



Checklist

For Public Works Certificate Approval AND Apprenticeship Program

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- Pay your NJELSA current year annual membership dues if not already paid – Sunitha@njelsa.org
 - Complete and submit the following to Pat@njelsa.org:
 - NJELSA Participation Agreement
 - US Department of Labor RAPIDS (Real-Time Automated Personnel Identification System) Participation Agreement – **only if you are going to employ an apprentice**
 - Once the above items are received, you will receive an invoice for the following:
 - The one-time required participation fee
 - The ERISA contribution as indicated in the NJELSA Participation Agreement
 - The annual Apprenticeship Program fee - **only if you are going to employ an apprentice**
 - Once the above items are completed, you will receive the following:
 - NJELSA Membership Certificate for the current year (renewal is calendar year)
 - ERISA Participation Certificate for the current year (renewal is anniversary year)

At this point you can apply for or renew your Public Works Certificate – be sure to indicate that you are part of an approved Apprenticeship Program through NJELSA. Your participation will be verified through the US Department of Labor RAPIDS database.

<https://www.nj.gov/labor/wageandhour/registration-permits/register/publicworksregistration.shtml>

When ready to renew your Public Works Certificate, you will need to make your annual ERISA contribution in order to receive an updated ERISA Participation Certificate.

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### **For the Apprenticeship Program**

- You will receive the following:
  - Login information on how to access the database of potential candidates. You may contact and interview any of the candidates
  - Registered Apprenticeship Standards issued by the USDOL for NJELSA
  
- The employer will determine the wage scale which must include a progressively increasing schedule of wages every 6 months during the term of the apprenticeship. Once an offer is made and accepted, you will submit the following [Pat@njelsa.org](mailto:Pat@njelsa.org):
  - USDOL Program Registration and Apprenticeship Agreement
  - USDOL Disability Disclosure (voluntary)
  - USDOL Wage Scale Worksheet
  
- Once the Apprentice satisfactorily completes 90-days of work, you will submit the approval form to [Pat@njelsa.org](mailto:Pat@njelsa.org). You, the Apprentice, and the Journeyman will be invited to an orientation session with Christine Higgins to cover the following:
  - Semester 1 of Online Training
    - Calendar and Deadlines
    - Website Access
    - Materials
    - On-call Instructor
  
  - On the Job Learning (OJL)
    - Requirements
    - Reporting / Tracking of Hours
    - Apprentice / Journeyman Responsibilities