



SPONSOR APPRENTICE & TRAINEE CERTIFICATION QUESTIONNAIRE

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@clevelandohio.gov • Hours: 8 am to 6 pm Weekdays

City PWC
Contractor completes
Gets completed by Sponsor / JATC Apprentice Training Coordinator

PROJECT INFORMATION			
PROJECT NAME:			
CITY CONTRACT #:			
CITY PREVAILING WAGE COORDINATOR (PWC):	PHONE:		
	EMAIL:	@clevelandohio.gov	
APPLICABLE PREVAILING WAGE:	<input type="checkbox"/> STATE (ORC 4115) <input type="checkbox"/> FEDERAL DAVIS-BACON		
APPRENTICE AND TRAINEE INFORMATION			
APPRENTICE NAME:	←←←		
APPRENTICE ID #:	LAST 4-DIGITS OF SS #:		
CONTRACTOR INFORMATION			
CONTRACTOR:		PHONE:	
MAIN PAYROLL CONTACT:		EMAIL:	
SPONSOR / JATC NAME			
Sponsor / JATC NAME:			
Sponsor / JATC COORDINATOR:		PHONE:	
ADDRESS:		EMAIL:	Required
SECTION 1: (TO BE COMPLETED BY THE SPONSOR / JATC'S APPRENTICE TRAINING COORDINATOR)			
Please complete the information below for the Apprentice / Trainee listed above:			
1. TRADE / CRAFT CLASSIFICATION:			
2. CURRENT PERIOD TERM / LEVEL:			
3. CURRENT APPRENTICE WAGE:	Hourly Wage + Fringe Benefits = Apprentice Prevailing Wage \$ _____ + \$ _____ = \$ _____		
4. CURRENT PERCENTAGE OF APPRENTICE ON WAGE SCHEDULE:			
5. DATE APPRENTICE ATTAINED THIS PERCENTAGE / TERM / LEVEL:			
6. CURRENT APPRENTICE-TO-JOURNEYWORKER RATIO based on your Registered Standards with the OSAC:	_____ APPRENTICE TO _____ JOURNEYWORKER		
SECTION 2: REQUIRED ATTACHMENTS NEEDED FOR PROCESSING APPRENTICE			
Required for State	Required for Federally Assisted	Required Attachments	Attached
		ATTACHMENT A: PLEASE ATTACH 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 received from the Apprentice Sponsor, or JATC, or Union.	<input type="checkbox"/>
		ATTACHMENT B: PLEASE ATTACH Employee's apprentice / training registration and/or agreement forms (BAT, OATELS ETA 671, JFS 01455, etc. or the "Agreement Form" signed by the Apprentice who filed online).	<input type="checkbox"/>
-		ATTACHMENT C: PLEASE ATTACH APPROVED OFFICIAL TRADE APPRENTICE PROGRAM TERMS (HOURS, MONTHS, YEARS), PERCENTAGE OF JOURNEYWORKER'S WAGE, JOURNEYWORKER-TO-APPRENTICE RATIO SCHEDULE from the 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 ***	<input type="checkbox"/>
-		ATTACHMENT D: PLEASE ATTACH a copy of the Apprentice Craft "Wage & Fringe Benefits" Progression / Scale / Schedule / Chart	<input type="checkbox"/>
SECTION 3: APPRENTICE TRAINING COORDINATOR ACKNOWLEDGEMENT & AUTHORIZATION			
By signing below, I acknowledge and confirm that the apprentice information above and provided via attachments is correct.			
_____ Print Apprentice Training COORDINATOR's Name		_____ Apprentice Training COORDINATOR Signature	
		_____ Date	

DIRECTIONS: Email Completed Form & Requested documentation to **General Contractor** & the **City's Prevailing Wage Coordinator** (email listed in the top section of this form) for the project.