Apprentice Certifications – Instructions & Clarifications

The process should start with the Participating Employer who has apprentices to certify and is most likely a subcontractor. He/she, with the help of the general contractor and/or the onsite resource (bulletin board), should identify the contracting authority. The Contracting Authority will always be a government entity responsible for the funding of the project. This may prove to be the hardest part of the certification process. The general or prime contractor who would have been at the pre-construction meeting would also know who is working as the Contracting Authority. It is important to further identify a specific person and an accurate address as this is where the original document will be mailed.

After acquiring the project name, Contracting Authority's project number, location address, and any additional pertinent information about the project, include the projected (in the future of the request date) start date, the estimated project completion date and the date the request is made (sent to the Registered Apprenticeship Program). The Employer can provide the information he/she has acquired to the Sponsor/Registered Apprenticeship Program with the names of the apprentice(s) to be certified. The Employer should not list all of the apprentices in his/her employment and request them to be certified, but instead should request certification of the one or two he/she will actually place on the project.

When the Employer has gathered all of the information he/she is responsible for, he/she should provide it to the Sponsor. The date of request is the date the Employer provided the information to the Sponsor and the Sponsor must perform due diligence and not let the request sit idle.

The Sponsor should ensure the Apprentice Name, RAPIDS ID number, registered trade and the percent of the journeyperson's wage, as found in the Registered Apprenticeship standards or in the latest wage amendment wage table. The latest approved journeyperson's wage and the apprentice's wage progression percentages are also in RAPIDS in the Program information. The percentage is established by the number of hours of On-the-Job Learning (OJL) the apprentice has completed and what level of the Apprenticeship the apprentice is in. The percentage should be carefully reviewed every 90 day renewal of a certification, in that the apprentice may have advanced to the next level in the wage table based on his current OJL hours.

The certification request can only come from the Sponsor/Registered Apprenticeship Program, because they are the entity who has indentured the apprentice.

The ATR (Apprenticeship Training Representative) must review the entire form, checking for accuracy and ensuring it is complete. The ATR will fill in the apprentice's registration date and the date of issue. This will be the date he received the request. Below the last apprentice listed on the certification, the ATR will indicate "no names to follow" as a practice to inform U.S. Wage and Hour of the last name on the list of apprentices certified. The original certification, which is always signed in blue ink by the ATR, will be sent to the contracting

authority. A copy stamped "Not for Certification" and "File Copy" will be sent to the Sponsor. The Sponsor should in turn send a copy to the Employer who made the request. A copy stamped "File Copy" will be filed in the respective Apprenticeship Regional Office with the Sponsor's records of apprentice certifications issued.

Questions relating to the Apprentice Registration date can arise when the date is several years old and the Apprentice is at a low wage percentage rate and the Sponsor must retain the records of proof.

The Employer should "never" use a copy of the registered Apprenticeship Agreement as verification of an apprentice's registration. This warning appears on every apprenticeship agreement: *"Warning: This Apprenticeship Agreement does not constitute an Apprentice Certification under Title 29, CFR, Part 5 for the employment of the Apprentice on Federally financed or assisted construction projects. Current Apprentice Certifications must be obtained from the Registration Agency's Servicing Representative."*

The Ratio of apprentices to journeypersons/mechanics is stated on the Apprentice Certification and a supervisor (though he/she may very well be a journeyperson) is never counted as a journeyman on the project, because he/she is in a supervisory capacity over the other journeypersons and apprentices.

The employer must be advised and/or reminded of the job categories listed on the federal project and to not classify anyone in a category that does not exist. The wage determinations with job categories can be found on the U.S. Wage and Hour website at http://www.wdol.gov/ .

In order for the Employer to protect himself/herself from having to pay an apprentice the prevailing journeyperson wage plus benefits, the Certification Request should always be requested from the Sponsor **BEFORE** an apprentice is placed on the job. An Apprentice Certification will never be issued on a project after it has completed or ended. The ATR will not issue a backdated certification; therefore, change the "Date of Request" if it is not the same day he/she receives the request for certification. That is why the "Projected Project Start Date", the "Date of Request" and the "Estimated Project Completion Date" is imperative when requesting apprentice certifications.

The Davis-Bacon Compliance Handbook is made available from U.S. Wage & Hour's (listed as number 16) website at https://www.dol.gov/whd/recovery/pwrb/toc.htm . The Sponsors can also request this document from their ATR, and then provide it to a participating employer.