

NCIFTI APPRENTICESHIP POLICIES:

Employer Hiring Methods

Standard Method

"I'm looking to hire a new full-time apprentice"

Notify the NCIFTI; you will learn there are two routes:

1. Your company recruits/identifies a candidate for sponsorship
 - a. Provide information on new apprentice hire
 - (1) Submit Letter of Intent to Hire
 - (2) Complete Sponsor/Indenture Agreement
 - (3) (optional) Before the above, request a 30-day Pre-Apprenticeship Permit
 - b. New apprentice joins PDC 30
 - (1) Completes paperwork, pays dues
 - (2) Fills out NCIFTI application
 - c. NCIFTI enrolls member into program and registers with DOL
 - d. NCIFTI sends welcome letter to new apprentice
 - e. New apprentice is scheduled for classes, beginning next quarter
2. Your company requests an available candidate from the NCIFTI
 - a. NCIFTI refers to you one or more potential candidates drawn from:
 - (1) Current registered apprentices
 - (2) NCIFTI Applicant List
 - (3) PDC 30 Affiliate Members
 - b. You interview candidates and select one for sponsorship

**Requires
Sponsor/
Indenture
Agreement**

Temporary Hiring Method

"I'm looking for an apprentice for a short-term job, or for a short period of the year."

Notify the NCIFTI; together, you will:

1. Answer questions about zone and trade details:
 - *What zone work will be performed in?*
 - *What trade/scope of work?*
 - *What type of skills or certifications do you need?*
2. After consultation, NCIFTI provides you with eligible candidates from the pool of registered apprentices (the pool)
3. NCIFTI explains how the pool works and confirms eligibility of:
 - Current out-of-work apprentices
 - Apprentices are regularly contacted and vetted (confirmed available vs. unavailable)
 - Apprentice skills and certifications are noted and updated regularly
 - NCIFTI Applicant List
 - Evaluated Affiliate Members with previous experience
 - Pre-apprentices and NCIFTI applicants with significant interest in the trade but no experience
 - *30-day Pre-Apprenticeship Permit is an option here*
4. Apprentice works for your company on a temporary basis

**No Sponsor/
Indenture
Agreement
Required**



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