



The State University  
of New York

# Enhanced Apprenticeship Opportunities – Employer Incentives



## Employer Incentives - Overview



### Employer Incentives Guidelines

- Company hires a SUNY Community-Based Pre-Apprenticeship Training successful completer as a Registered Apprentice within six months of training completion: \$500 per apprentice.
  - **Course must finish on May 1, 2024 or later**
- Company hires or designates an incumbent worker as a Registered Apprentice (up to 10): \$500 per apprentice.
  - **AT401 must be signed and dated by NYSDOL on or after May 1, 2024**
- If participant submitted as one of the initial 10 remains employed as a Registered Apprentice after six months and has registered for a RI course at a SUNY college, company is eligible for second \$500 payment.

RF sends payment directly to the Registered Apprentice's employer of record



## Employer Incentives – Employer and Student Eligibility



- **Employer Eligibility:**
  - A NYSDOL Registered Sponsor or Signatory
  - Use a SUNY college for Related Instruction
- **Student Eligibility:**
  - A Community-Based Pre-Apprenticeship Training Successful Completer
  - AND/OR
  - A Registered Apprentice
  - Begin Related Instruction at a SUNY college within six months of hire or designation as a Registered Apprentice



## Employer Incentives – Employer Process



For PA Completers and RA Initial Payment, employer completes: [Electronic Submission](#) and attaches:

- [Employer Certification Form](#)
- Registered Apprentice's NYSDOL Apprenticeship Agreement (AT401). AT401 must be signed and dated by NYSDOL on or after May 1, 2024
- [Employer Incentive Invoice Template](#)

For submission of Registered Apprentice hires that were not Community-Based Pre-Apprenticeship Completers, an [Employer Participant Intake Form](#) must be completed and individual hired or designated must sign [Combined Information Release Form](#)

Upload a [W-9](#) to the Research Foundation for SUNY for payment: [here](#). This is only required for the FIRST submission.



# EMPLOYMENT CERTIFICATION FORM

***Submit electronically*** this completed form with [\*\*\*Employer Incentive Invoice Template\*\*\*](#) and each apprentice's AT401 and/or proof of Related Instruction registration as required.

Company: \_\_\_\_\_ Group Sponsor (if applicable): \_\_\_\_\_

Apprentice Name	Date Hire	Place an X in the appropriate box(es)		
		SUNY Community-Based Pre-Apprentice Successful Completer <b><i>Attach completed NYSDOL Apprenticeship Agreement (AT401)</i></b>	Apprentice qualifying for first \$500 (10 max. per company) <b><i>Attach completed NYSDOL Apprenticeship Agreement (AT401)</i></b>	Apprentice Retained after Six Months of Hire Registered in Related Instruction <b><i>Attach Related Instruction registration</i></b>

*"I certify employment and/or retention for the following New York State Registered Apprentices. I confirm that my company is in **good standing** with the NYS Department of Labor (NYSDOL) as a sponsor or signatory and are currently using or intend to use SUNY college (s) for Related Instruction."*

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

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

*Ink (original) or digital signature*

## Employer Incentives – Employer Process



Registered Apprentice second \$500 payment:

Employer completes [Electronic Submission](#) and attaches:

- [Employer Certification Form](#)
- [Employer Incentive Invoice Template](#)
- Proof of Related Instruction registration. This can be documentation from the college's registrar, a student schedule, letter signed by a college employee, etc.

## Employer Incentives – Follow-Up



Follow-up for a PA Completer begins after the Pre-Apprentice training finished.

- After three months, SUNY System contacts group sponsor or employer to verify student employment status and wage data
- After six months, SUNY System contacts group sponsor or employer to verify student employment status
- After twelve months, SUNY System contacts group sponsor or employer to verify student employment status and wage data

## Employer Incentives – Follow-Up



Follow-up for the hire of a Registered Apprentice that was not a PA Completer begins following completion of first RI training.

- After three months, SUNY System contacts group sponsor or employer to verify student employment status and wage data
- After six months, SUNY System contacts group sponsor or employer to verify student employment status
- After twelve months, SUNY System contacts group sponsor or employer to verify student employment status and wage data