



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 #:	
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CONTRACTOR INFORMATION

CONTRACTOR:		PHONE:	
MAIN PAYROLL CONTACT:		EMAIL:	

APPRENTICE AND TRAINEE INFORMATION

NAME:		TRADE:	
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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 or certification 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)** A completed "Sponsor Apprentice Certification Questionnaire – CF 14" or other documentation that confirms apprentice / trainee current place in their training. For example, an "Advancement Letter".
-] **(C)** A copy of the Employee's apprentice / training registration and/or agreement forms (BAT, OATELS ETA 671, JFS 01455, etc.). **(Required for only Federally Assisted Projects).**
-] **(D)** A copy of the "Apprentice 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) **(Required for only Federally Assisted Projects).**
-] **(E)** If not included in any of the above, documentation on the applicable wage rates and ratios must be submitted.

CONTRACTOR OFFICIAL ACKNOWLEDGEMENT & AUTHORIZATION

By signing below you are stating that you pay or supervise the payment of the apprentice / trainee employee and that the above-referenced documentation is attached to this form. In addition, you agree to forward "Apprentice Advancement" (Step Increase) Letters issued by the Apprentice Sponsor to us throughout the life of the project.

Company Official	Title	Signature	Date

City Official Use Only - PROJECT PREVAILING WAGE COORDINATOR

- Reviewed documentation and approved apprentice / trainee employee.
- Forwarded to OEO, a completed Apprentice / Trainee Wage Worksheet to set Wage Rates in LCPTracker.

Prevailing Wage Official _____ Date _____

DIRECTIONS FOR COMPLETED FORM:

1. Upload Completed Form to LCP tracker (<https://lcpprod.lcptracker.net/>).
2. Email Completed Form to Prime Contractor and the City's Prevailing Wage Coordinator for the project.