CITY OF CLEVELAND
Mayor Frank G. Jackson

DOCUMENTATION REQUIRED FOR APPRENTICES AND TRAINEES

City of Cleveland
Office of Equal Opportunity
Prevailing Wage Compliance
601 Lakeside Avenue, Room 335
Cleveland, Ohio 44114

Phone: 216.664.4151 ▪ Fax: 216.664.3870 ▪ Email: PWcoordinator@city.cleveland.oh.us ▪ Hours: 8 am to 5 pm Weekdays

PROJECT INFORMATION

PROJECT NAME:		**CITY CONTRACT #:**	

CONTRACTOR INFORMATION

CONTRACTOR:		**PHONE:**	
MAIN PAYROLL CONTACT:		**EMAIL:**	

APPRENTICE AND TRAINEE INFORMATION

NAME:		**TRADE:**	

INSTRUCTION TO THE CONTRACTOR

The following supporting documentation evidencing employee's enrollment in an approved apprentice or trainee program must be provided before and / or along with the first certified payroll reporting the hours worked by the employee on the project:

[ ] **(A)** Documentation that the apprenticeship / trainee program has been approved by the appropriate authority. For example, an "Apprenticeship Certification" a.k.a "Davis-Bacon Certification" from the DOL's RAPIDS which you get from the Apprentice Sponsor, or JATC, or Union.

[ ] **(B)** "Sponsor Apprentice Certification Questionnaire – CF 14" or other documentation that confirms apprentice / trainee current place in their training. For example, an "Advancement Letter".

[ ] **(C)** Employee's apprentice / training registration and/or agreement forms (BAT, OATELS ETA 671, JFS 01455, etc.).

[ ] **(D)** CF 14: Attachment A: The approved official Trade Apprentice Program Terms (Hours, Months, Years), Percentage of Journey worker's wage, and the Apprentice-to-Journeyworker Ratio Section from the Sponsor's most recently approved Apprenticeship Standards (program or plan). Please include the standards title page and the page with the DOL's or the State's approval. **(Federally Assisted Projects Only)**

[ ] **(E)** CF 14: Attachment B: The Apprentice Craft / Trade "Wage & Fringe Benefits" Progression / Scale / Schedule / Chart. **(Federally Assisted Projects Only)**

[ ] **(F)** If not included above, documentation of the applicable Apprentice Wage Progression / Scale for Apprentice Craft and Apprentice-to-Journeyworker Ratios must be submitted. **(Federally Assisted Projects Only)**

CONTRACTOR OFFICIAL ACKNOWLEDGEMENT & AUTHORIZATION

By signing below, Contractor Representative acknowledges that it pays or supervises the payment of the apprentice / trainee employee and that the above-referenced documentation is attached to this form. In addition, Contractor agrees to submit any "Apprentice Advancement" Letters issued by the Apprentice Sponsor to the City of Cleveland during the life of the project.

Contractor Representative	Title	Signature	Date

City Official Use Only - PROJECT PREVAILING WAGE COORDINATOR

☐ Reviewed documentation and approved apprentice / trainee employee.
☐ Completed Apprentice / Trainee Wage Worksheet to set Wage Rates in LCPtracker submitted to OEO.

Prevailing Wage Official _____ **Date** _____

DIRECTIONS FOR COMPLETED FORM:

1. Email Completed Form to Prime Contractor and the City's Prevailing Wage Coordinator for the project.