

**APPRENTICE AGREEMENT FORM (ETA 671)
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

INSTRUCTIONS FOR COMPLETING / PROCESSING

PART A. This part is completed by the apprentice. Type or print information requested in sections 1 – 7. The apprentice must sign and date section 8. Section 9 must be signed by a parent or guardian if the apprentice is a minor.

PART B. This part is to be completed by the sponsor. Ensure that entries are made in all sections, as applicable.

Sections 14 and 15 are used when the sponsor is granting credit for an apprentice's previous experience that can be applied toward advancement in the program. In Section 14, record the quantity of time in **hours** of credit being granted for apprentice's advanced standing in the program. In Section 15, record the difference in time of the quantity entered in Section 14 and the Total of program hours.

Section 16; enter the date the individual begins as an apprentice in the program.

Number 21 is optional and is used only in the event that the name and address of a sponsor designee is used to receive complaints.

Note: Blue ink is preferred for all signatures in both parts A and B. This is a four page form, original and 3 copies. Please ensure that adequate pressure is applied when making entries so that all copies are completed.

Upon completion of Parts A and B, send the Apprentice Agreement form(s) by FedEx to the Registration Agency at:

ATR Name, Title
Organization Title
Mailing Address
City, State, Zip Code

PART C. This part will be completed by the Registration Agency after its receipt of the Apprentice Agreement form(s). Following processing and registration the Registration Agency will return the original and 2 copies to the sponsor. One copy is for distribution to the apprentice; the remaining two copies are for the sponsor's files.

If there are any questions about the Apprentice Agreement form please call (ATR Phone number). Email address: ATR Email Address