



ETN of MN: Employer Application Form

Thank you for your interest in becoming an Accepted Employer with ETN of MN. We're excited that you're considering joining our network of contractor partners who are committed to training and developing the next generation of electricians. This packet outlines the steps, documentation, and responsibilities required to participate in the program. Please review the information carefully, complete all necessary sections, and return the materials to our office. Once received, your application will be reviewed and submitted to the ETN of MN Committee for a vote on your company's approval into the program. We will notify you of the outcome. Please note: you may not assign apprentices to any project that requires a registered apprenticeship until you have received official approval from us confirming your company's acceptance into the program.

As the registered sponsor of this program, we take compliance very seriously. It is essential that all participating employers follow state and federal regulations, as well as the standards outlined in this packet, to ensure the integrity and success of the apprenticeship experience.

If you have any questions along the way, our team is here to help.

Application Checklist

Please complete the application and supporting documents and send them into our office for consideration. Please note, we'll notify you once your company is officially approved, you cannot enroll apprentices until your company has been accepted.

Please ensure the following documents and items requested for program eligibility are complete and included:

- ☐ Completed Application to become an Accepted Employer (Pages 2 & 3 in this packet)
- ☐ Proof of Prevailing Wages courses taken (requested in application under program competency)
- ☐ A copy of your companies' sexual harassment policy (required in application under proof of company procedures)
- ☐ A copy of your companies' workers compensation certification (required in application under proof of company procedures)
- ☐ Signed Attachment #10: Accepted Employer Agreement (page 4 in this packet, extracted from the ETN Standards)
- ☐ Signed Attachment #11: (page 6 in this packet, extracted from the ETN Standards, completed by the employer)
- ☐ Program Fee: \$1300 (can be turned in after approval but must be collected before an apprentice is enrolled)



Application to become an Accepted Employer

Company Information:

Company: _____ MN Contractor #: _____

Years Licensed w/MN: _____ Other States Licensed In: _____

Owner(s): _____ Owner Date of Birth: _____ Email: _____

Physical Address: _____ City: _____ State: _____
_____ Zip: _____

Mailing Address: _____ City: _____ State: _____
_____ Zip: _____

Phone: _____ Cell #: _____ Fax: _____

Name of person supervising apprentices registered with ETN of MN: _____

Email: _____ Cell #: _____

Position within Company: _____

Program Competency

It is important that the employers accepted into the apprentice program can demonstrate an understanding of state and federal laws governing registered apprentices and prevailing wage projects by providing information about the following. Please answer the following and attach documentation.

_____ Number of prevailing wage projects the company has completed in the past 5 years

_____ Total dollar amount of completed prevailing wage projects

_____ Classes taken in required paperwork and performance on prevailing wage projects. Please attach proof of completion of training course(s) on the laws and regulations that govern prevailing wage projects.

*It is expected that you also read through the ETN and prevailing wage FAQ's (you must be signed in to see this page) provided on the Electrical Associations website and thoroughly understand the program. If you have questions beyond the information that is provided to you, please contact ETN for guidance.

Proof of Good Standing

As an employer applying to be part of the ETN of MN Apprentice Program, I give permission for the Committee to do the following: (Please sign in the blank to the left of the statement.)

_____ Run a criminal background check on the principal of the company

_____ Verify good business practices with agencies such as the Better Business Bureau

_____ Check with the Department of Labor & Industry to determine if license is in good standing and history of any violations.

Proof of Company Procedures

_____ Provide a copy of company's sexual harassment and/or discrimination training.

_____ Provide a copy of company's worker's compensation certification.

Program Fees

- \$1300 - New Company Enrollment Fee (one time charge)
- \$250 – New Apprentice Fee (one time charge)
- \$350 – Annual Apprentice Administrative Recordkeeping Fee (annual fee – charged in December/January for each apprentice in the program)
- \$100 Transfer Fee – Apprentice who transfers from one registered company to another

Program Fines

- \$50 / Per Apprentice / Month they have a late timecard
- 3 Consecutive Months Behind - Apprentice is put on probation
- 5 Consecutive Months behind - Apprentice is suspended and potentially terminated from ETN of MN

Attachment #10: Accepted Employer Agreement

The undersigned employer hereby subscribes to all of the provisions of these Apprenticeship Standards formulated and registered by the ETN. Further, the employer agrees to assume the following responsibilities to enroll in the program:

_____ Comply with all standards included herein, including the affirmative action program, and provide documentation of all anti-discrimination policies. If the employer conducts affirmative action outreach activities, the employer shall notify ETN and provide documentation (if any) of actions taken.

