

INFORMATION FORM

Apprenticeship and Training Committees (ATCs) provide structure and oversight for apprenticeship initiatives and are recommended for all programs. For employers with employees represented by a bona fide collective bargaining agent(s), the sponsor must establish a Joint Apprenticeship and Training Committee (JATC) to carry out the responsibilities and duties required of a program sponsor as described in the standards of registered apprenticeship. If an ATC/JATC is established by the program sponsor, the ATC/JATC Information Form should be completed and provided to the Department of Labor & Industry's Apprenticeship and Training Office (ATO). Please send the completed form to apprenticeship@pa.gov.

Suggested structures and administrative procedures of an ATC/JATC include:

- Members of the ATC/JATC will be selected by the groups they represent.
- Membership will be composed of an equal number of representatives of the employer(s) and of the employees represented but does not have a bona fide collective bargaining agent(s).
- The ATC/JATC will elect a Chairperson and a Secretary and will determine the time and place of regular meetings. Meetings will be held as frequently as needed to effectively manage the program. Written minutes of the meetings will be kept.
- The Chairperson and Secretary will have the power to vote on all questions affecting the registered apprenticeship.

SPONSOR NAME

UNION NAME *(if applicable)*

CHAIRPERSON NAME / TITLE

SECRETARY NAME / TITLE

ATC/JATC MEMBERSHIP DETAILS

Name	Title	Organization	Employer/ Employee?

MEETING LOCATION & TIME

FREQUENCY OF MEETINGS

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program.

Contact Apprenticeship@pa.gov

Scan the QR Code for access to
PA registered apprenticeship
resources.

