

Sponsoring an Applicant

What does it mean to sponsor an applicant?

- Sponsoring is a method of referring an individual that is currently employed by your company to apply into the apprenticeship program. If the sponsorship request is approved, the sponsored applicant, once indentured, is dispatched directly to the sponsoring contractor and is not placed on the out-of-work list. The sponsoring contractor is expected to provide the sponsored apprentice with the required on-the-job training through your company. The ABC NorCal Unilateral Apprenticeship Committee (UAC) recommend that contractors only sponsor individuals who have worked with your company steadily for at least six months.

What are the requirements of sponsoring an applicant?

- Your company is eligible to sponsor an applicant if they are an ABC NorCal member in good standing and are approved-to-train through the appropriate ABC NorCal Apprenticeship Committee. Your company must also be able to employ the apprentice long-term, once accepted into the ABC NorCal Apprenticeship Program. The sponsoring company is expected to provide the sponsoring apprentice with a minimum of 115 on-the-job training hours per month, for the duration of his/her program.

Are there any additional fees to sponsor an applicant?

- No, there are no additional fees required to sponsor an applicant. The contractor is still obligated to adhere to the Employer Responsibilities for Training Apprentices which include paying the minimum required apprentice wage and submitting the mandatory monthly training and benefit contributions.

Am I eligible to sponsor an applicant at any time?

- Yes however, before sponsoring an applicant, the ABC NorCal UAC asks that you consider hiring an available apprentice from the existing out-of-work list to meet your apprenticeship requirements.

Is there an approval process for a contractor to sponsor an applicant?

- The Unilateral Apprenticeship Committee (UAC) must approve all sponsoring requests. The UAC considers the following factors when reviewing a sponsorship request:
 - The status of current requests for dispatch of an apprentice submitted by the contractor
 - Number of apprentices out of work (at the time of the sponsorship request)
 - The contractor's sponsoring history (how many apprentices sponsored in the past)
 - Length of time the contractor kept a sponsored apprentice employed and working full time
 - Graduation status of prior sponsored apprentices (if applicable)
 - Current work hours provided by the contractor to existing dispatched apprentices

The UAC is not likely to approve a sponsorship request during the last quarter of each year (October – December).



What are the first steps to sponsor an individual?

- You will need to have your applicant submit an application online along with their required documents for the trade he/she is applying for. Please visit www.abcnorcal.org/apprenticeship for the application and required documents. The applicant must indicate in the appropriate field on the application, that he/she is being sponsored and provide us with the name of the sponsoring contractor. Once your applicant submits an application, ABC NorCal will contact you to confirm their sponsored status and to discuss your company's needs. After confirmation, the applicant will be scheduled for a one-day intake date.

How long does the sponsoring process take?

- It is ABC NorCal's goal to have the sponsored applicant start officially as an apprentice 2-4 weeks after receipt of a completed application and all required documents. Missing information will cause delay in this process.

After my company's sponsored applicant attends an intake date, are they considered an apprentice?

- No. All applicants must successfully complete a drug screening and the results must be received at the ABC NorCal office prior to the dispatch process. It may take up to 72 business hours to receive the drug screening results. ABC NorCal will contact your company to confirm the applicant's official start date. Please note that ABC NorCal cannot discuss drug screening results with anyone but the applicant.