

**§3205. Apprenticeship agreement**

An apprenticeship agreement must contain, explicitly or by reference: [PL 2011, c. 491, §13 (NEW).]

**1. Names.** The names and signatures of the contracting parties, including the apprentice and the sponsor or employer, and the name and signature of a parent or guardian of the apprentice if the apprentice is a minor;  
[PL 2011, c. 491, §13 (NEW).]

**2. Apprentice.** To conform to the federal Equal Employment Opportunity Act of 1972, 42 United States Code, Chapter 21, subchapter VI and for affirmative action compliance in apprenticeship programs, the date of birth, contact information and, on a voluntary basis, the social security number of the apprentice and a request for demographic data, including the apprentice's race, sex, ethnicity and disability status;  
[PL 2021, c. 95, §1 (AMD).]

**3. Contact information.** Contact information of the sponsor and registration agency;  
[PL 2011, c. 491, §13 (NEW).]

**4. Occupation; term.** A statement of the occupation in which the apprentice is to be trained and the beginning date and term of apprenticeship;  
[PL 2011, c. 491, §13 (NEW).]

**5. Hours.** A statement setting forth:

A. For an apprenticeship program using the time-based approach under section 3203, subsection 1, paragraph B, the number of hours to be spent by the apprentice in on-the-job learning; for an apprenticeship program using the competency-based approach under section 3203, subsection 1, paragraph B, a description of the skill sets to be attained to complete the program, including the on-the-job learning component; and, for an apprenticeship program using the hybrid approach under section 3203, subsection 1, paragraph B, the minimum number of hours to be spent by the apprentice in on-the-job learning and a description of the skill sets to be attained to complete the program; and [PL 2011, c. 491, §13 (NEW).]

B. The number of hours, which must be at least 144 hours per year, to be spent by the apprentice in related instruction; [PL 2011, c. 491, §13 (NEW).]  
[PL 2011, c. 491, §13 (NEW).]

**6. Schedule.** A statement setting forth a schedule of the work processes in the occupation or industry divisions in which the apprentice is to be trained and the approximate time to be spent at each process;  
[PL 2011, c. 491, §13 (NEW).]

**7. Wages.** A statement of the graduated scale of wages to be paid to the apprentice and whether or not the required related instruction is compensated;  
[PL 2011, c. 491, §13 (NEW).]

**8. Probationary period.** Statements providing:

A. For a specific period of probation during which the apprenticeship agreement may be cancelled by either party to the agreement upon written notice to the registration agency, without adverse impact on the sponsor; and [PL 2011, c. 491, §13 (NEW).]

B. That, after the probationary period in paragraph A, the apprenticeship agreement may be:  
(1) Cancelled at the request of the apprentice; or

(2) Suspended or cancelled by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action and with written notice to the apprentice and to the department of the final action taken; [PL 2011, c. 491, §13 (NEW).]  
[PL 2011, c. 491, §13 (NEW).]

**9. Standards.** A reference incorporating as part of the agreement the standards of the apprenticeship program as they exist on the date of the agreement and as they may be amended during the period of the agreement;  
[PL 2011, c. 491, §13 (NEW).]

**10. Equal opportunity.** A statement that the apprentice will be accorded equal opportunity in all phases of apprenticeship employment and training, without discrimination because of race, color, religion, national origin, sex, sexual orientation, gender identity, genetic information, disability or age; and  
[PL 2021, c. 95, §2 (AMD).]

**11. Dispute resolution authority.** The name, address, telephone number and e-mail address, if appropriate, of the appropriate authority designated under the apprenticeship program to receive, process and make disposition of controversies or differences arising out of the apprenticeship agreement when the controversies or differences cannot be adjusted between the sponsor and apprentice or resolved in accordance with established procedure or applicable collective bargaining provisions.  
[PL 2011, c. 491, §13 (NEW).]

#### SECTION HISTORY

PL 2011, c. 491, §13 (NEW). PL 2021, c. 95, §§1, 2 (AMD).

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