

### **CEG Apprenticeship FAQs**

1. Is an apprentice an employee of my company?

Yes. We are recommending that the best candidates for an apprenticeship are existing entry level employees that show good work habits and are looking for future growth with the company

2. How are apprentices selected?

Each company selects its own apprentices from its current workforce.

3. How much do apprentices get paid?

One of the requirements of a registered apprenticeship program is a “wage progression.” The apprentice begins at an entry level salary and over the course of the training receives incremental increases as they successfully master the trade. Some of you may be familiar with the term “pay for performance”- the concept is very similar. Each company sets its own internal wage progression.

4. So, I’m interested in getting started, what happens next?

When you contact us (see below) we will schedule a time to meet you at your facility. You should probably have HR representation, an operations person, and someone from management with the authority to approve the program involved in the meeting.

5. So who does the training?

The on-the-job training is done by your skilled trades people at your skilled trades people at your facility. We will provide you with a detailed training outline for them to follow, along with training on how to instruct the apprentices. The related instruction, which will range from 3-5 hours per week, will be provided by ToolingU and local community colleges. We will coordinate all of the related instruction for you.

6. How much paperwork is involved?

There are only three forms involved: an agreement between CEG and your company outlining the program requirements, a wage progression form for each occupation, and a rating form for each apprentice. We will walk you through completing all of these forms.



7. Is the NYS Department of Labor involved?

CEG serves as the program sponsor on your behalf. The only information Labor will check on any of the participating companies is whether Unemployment Insurance has been paid and Income Taxes have been filed. All other contact with Labor goes through CEG.

8. How much work is involved?

As mentioned above, we will provide a detailed competency based training outline that you can check off as the apprentice masters each skill. We will also supply a Learning Management System from tooling that will allow you to track all of the training as it is completed. You will have to have your skilled trades people dedicate some time to instructing the apprentices, but as they learn their increased knowledge will allow them to “pay back” as a return on your investment (ROI).

9. I’m doing fine, why should I need an apprentice?

We’ve heard from CEG companies that they are faced with the coming retirements of many of their skilled trades persons. Unfortunately, many of the apprentice programs that used to be offered by the larger companies no longer exist. There is just not a ready supply of journey-level workers in the workforce. Unless we begin to replace those who are retiring now, and allow them to pass on their skills before they leave, we will be in deep trouble tomorrow.

10. OK, so how much will this cost our company?

We estimate that the maximum any year of training would be \$3000 per apprentice (four community college courses and one subscription to Tooling U). We are currently working with our partner organizing, MACNY, to identify potential funding sources to alleviate some of these costs.

***We hope you will join with us in this important effort to build our skilled workforce.***

If you have any questions, please contact Amanda Vitullo, Direct of Economic Development Services, at [amandav@ceg.org](mailto:amandav@ceg.org) or 518-465-8975 x 244