

WORKFORCE SERVICES

sdjobs.org

REGISTERED APPRENTICESHIP PROGRAM ON-THE-JOB LEARNING AGREEMENT

Apprentice Name: _____

Date of Hire: ____/____/____ Date of RAPIDS registration\Start of OJT: ____/____/____

Span of time from Date of Hire to RAPIDS registration is: Greater than 6 months, \$500.00
 Less than 6 months, \$1,000.00
 Not Applicable

Type of Training (job title): _____

Employer/Business/Training Entity Name: _____

Address _____
Street City State Zip

Employer Contact: Name: _____ Tel: () _____ - _____ Title: _____

Name of OJT supervisor: _____ Title: _____

APPRENTICE RESPONSIBILITIES

- I agree to abide by the policies and procedures given to me by the work site.
- I agree to conduct myself in a responsible and courteous manner and treat my supervisor(s) and coworkers with respect.
- I agree to provide a monthly progress report, pay stubs, and attend meetings with my Employment Specialist and Work Site Supervisor as requested.
- I understand other parties may be contacted by the Workforce Training representative regarding my progress in the work experience and education component.

PARTICIPANT SIGNATURE

____/____/____
DATE

WORK SITE RESPONSIBILITIES

- I agree to provide a copy of the Registered Apprenticeship Program Appendix A.
- I agree to submit a copy of the Apprentice's ETA Form 671 after registration in the RAPIDS system.
- I agree to provide supervision of the apprentice and training as outlined in the Appendix A of our Registered Apprenticeship Program.
- I agree to advise DLR staff of any problems arising with the participant, e.g. attitude, respect of others, absences.
- I agree to provide a monthly Progress Report and attend meetings with the DLR staff and the Apprentice as requested.

WORK SITE SUPERVISOR SIGNATURE

____/____/____
DATE

DLR STAFF RESPONSIBILITIES

- I agree to monitor progress with the On-the-Job training on a regular basis.
- I agree to submit payment information (if applicable) in a timely manner. Given that all monthly progress reports and paystubs are received, and the Apprentice is still employed 90 days from the date on ETA Form 671.
- I agree to support the participant and the work site and provide support when needed.

DLR REPRESENTATIVE SIGNATURE

____/____/____
DATE