



Dear NYS manufacturer:

Thank you for your commitment to apprenticeship and interest in the State University of New York (SUNY) providing funding for your employee(s) through the New York College Apprenticeship Network (NYCAN). We are thrilled to connect with you and support your apprenticeship program.

NYCAN is paid for by a \$7.9 million grant from the U.S. Department of Labor (USDOL), Employment and Training Administration and administered by The Research Foundation for SUNY.

USDOL requires tracking and leverage for the award. Therefore, as an employer receiving On the Job Training (OJT) we are asking for information on both apprentice's and mentor's salary to be reported to USDOL as leverage for the grant. We appreciate your assistance to meet requirements as a portion of this funding is allocated both to support your business as well as the education component for your apprentice. All apprentices participating in the program have signed an Authorization Form for release of personally identifiable information allowing SUNY to obtain this information. Please sign the attached Employer Agreement and return to your NYCAN partner.

NYCAN brings together community colleges, employers, associations, workforce development boards and other community leaders to develop a network that leads to successfully expanding apprenticeships in New York's manufacturing sector. Specific activities include: Pre-Apprenticeship and Related Instruction apprenticeship training, on-the-job training funds for small employers and development of on-line curriculum for Related Instruction. If you are interested in joining an advisory group regarding curriculum development please email [apprenticeship@suny.edu](mailto:apprenticeship@suny.edu).

Thank you again for your participation and we look forward to your partnership.

Sincerely,

A handwritten signature in black ink that reads "Denise Zieske". The signature is written in a cursive, flowing style.

Denise Zieske  
Director of Workforce Development  
Office of Community Colleges and the Education Pipeline  
The State University of New York



New York College  
Apprenticeship Network

## EMPLOYER AGREEMENT WITH OJT

The New York College Apprenticeship Network (NYCAN) is paid for by a \$7.9 million grant from the U.S. Department of Labor, Employment and Training Administration, administered by The Research Foundation for the State University of New York (SUNY). The focus is to accelerate the expansion of apprenticeships in advanced manufacturing.

Through this award SUNY is able to:

- Cover a portion of Related Instruction tuition costs for Registered Apprentices at SUNY community colleges.
- Reimburse a SUNY community college for a portion of training for Pre-Apprentices.
- Reimburse employers with 50 or fewer employees for a portion of a Registered Apprentice's wages during On the Job Training (OJT).

Employer agrees to:

- Register Apprentices with the NYS or US Department of Labor.
- Provide status of Apprentice's progress/exit from the apprenticeship.
- Provide bi-annual updates on salary increases when applicable.
- Provide SUNY cost share/match to meet grant requirements by bi-annual quarterly payroll reports (or other documentation as required by the US Department of Labor) demonstrating:
  - Apprentice's salary while enrolled in NYCAN
  - Mentor's salary while working with apprentice enrolled in NYCAN
- Meet conditions of Training & Employment Guidance Letter 39-11 on handling and protecting Personally Identifiable Information, as outlined here:  
[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_39\\_11.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_39_11.pdf).

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

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

Name (print): \_\_\_\_\_

Company: \_\_\_\_\_

Email address: \_\_\_\_\_

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