



ELIGIBLE EMPLOYER APPLICATION

Complete the fields below using Adobe Acrobat. When the form has been completed, save it to your local drive as yaeligibleemp_YourName.pdf. It is vital that you add your first and last name to the form that you save. This allows DLLR to easily identify the form that you completed. E-mail the completed form to DLApprenticeshipMaryland-DLLR@maryland.gov.

ELIGIBLE EMPLOYER:

Company Name: EIN #

Address:
City State Zip

Telephone:

Contact Name: Email:

Telephone:

Date of Application: School District: Frederick County Washington County

Principal Area(s) of Business:

Occupation	Term in Month/Hour	Apprentice Hourly Rate	Workweek Hours Per Day	Workweek Days Per Week	Projected Number of Available Positions

Provide a description of the on-the-job tasks and work processes that a youth apprentice will be expected to learn:

If your company has an arrangement with an association or employee organization with whom you intend to collaborate regarding the Youth Apprenticeship Program, please identify and describe:

ELIGIBLE EMPLOYER APPLICATION (CONT'D)

As an Eligible Employer you must agree to the following. Please check each item:

- Commit to the employment and training of a youth apprentice for at least 450 hours within a specified period (not to exceed 14 months);
- Develop a syllabus with the major competencies to be achieved and allocate the amount of time for each major competency;
- Provide assurance of qualified training personnel, i.e., a mentor for a youth apprentice, with a description of the mentor's role and qualifications;
- Place of a youth apprentice with your company under a youth apprenticeship agreement, approved by the Maryland State Department of Education (MSDE) and the Department of Labor, Licensing and Regulation (DLLR).
- Pay the youth apprentice consistent with the Maryland minimum wage law and its exemptions for employees under age 20;
- Determine the hours of work for the youth apprentice and comply with applicable child labor and employment of minors laws with regard to number of hours worked, prohibited occupations and equipment, and time of day employment for youth apprentices;
- Conduct periodic and regular performance evaluations of the youth apprentice;
- Provide safety instruction in work practices;
- Provide safe equipment and facilities;
- Anticipate future entry-level job openings in eligible career track occupation in which youth apprentice will be working.

By entering your name, you are signing this form electronically. You are affirming that information contained in this document is complete and true.

SUBMITTED BY:

Name of Eligible Employer Representative

Company Name

Title

Date

DLLR use only:

Signature and Title of Maryland Apprenticeship and Training Council Official

Date Approved