

YOUTH APPRENTICESHIP STANDARDS

Complete the fields below using Adobe Acrobat. When the form has been completed, save it to your local drive as yastandards_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.

ADOPTED BY

(Eligible Employer’s Name)

(Address)

(City)

(State)

(Zip Code)

_____ (company name) as an Eligible Employer agrees to the following:

1. SUPERVISION OF YOUTH APPRENTICES

The Eligible Employer shall designate a mentor who shall have full direction and control of each youth apprentice, and who shall further:

- (a) be responsible for assignment of youth apprentices under the immediate supervision of qualified mentors for instruction; and
- (b) be responsible for the keeping and maintaining of progress records on apprentices to include related instruction and insuring that each apprentice is advanced and rotated through the basic work processes and skills;
- (c) perform or otherwise cause the routine and periodic evaluation of the progress of each youth apprentice, and
- (d) provide for a safe work environment.

2. EMPLOYMENT AND TRAINING OF YOUTH APPRENTICES

The employment and training of youth apprentices during their youth apprenticeship shall be without discrimination of political or religious opinion or affiliation, marital status, race, color, creed, national origin, sex, or age, unless sex or age constitutes a bona fide occupational qualification, or the physical or mental disability of a qualified individual with a disability.

3. TERM OF APPRENTICESHIP MARYLAND

The term of a youth apprenticeship shall be 450 hours of on-the-job training and at least one-year of classroom instruction related to the eligible career track.

4. RATIO OF YOUTH APPRENTICE(S) TO MENTOR(S) Address in standards at all?

No more youth apprentices will be employed than can be properly trained and afforded reasonable opportunity for future employment in the occupation.

- (a) To insure proper training, the number of apprentices shall not exceed one (1) youth apprentice to every one (1) mentor regularly employed in the occupation.

Each youth apprentice must be assigned a skilled mentor at the workplace. The mentor may assign multiple “trainers” to instruct the youth apprentice while they rotate among the various workstations. One mentor may work with more than one youth apprentice in a company.

5. YOUTH APPRENTICESHIP AGREEMENT

A Youth Apprenticeship Agreement (YAA) must be signed by all parties for every youth apprentice enrolled in the Apprenticeship Maryland program. The YAA is effective only when signed by all parties. A signed copy must be on file at the school, with youth apprentice’s employer and at Department of Labor, Licensing and Regulation (DLLR).

6. CANCELLATION OR TERMINATION OF APPRENTICESHIP MARYLAND YOUTH APPRENTICESHIP AGREEMENTS

The Employer shall *immediately and in all instances*, notify the Maryland Apprenticeship and Training Council, with a copy to the Office of the Secretary, DLLR, *in writing*, stating reasons for the cancellation of a Youth Apprenticeship Agreement.

7. ACCIDENT PREVENTION AND SAFETY

Safety and Health Training. The Eligible Employer shall instruct the youth apprentice in safe and healthful, work practices and shall insure that the youth apprentice is training in facilities and other environments that are in compliance with occupational safety and health. Such instruction shall be coordinated with the actual work performed on the job and to include the appropriate tools and equipment.

8. RIGHT TO VISIT

Apprenticeship Maryland shall have the right to visit any job site where youth apprentices are employed and youth apprentice related instruction classes are in session in order to determine compliance with Youth Apprenticeship Standards.

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

Title of Representative

Company Name

Date