

APPRENTICESHIP AGREEMENT

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This Apprenticeship Agreement (this "**Agreement**") is entered into as of [EFFECTIVE DATE] (the "**Effective Date**") by and between:

[EMPLOYER / SPONSOR LEGAL NAME], a [STATE] [ENTITY TYPE] with its principal place of business at [EMPLOYER ADDRESS] (the "**Sponsor**"); and

[APPRENTICE FULL NAME], an individual residing at [APPRENTICE ADDRESS] (the "**Apprentice**").

The Sponsor and the Apprentice are each a "**Party**" and together the "**Parties**."

Recitals. The Sponsor wishes to train the Apprentice in the occupation of [TRADE / OCCUPATION] through a structured program combining on-the-job training and related instruction, and the Apprentice wishes to learn that occupation. The Parties intend this Agreement to describe the program, wage progression, and obligations of each Party. Registered apprenticeship programs may be subject to additional government standards; the Parties should confirm any applicable program requirements. In consideration of the mutual promises below, the Parties agree as follows.

1. Program and Occupation

1.1 Occupation. The Sponsor will train the Apprentice in the occupation of [TRADE / OCCUPATION] in accordance with the program described in this Agreement and any attached training outline (the "**Program**").

1.2 Structure. The Program combines (a) on-the-job training under qualified supervision and (b) related technical instruction. The Apprentice will complete approximately [NUMBER] hours of on-the-job training and [NUMBER] hours of related instruction.

1.3 Supervision. The Apprentice will train under [MENTOR / JOURNEYWORKER NAME / TITLE], who will provide instruction, oversight, and evaluation.

1.4 Standards. [OPTIONAL: This Program is registered with [APPRENTICESHIP AGENCY] and follows its standards; the Parties will comply with those standards.]

2. Term and Schedule

2.1 Term. The apprenticeship begins on [START DATE] and continues for approximately [DURATION, e.g. NUMBER years] or until the Apprentice completes the required hours and competencies, whichever the Program specifies.

2.2 Probationary period. The first [NUMBER] days or hours are a probationary period during which either Party may end the apprenticeship more readily, consistent with Program standards and applicable law.

2.3 Schedule. The Apprentice will work and attend instruction on a schedule set by the Sponsor, consistent with the Program and applicable law.

3. Wages and Wage Progression

3.1 Starting wage. The Sponsor will pay the Apprentice a starting wage of **[\$RATE per hour]**, subject to applicable withholdings.

3.2 Wage progression. As the Apprentice advances through Program milestones, the wage will increase according to the schedule in **[SCHEDULE A / the Program]**, reaching approximately **[PERCENT]%** of the journeyworker wage by completion.

3.3 Minimum wage compliance. At all stages, the Apprentice's wage will meet or exceed the applicable minimum wage and any other legal requirements.

3.4 Cost of instruction. **[OPTIONAL: The Sponsor will pay or reimburse the cost of required related instruction and materials as described in [REFERENCE].]**

4. Obligations of the Apprentice

4.1 Diligence. The Apprentice will diligently learn the occupation, perform assigned work competently, attend required instruction, and follow Program requirements.

4.2 Conduct and safety. The Apprentice will comply with the Sponsor's lawful policies, safety rules, and reasonable instructions, and will report unsafe conditions.

4.3 Records. The Apprentice will keep, and allow the Sponsor to keep, accurate records of training hours and progress.

5. Obligations of the Sponsor

5.1 Training. The Sponsor will provide the on-the-job training, supervision, and access to related instruction needed for the Apprentice to learn the occupation.

5.2 Safe environment. The Sponsor will provide a safe working and learning environment and the tools or equipment the Program requires.

5.3 Evaluation and advancement. The Sponsor will evaluate the Apprentice's progress at reasonable intervals and advance wages and responsibilities as the Apprentice meets Program milestones.

5.4 Completion credential. On successful completion, the Sponsor will provide the Apprentice with **[A CERTIFICATE OF COMPLETION / CREDENTIAL]** recognizing the Apprentice's achievement.

6. Confidentiality and Property

6.1 Confidential Information. The Apprentice will keep the Sponsor's non-public, proprietary, or trade-secret information confidential during and after the apprenticeship, except as authorized or required by law.

6.2 Property and tools. Sponsor-provided tools, equipment, and materials remain the Sponsor's property and must be returned on completion or termination, normal wear excepted.

7. Termination

7.1 By either Party. Either Party may end the apprenticeship for cause, or as permitted by the Program standards and applicable law, on written notice describing the reason.

7.2 Cancellation and dispute. Any cancellation or dispute will be handled in accordance with the Program standards and any applicable agency procedures.

7.3 **Effect.** On termination, the Sponsor will pay all earned but unpaid wages as required by law, and the Parties will document the hours and competencies completed.

8. General Provisions

8.1 **Governing law and venue.** This Agreement is governed by the laws of the State of [STATE], without regard to its conflict-of-laws rules. The Parties submit to the jurisdiction of the courts located in [COUNTY, STATE].

8.2 **Minor consent.** If the Apprentice is under the age of majority, a parent or legal guardian must co-sign this Agreement, and the Parties will comply with applicable youth-employment laws.

8.3 **Entire agreement; amendment.** This Agreement, together with the Program standards it references, is the entire agreement on its subject and supersedes prior discussions. It may be amended only by a writing signed by both Parties.

8.4 **Severability and waiver.** If any provision is unenforceable, the rest remains in effect. A Party's failure to enforce a provision is not a waiver.

8.5 **Counterparts and electronic signature.** This Agreement may be signed in counterparts and by electronic signature, each of which is an original and all of which together form one agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

SPONSOR	APPRENTICE
Signature: _____	Signature: _____
Printed name: [NAME]	Printed name: [APPRENTICE NAME]
Title: [TITLE]	Title: N/A
Date: _____	Date: _____

PARENT / GUARDIAN (if Apprentice is a minor)

Signature: _____
Printed name: [NAME]
Date: _____

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