_____ Conduct on-the-job training of the apprentice. Apprentices shall be under the direct supervision of the journeyworker to whom they are assigned. The supervisor of the apprentice(s) designated by the employer shall, with the advice and assistance of the Apprenticeship Training Committee, be responsible for:

- a) the apprentice's work assignments;
- b) ensuring the apprentice is working under the supervision of a skilled journeyworker,
- c) evaluation of work performance, and
- d) providing safety training (50 hours over course of 4 years).

_____ Ensure that no apprentice is allowed to work without journeyworker supervision.

_____ Notify ETN of any attempts and successful completions of the State journeyworker examination taken by any apprentice in the ETN program.

_____ Notify ETN of any change in status of an apprentice, including a leave of absence, layoff, and separation.

_____ Comply with apprentice/journeyworker or master ratios at all time to provide appropriate on- the-job training and comply with applicable supervision statutes.

_____ Provide safe working conditions and equipment for the safety of journeyworkers and apprentices.

_____ The employer shall be responsible for providing such workers' compensation insurance coverage and providing safety training.

_____ Comply with all wage schedules as described below:

- Wage Increase Requirements: Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate for a term of 8000 hours as follows:

Hours Worked	Pay Rate
First 2000 hours	40 percent of journeyworker's rate
2001 hours to 3500 hours	50 percent of journeyworker's rate
3501 hours to 5000 hours	60 percent of journeyworker's rate
5001 hours to 6500 hours	70 percent of journeyworker's rate
6501 hours to 8000 hours	83 percent of journeyworker's rate

_____ Provide ETN a monthly work report and wage verification to log and track the Apprentice work hours. Work Reports shall be turned in by the 10th of the following month. Verification of time worked will be supervised by the Accepted Employer and/or the supervising journeyworker or master. ETN will verify the hours worked and wage rate with the employer on a quarterly basis. Apprentices and employers are responsible for submitting correct wage rates on the monthly work reports.

_____ Provide all necessary documentation to ETN to comply with these standards, including documents reflecting the apprentice's hire, solicitation into the program, wage rate compliance, notice of an apprentice's attempts to pass the journeyworker examination, and disciplinary actions (if any).

_____ Remain an electrical contractor in good standing, fully licensed and bonded by the Minnesota Department of Labor & Industry.

The undersigned employer understands that a failure to comply with any of the above responsibilities may result in a termination from the ETN program at the discretion of the ETN Apprenticeship Committee.

Signed:_____Date:_____
Title:_____
Name of Company: _____
Address:_____
City/State/Zip Code:_____
Phone Number:_____
Email Address: _____

This form must be signed and returned to ETN no later than the first day of class to ensure the employer's apprentices are eligible to participate in the classroom training provided by the sponsor this session.

Disposition of form:

- Original is retained by ETN (available for Registration Agency to request)
- Copy to Employer



Attachment #11: Employer and Apprentice Acceptance

The undersigned hereby acknowledges the following:

1. I have received a copy of the ETN of MN Standards
2. I have read, understood and agree to comply to the ETN of MN Standards
3. I have received a copy of the Policies set forth for the ETN of MN program
4. I have read, understood and agree to comply the Policies outlined for the program

Dated: _____

Printed or Typed Name: (Employer Name) _____

Signature: _____

Company: _____

Role (Employer/Apprentice): Employer _____



ETN of MN: Internal Approval Record

FOR INTERNAL USE ONLY – EMPLOYERS: DO NOT COMPLETE

This form is intended to document the receipt of all required application materials and the final approval of the employer by the ETN of MN Committee.

Application Review Summary:

Company Name: _____

MN Contractor License #: _____

Date Application Received: _____

Checklist of Submitted Materials

- ☐ Completed Application Form
 - ☐ Proof of Program Competency
 - ☐ Proof of Good Standing
 - ☐ Proof of Company Procedures
- ☐ Signed Attachment #10: Accepted Employer Agreement
- ☐ Signed Attachment #11: Employer and Apprentice Acknowledgement

Committee Review:

Date Submitted to Committee: _____

Committee Decision:

- ☐ Approved
- ☐ Not Approved

Notes (if applicable):

Final Sponsor Verification:

The Sponsor Representative (ETN of MN) confirms that all required documentation has been received, the company has been reviewed and approved by the ETN of MN committee, and is now accepted into the program.

Approved Sponsor Representative Name: _____

Signature: _____

Date: _____