANT INFORMATION	PARENT/GUARDIAN INFORMATION
Name:	Name:
Address:	Address:
Cell Phone:	Cell Phone: Home:
Email:	Email:
School:	
Date of Birth:	
EMPLOYER REPRESENTATIVE	
Name:	
Title:	
Company Name:	
Address:	
Cell Phone: Fax:	
Email:	

APPRENTICESHIP MARYLAND COORDINATOR

APPLICANT INFORMATION
Race/Ethnic Group (X One) Gender: ☐ Male ☐ Female
☐ White (Not Hispanic) ☐ Asian/Pacific Islander
☐ Black (Not Hispanic) ☐ Information Not Available
☐ Hispanic ☐ Other
☐ American Indian or Alaska Native

- **Applicant Information** - does ask for demographic information not present on the previous version
- **Parent/Guardian Information & Employer Representative** - no changes
- **Apprenticeship Maryland Coordinator** - WBL coordinator's information to be completed by school based WBLC.

RI CONCURRENCE AGREEMENT

Are Related Instruction and On the Job Learning delivered concurrently (if no, explain below) yes ☐ no ☐

- | STUDENT SCHEDULE AND EMPLOYER SITE INFORMATION | | | | | |
|--|----------------------|----------------------|---|----------------------|----------------------|
| Start Date: <input type="text"/> | <input type="text"/> | <input type="text"/> | End Date: <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Job Title: <input type="text"/> | | | | | |
| Related InstructionDescription: <input type="text"/> | | | min. wage or higher: <input type="text"/> | | |
| Description: <input type="text"/> | | | Wage/hour: <input type="text"/> | | |
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| On the job training | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Related to Instruction | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| High School Grad coursework | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

- **Student Schedule and Employer Site Information**
 - *Start Date* - enter anticipated start
 - *End Date* - may be left blank but could use the last day of school
 - *Job Title* - enter from posting to which student applied
 - *Related Instruction Description* - enter satisfying course name & number from student schedule or transcript
 - *Description* - enter method & location of delivery
 - *Minimum Wage or Higher* - enter “yes”
 - *Wage/Hour* - enter hourly rate from posting
 - *On the Job Training* - enter the number of hours student anticipates to work each day, may be a range (ex- 3-5 hours)
 - *Related Instruction* - enter the number of hours students will spend in the course satisfying related instruction daily
 - *High School Grad Coursework* - enter the number of hours students will spend in classes outside of related instruction during the school day