



## Trades Apprentice Program T.A.P

### Student Apprentice Information

Student's Printed Name \_\_\_\_\_ School Year \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parent's Names: \_\_\_\_\_

Address: \_\_\_\_\_ Parent's cell phone: \_\_\_\_\_

City/Zip: \_\_\_\_\_ Home phone: \_\_\_\_\_

Parent's Names: \_\_\_\_\_

Address: \_\_\_\_\_ Parent's cell phone: \_\_\_\_\_

City/Zip: \_\_\_\_\_ Home phone: \_\_\_\_\_

### Training Site Information

Business Name: \_\_\_\_\_ Type of business: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Name of Training Sponsor/Supervisor: \_\_\_\_\_

Supervisor's phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date employed: \_\_\_\_\_ Hourly wage \$: \_\_\_\_\_

#### Expected Schedule:

<i>DAY</i>	<i>TIMES</i>	<i>SHIFT</i>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
<b>TOTAL HOURS</b>		

\_\_\_\_\_ initial

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

**Training Plan Agreement**  
**Paid Work-Based Instruction**

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

School District: \_\_\_\_\_ Campus Name: \_\_\_\_\_

Training Objective: Career Development Business Name: \_\_\_\_\_

Time Class Meets: \_\_\_\_\_

The student agrees to diligently perform the work-based training experiences and conscientiously pursue the study as outlined in their training plan. Work-based training experiences will be assigned by the training sponsor and performed according to the same company policies and regulations applicable to regular employees. The student agrees to take advantage of every opportunity to improve his or her efficiency, knowledge, and personal traits in order to pursue further education and enter the chosen occupation as a desirable employee.

The company and school are responsible for providing students with opportunities for training in the basic skills of an occupation and knowledge of related technical information. In order to provide a systematic plan for well-rounded training, a schedule of work-based training experiences and parallel classroom course of study have been coordinated and agreed upon by the training sponsor and teacher.

In addition to providing practical instruction, the training sponsor agrees to pay the student for the useful work done while undergoing the training according to the following plan:

1. The beginning wage will be \$\_\_\_\_\_ per \_\_\_\_\_ for \_\_\_\_\_ hours per school week.
2. Periodically, the training sponsor and teacher will jointly review the wages paid the student to determine fair and equitable wage consistent with the student's increased ability, prevailing economic conditions, and company policy.

The training period begins \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and extends thru \_\_\_\_\_, \_\_\_\_\_.

There will be a probationary period of \_\_\_\_\_ days during which the interested parties may determine if the student has made a wise choice of an occupational training area, and if the training should be continued. This plan may be terminated for just cause by either party without recourse.

Is the training objective listed considered to be a hazardous occupation by the U.S. Department of Labor, Employment Standards Administration and the Wage and Hour Division: Yes \_\_\_ No \_\_\_

If yes, any exemption(s) for student-learners or apprentices will apply as described in the Youth Employment Provisions for Nonagricultural Occupations Under the Fair Labor Standards Act – Child Labor Bulletin 101 or Child Labor Requirements in Agricultural Occupations – Child Labor Bulletin 102. Current information for exemptions is available from the U.S. Department of Labor in the Wage and Hour Division or its website at [www.dol.gov/whd](http://www.dol.gov/whd).

\_\_\_\_\_ initial

It is the policy of \_\_\_\_\_(business name) not to discriminate on the basis of race, color, national origin, sex, or disability in its apprentice program, services and activities as required by Title VII of the Civil Rights Act of 1964, as amended; Title IX of Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

**Signature Approvals**

Student		Date		Training Sponsor		Date	
Parent/Guardian			Date	Teacher			Date