

# Lane Early Learning

# Registered Apprenticeship

## Training Agent Application

### Employer Name

Employer Name: \_\_\_\_\_ DBA (if applicable): \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

License Number(s): \_\_\_\_\_ Current DELC Child Care Licensing Division license number for each site employing apprentices

Have you participated in or sponsored a Registered Apprenticeship, Youth Apprenticeship, or pre-apprenticeship program?: ☐ Yes ☐ No

If yes, please state the program and dates of participation:

\_\_\_\_\_  
 \_\_\_\_\_

### Employer Contact Information

Primary Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_

### Workforce

Number of Employees (total): \_\_\_\_\_ Number of Journeyworkers: \_\_\_\_\_

Do you have current employees you wish to enroll in the program: ☐ Yes ☐ No If yes, how many: \_\_\_\_\_

Do you have any hiring requirements for entry-level employees/apprentices? If yes, please explain:

\_\_\_\_\_

### Employer Questions

Do you have current professional development practices for your staff?:

☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Do you have a current mentorship structure for your staff?:

☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in joining this program as an employer partner?: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you able to commit to the requirements of this Registered Apprenticeship program?: ☐ Yes ☐ No

### Training Agent Responsibilities

The Lane Early Learning Registered Apprenticeship JATC will orient participating employers to their roles and responsibilities. Employers must comply with the following:

- **Onboarding:** New employers will receive the *Standards of Apprenticeship, Policies and Procedures*, and all required forms upon application.
- **Supervision:** Ensure apprentices are supervised by qualified personnel and that ratio requirements are met (1 apprentice to 1 journeyworker in the classroom), as outlined in the Standards.
- **Class Attendance:** Schedule work hours to allow apprentices to attend all required classes.
- **Employment Status Changes:** Notify the program administrator in writing within five (5) business days if an apprentice separates from employment.
- **Business Updates:** Report any changes to company name, address, or phone number to the Committee.
- **Workplace Compliance:** Ensure all working conditions comply with applicable health, safety, and labor laws and regulations.
- **Safe Environment:** Maintain a safe working environment for all apprentices and employees.
- **Wages:** Pay apprentices no less than the required percentage of the journey-level wage based on their assigned progression.
- **Participation:** Attend required meetings and respond to LELA JATC communications in a timely manner to maintain active training agent status.

### Statement of Understanding

Please read the following statements carefully before signing this application. If you have any questions regarding the statement, please contact us to discuss before signing this application.

1. I certify that my answers are true and complete to the best of my knowledge.
2. I understand that I must abide by the program Standards of Apprenticeship and Policies and Procedures, including wage schedule and ratio requirements.

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

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

LELA JATC (MA #3013) will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. LELA JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under [Title 29 of the Code of Federal Regulations](#), part 30. ([29 CFR § 30.3\(c\)](#))