



## Employer Incentives Guidelines UPDATED – Effective 6/4/25

*Changes to Employer Incentives were made on 6/4/2025. Any submissions beginning on and following this date are subject to the following guidelines regardless of the date of the NYSDOL signature on the Registered Apprentice’s NYSDOL Apprenticeship Agreement (AT401).*

NOTE: All forms links from initial process have been revised and are listed below.

An employer that submitted for an incentive(s) prior to 6/4/25 should continue to follow the [original guidelines](#) and submission links.

### Overview

Funds are available for employers that 1) hire SUNY Community-Based Pre-Apprenticeship Training Successful Completers as Registered Apprentices or 2) hire or designate employees as NYS Registered Apprentices. In both scenarios, the apprentice(s) must be approved for Apprenticeship Programs at SUNY financial support and have enrolled in Related Instruction at a SUNY college.

It should be noted that employers who receive incentive funds through this initiative may be publicly published.

### Employer Eligibility

NYS Department of Labor (NYSDOL) registered sponsor or signatory approved for financial support by Apprenticeship Programs at SUNY to use a SUNY college for Related Instruction, within one of the following sectors:

- Advanced Manufacturing
- Healthcare/Human Services
- Teaching
- Business Services
- Agriculture and Farming
- Hospitality, Travel and Tourism
- Digital and Creative Media
- Information Technology
- Other Occupations (**excluding construction trade titles**)

### Funding

Amount Available Per Hire	Funding Details
\$500.00	<ul style="list-style-type: none"> <li>• Hire and designate a SUNY Community-Based Pre-Apprenticeship Training Successful Completer as a Registered Apprentice within six months of pre-apprenticeship training completion.</li> <li>• Apprentice must be approved for financial support through Apprenticeship Programs at SUNY and have registered for Related Instruction at a SUNY college within six months of NYSDOL signature on the Registered Apprentice’s NYSDOL Apprenticeship Agreement (AT401).</li> </ul>

	<ul style="list-style-type: none"> <li>• There is <b>no cap</b> on the number of SUNY Community-Based Pre-Apprenticeship Training Successful Completers that may be hired for employers to receive this funding.</li> <li>• Incumbent workers <b>are not</b> eligible.</li> </ul>
\$1,000.00	<ul style="list-style-type: none"> <li>• Designate a new or existing employee as a NYS Registered Apprentice.</li> <li>• Apprentice must be approved for financial support through Apprenticeship Programs at SUNY and have registered for Related Instruction at a SUNY college within six months of NYSDOL signature on the Registered Apprentice's NYSDOL Apprenticeship Agreement (AT401).</li> <li>• Maximum of 10 apprentices eligible per company regardless of occupation/trade.</li> <li>•</li> </ul>
\$1,500	<ul style="list-style-type: none"> <li>• In the event that an employer's NYS Registered Apprentice qualifies for both of the scenarios above the employer is eligible for the combined funding equaling \$1,500.</li> </ul>

- For a Registered Apprentice to be approved for financial support the college at which the apprentice will register submits an application to Apprenticeship Programs at SUNY. Employers in need of a college contact should email apprenticeship@suny.edu.
- Payment is made directly to the Registered Apprentice's employer of record upon receipt of documentation and issued by the Research Foundation for SUNY (RF). RF encourages enroll in ACH (electronic payments). ACH payments allow for efficient processing and quick turnaround time for payments and reimbursements. The following must be completed for enrollment: [RF ACH Enrollment Form](#).
- Funds are available on a first come, first served basis until expended or fall 2027.
- Apprenticeship Programs at SUNY funds are available for Related Instruction at local community colleges. If that campus is not able to provide the required training for the specific trade sought, a State-Operated campus may be used.
- A company may only submit an individual once even if the apprentice changes trades or takes on a second trade at the same company.
- If a Registered Apprentice changes companies, the new employer is eligible for the Registered Apprentice hiring incentive but not the Pre-Apprenticeship Training Completer funding.
- Each Registered Apprentices' employment status must be reported at three, six-, and twelve-months following completion of the first training at SUNY. Wage data must be provided at three and twelve months.

### Process

- Employer responsibility:
  - Complete [electronic submission](#) and attach the following within 45 days of the Registered Apprentice enrolling in his/her/their first Related Instruction class at a SUNY college with funding approved by the Apprenticeship Programs at SUNY which must have occurred within 6 months of NYSDOL signature on the Registered Apprentice's NYSDOL Apprenticeship Agreement (AT401):

- Completed [Employer Certification Form Updated](#).
    - Registered Apprentice's NYSDOL Apprenticeship Agreement (AT401).
    - Completed [Employer Incentive Invoice Template Updated](#).
    - Proof of Related Instruction registration. This can be documentation from the college's registrar, a student schedule, letter signed by a college employee, etc. If employer needs assistance email [apprenticeship@suny.edu](mailto:apprenticeship@suny.edu).
  - For submission of Registered Apprentice hires that were not Community-Based Apprenticeship Completers, an [Employer Participant Intake Form](#) must be completed.
    - Individual hired or designated must sign [Combined Information Release Form](#) which is attached to Intake Form. Both pages must be provided to the Registered Apprentice. The first page must be signed, a signature on the second page is optional.
  - Upload a [W-9 here](#). This is only required for the FIRST submission.
    - Enter "ESD W-9 Agreement Apprenticeship Employer Incentive" in Vendor Name, abbreviation is acceptable.
    - Enter Name of Submitter.
    - Enter Email of Submitter.
- SUNY System verifies individual is a SUNY Community-Based Pre-Apprenticeship Training Successful Completer, that the company has not reached the 10 apprentice limit, employer participant intakes with information release have been completed as necessary and/or all required items are correct.
  - The Research Foundation for SUNY processes payment directly to the Registered Apprentice's employer of record.

### Required Follow-Up

Funding for this program requires tracking of student outcomes for one year after training completion.

Follow-up for a Pre-Apprenticeship Training Successful Completer begins after the Pre-Apprentice training finished, not following the first training after the individual becomes a Registered Apprentice.

- After three months, [SUNY System](#) contacts group sponsor or employer to verify student employment status and wage data.
- After six months, [SUNY System](#) contacts group sponsor or employer to verify student employment status.
- After twelve months, [SUNY System](#) contacts group sponsor or employer to verify student employment status and wage data.

Follow-up for the hire of a new employee or designation of an incumbent worker as a NYS Registered Apprentice that was not a Pre-Apprenticeship Training Successful Completer begins following completion of first Related Instruction training.

- After three months, SUNY System contacts group sponsor or employer to verify student employment status and wage data.
- After six months, SUNY System contacts group sponsor or employer to verify student employment status.
- After twelve months, SUNY System contacts group sponsor or employer to verify student employment status and wage data.

*Updated 6/4/25*