Name
Address
City / State / Zip

Dear _____,

On behalf of the Pennsylvania State Apprenticeship & Training Council (Council), I wish to thank you for your recent request to modify your program. Enclosed please find a list of required information needed before the Council will consider voting on the request. Please submit the information listed, to this office, Care of: The State Apprentice & Training Council. Each modification request shall include the following verification statement to assure only authorized individuals of the program are making requests and all submitted information is accurate.

VERIFICATION

I, (NAME), hereby verify that I am (TITLE) and in that capacity I am authorized to make this Verification. I hereby further verify that the statements contained in the foregoing Request for Modification of the (NAME OF PROGRAM) are true and correct to the best of my knowledge, information and belief, and are made subject to the penalties of 18 Pa.C.S. §4904 relating to unsworn falsifications to authorities.

Date: *(Signature)*

Council will review any Apprenticeship Program modification request(s) for a minimum of 15 days prior to addressing any Apprenticeship Program modification request(s) and will only consider any such request at a duly constituted public meeting.

Other interested parties shall be permitted, by approval of the Council, to make an oral presentation at the meeting where any such Apprenticeship Program modification request will be considered. The Council reserves the right to limit the time of any oral presentation.

Thank you for your cooperation. Please feel free to contact our office with any questions about your request.

Sincerely,

Chair, Pennsylvania Apprenticeship & Training Council

Process for requesting a modification to an existing State Approved Apprenticeship Program

A. Submit each specific modification request in writing signed by an authorized Apprenticeship Program Representative as stated in accompanying letter (under verification).
   1. Include in the request the need and basis for each modification requested.
   2. Include the Date your program was approved by the State.
   3. Include the year that your company was formed.
   4. Include your total number of field personnel.
   5. Include the number of apprentices that are currently in the program.
   6. Include the graduation rate of the apprentices for the last 3 years (explain graduation rate).
   7. Include your Experience Modification Rating (EMR) for the past three years.
   8. Include your incident rates for the past three years.
   9. Include the number of safety incidents in each of the past three years.
   10. Include the number of safety incidents involving an apprentice in each of the past three years.
   11. Include the number of man-hours worked in each of the past three years.
   12. Include any other information that may be necessary to support the reason for requesting a change.

B. Once received by the Bureau of Labor Law Compliance (Acting on behalf of the Council)
   1. The Bureau will post a list of your request(s) on its website a minimum of 15 days prior to meetings where modifications might be considered or voted on.
   2. The Bureau will accept comments regarding your apprenticeship Program modification request(s) from any and all interested parties.
   3. The Bureau may submit written statements in support of or in opposition to your request(s) prior to the Council's consideration.
   4. The Bureau will receive and then forward to council any written statements from any other interested parties prior the council's consideration.
   5. The Bureau will submit your application for program change to the Council.

C. Once received by the Council members.
   1. The Council members will have a minimum of 15 days to review the application.
   2. The Council may request additional information/data from the Bureau and/or applicant during the fifteen day review period.
   3. If additional information/data is requested by the Council, the 15 day review period will begin once all additional information is received by the council members.
   4. The application will be reviewed for consideration by the Council at the next monthly scheduled meeting following the 15 day review period.
   5. The Council will vote on approval or disapproval of all Apprenticeship Program modification request(s) at a duly constituted public meeting.
   6. The applicant will be notified in writing by the Bureau within 5 days of the determination by the Council.