



## Employer Obligations

The employer shall complete an Employer Agreement Form, a Supplemental Form, declare a journey rate, and agree to abide by the Apprenticeship Standards. All of these forms and other information are available on our website at [www.abcmetrowashington.org](http://www.abcmetrowashington.org).

- Employers must be approved and registered with the DC DOES and/or MATC prior to sponsoring an apprentice.
- Apprentices must be registered with DOES and/or MATC. It is the employer's responsibility to accurately complete and return all forms to ABC CTT to ensure apprentices are properly registered and complying with District and/or State regulations.
- The employer shall provide ABC CTT written notification of apprentice's change of address or change of employment within ten days of the change including the date and the reason for termination.
- If an employer holds its own Standards of Apprenticeship and utilizes our instructional training program, a copy of the apprentice's registration agreement is to be forwarded to ABC CTT.
- The employer shall provide OJT training as outlined in the Apprenticeship Standards and supervise submittal of OJT reports on a monthly basis. Each student will submit a username and receive an OJT -only password with which to input his or her own OJT hours by the 10<sup>th</sup> of every month for the previous month.
- Employers shall maintain the approved journeyperson to apprentice ratios. The ratio in DC is 3:1 (three journeypersons for every apprentice) while in Maryland it is 1:1 (one journeyperson for each apprentice).
- Each employer shall establish a company journey rate and apprentices are to be monetarily compensated a percentage of that journey rate in accordance with the Apprenticeship Standards. As apprentices accumulate OJT training hours, they are to receive incremental wage increases so long as the quality of the apprentice's performance warrants the increase.
- This schedule does not preclude employers from paying an apprentice more than the minimum.