



Ohio Administrative Code

Rule 5101:11-4-03 Apprenticeship agreement contents.

Effective: October 1, 2020

The apprenticeship agreement shall be transacted by means of a form prescribed by the council office, and will comprise the following:

- (A) Names and signatures of the contracting parties (the apprentice and the program sponsor's authorized representative), and if the apprentice is a minor, the signature of a parent or guardian;
- (B) The date of birth of the apprentice;
- (C) The name, phone number, and address of the program sponsor's representative;
- (D) A statement of the occupation in which the apprentice is to be trained, and the beginning date and term (duration) of apprenticeship; with the term defined in a competency-based occupation course by minimum and maximum periods allowed for participation;
- (E) A statement showing:
 - (1) The number of hours to be spent by the apprentice in on-the-job training (OJT); and
 - (2) The number of hours to be spent by the apprentice in related instruction (RI), which must not be less than one hundred forty-four for every two thousand hours of OJT;
- (F) In the case of a competency-based or hybrid program, an attachment describing the skill sets to be attained upon completion and, where applicable, attained for an interim credential;
- (G) A graduated scale of wages to be paid the apprentice and a statement of whether the required time in RI shall be compensated;
- (H) Provision for a specific period of probation during which the apprenticeship agreement may be



terminated by either party to the agreement upon written notice to the council office;

(I) A statement incorporating as part of the agreement the standards of the apprenticeship program as it exists on the date of the agreement and as it may be amended during the period of the agreement;

(J) Assurance that the apprentice will be accorded equal opportunity in all phases of apprenticeship employment and training, without discrimination because of disability, Hispanic ethnicity, race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or age over forty years; and

(K) The name and contact information of the appropriate authority designated to address and make disposition of controversies or differences arising between the apprentice and any other parties to the apprenticeship agreement.