

YOUTH APPRENTICESHIP AGREEMENT: APPRENTICESHIP MARYLAND

The Eligible Employer, School, and DLLR must have a completed and fully signed copy of this Youth Apprenticeship Agreement on file within 30 days of the student's start date.

You may print this form and complete it by hand, or complete this form in Adobe Acrobat and print it. Ensure that the employer, the apprentice and the apprentice's parent/guardian have filled in the information. Ensure that it has been SIGNED by all parties.

Please contact the Youth Apprenticeship Coordinator at your school to sign the final completed and signed document.

This agreement is between:

Youth Apprentice

Parent/Guardian

,and

Eligible Employer

School District

for a youth Apprenticeship in the eligible career track occupation of _____.

The Youth Apprentice agrees to:

- Maintain the academic and attendance requirements of the program;
- Observe company rules and other requirements identified by the Eligible Employer;
- Participate in progress reviews scheduled with mentors, school personnel and parent(s) or guardian(s); and • Comply with safety laws, and respect Eligible Employer processes during the term of apprenticeship.

The Eligible Employer agrees to:

- Upon submission of the Eligible Employer application to the Maryland Training and Apprenticeship Council (MATC) and the Secretary of DLLR, provide a description of the on-the-job tasks and work processes that the youth apprentice will be expected to master in the Eligible Career Track occupation;
- Employ the 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 for review and approval by the Maryland Training and Apprenticeship Council (MATC);
- Instruct the youth apprentice in the required competencies provided for this program;
- Provide assurance of qualified training personnel such as a mentor for a youth apprentice, with a description of the mentor's role and qualifications;
- Authorize the mentor to participate in progress reviews scheduled, at least three times a year, with the youth apprentice, the youth apprentice's parent or guardian, and school personnel;
- Pay the youth apprentice for all work performed during the program at no less than minimum wage;
- Establish 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 in compliance with OSHA requirements; and
- Comply with all applicable state and federal child labor laws;

The Youth Apprentice's Parent or Guardian agrees to:

- Assist the youth apprentice in meeting the academic and attendance requirements of the program;
- Ensure transportation to and from the worksite is provided; and
- Participate in progress reviews scheduled with mentors, school personnel and the youth apprentice.
- Follow all rules and guidelines established for the program by the local school system.

The School District agrees to:

- Ensure the youth apprentice will meet high school requirements and the student will have the opportunity to successfully complete all requirements of the Apprenticeship Maryland program;
- Participate in progress reviews scheduled with mentors, the youth apprentice, and youth apprentice's parent or guardian;
- Award credit toward graduation for both the related instruction and the on-the-job training component; and
- Provide safety instruction for work considered hazardous under child labor laws.

The parties to this agreement also agree to comply with the following assurances:

- A. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any youth apprenticeship program on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or sexual orientation.
- B. Youth apprentices will be provided with adequate and safe equipment and a safe and healthful workplace in conformity with all health and safety standards of Federal and State law.
- C. The Office of the Secretary of the Maryland Department of Labor, Licensing and Regulation will establish and maintain a procedure for complaint resolution. A copy of the complaint resolution procedure will be provided to the parties upon assignment to the program.
- D. Youth apprentices will not displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).
- E. The Apprenticeship Maryland program will not impair existing contracts for services or collective bargaining agreements. Any youth apprenticeship program that would be inconsistent with the terms of a collective bargaining agreement shall be approved only with the written concurrence of the labor organization and Eligible Employer involved.
- F. An Eligible Employer will not hire a youth apprentice when:
 1. Any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent jobs; or
 2. The Eligible Employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created with a youth apprentice.

- G. A work permit may be required for youth apprentices for work performed as a part of this program.
- H. Pupil records released pursuant to this agreement will not be further disclosed without prior written consent of the youth apprentice and/or the parent or guardian.
- I. If the youth apprentice is to perform work in an occupation that has been deemed hazardous by United States Department of Labor, the Eligible Employer agrees that:
 - 1. The work in the hazardous occupation will be incidental to the training;
 - 2. The work in the hazardous occupation will be intermittent and for short periods under the direct and close supervision of a qualified and experienced person;
 - 3. Safety instruction will be coordinated with the school;
 - 4. A schedule with an organized progression of work processes will be prepared before work in the hazardous occupation.

Responsibilities in the implementation of this agreement:

The undersigned parties agree to enter into a youth apprenticeship authorized by § 11-603 of the Labor and Employment Article of the Maryland Annotated Code for the purpose of educating the student in the eligible career track area of

Description of Eligible Career Track Occupation:

Apprenticeship Maryland Program area:

The youth apprentice will spend:

hours per week in related classroom instruction and
hours per week in on-the-job learning.

Starting wage for the youth apprentice will be \$ (minimum wage or higher) per hour.

The apprenticeship:

will begin on (month/day/year) and
be completed by (month/day/year)

Eligible Employer Representative:

I hereby represent I am a representative authorized to bind my company to the terms and conditions of the Apprenticeship Maryland Program set forth herein. I further acknowledge I have read and fully understand the enumerated program requirements.

Printed Name	Signature	Date
Title	Company Name	
Street Address	City	State Zip Code
E-mail Address	Telephone Number	

Youth Apprentice:

I authorize the school to release progress, grades and attendance reports and to disclose any challenges to my success as an apprentice to the Youth Apprenticeship Coordinator identified on this agreement and the Apprenticeship Maryland Program staff at the Maryland Department of Labor, Licensing and Regulation while this agreement is in effect for the purpose of assisting me. Further, I have read and fully understand my commitment and obligations under the Apprenticeship Maryland Program.

Printed Name	Signature	Date
Street Address	City, State	Zip Code
E-mail Address	Telephone Number	Date of Birth

Parent or Guardian:

As the parent or legal guardian of _____ (Student name), I authorize the school to release progress, grades and attendance reports and to disclose any challenges to the student's success as an apprentice to the Youth Apprenticeship Coordinator identified on this agreement and the Apprenticeship Maryland Program staff at the Maryland Department of Labor, Licensing and Regulation while this agreement is in effect for the purpose of assisting the youth apprentice. Further, I have read and fully understand my commitment and obligations under the Apprenticeship Maryland Program.

Printed Name

Signature

Date

E-mail Address

Telephone Number

Youth Apprenticeship Coordinator:

I hereby commit on behalf of _____ (school name) and as part of the Apprenticeship Maryland program to comply with the terms and conditions set forth herein to help _____ (student name) achieve success in the program. I pledge to act as a resource and a full partner with the student, parent, and eligible employer to ensure a successful student experience in Apprenticeship Maryland.

Printed Name

Signature

Date

E-mail Address

Telephone Number