

ALL PWCR APPLICANTS WHO FILED
ONLINE **PRIOR TO 4/7/20**

MUST COMPLETE THE FOLLOWING
SUPPLEMENT SEPARATELY AND EMAIL IT
TO PWCR@DOL.NJ.GOV

STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WAGE AND HOUR COMPLIANCE

SUPPLEMENT – APPLICATION FOR PUBLIC WORKS CONTRACTOR REGISTRATION (PWCR)

Instructions for Completing this Supplement

- Review the below instructions before completing questions #1-4.
- Do not use “N/A” or leave blank. Failure to provide requested information will cause a delay in processing the application.
- Be sure to enter the Business Name and **Reference ID** (*confirmation no. when filing online*) at the top of pages 3 and 4 so that our office staff can match the Supplement to your online PWCR application.
- Email the completed Supplement to the PWCR section at pwcr@dol.nj.gov.

The following words and terms, when used in questions 1-4, shall have the following meanings:

“ERISA-covered apprenticeship training program trust fund” means an “employee welfare benefit plan,” as that term is defined within the Employee Retirement Income Security Act of 1974 (ERISA), that is subject to the requirements for such a plan under ERISA, and that is a fund established and maintained for the sole purpose of financing a registered apprenticeship program.

“Registered apprenticeship program” means an apprenticeship program which is registered with and approved by the United States Department of Labor (USDOL), which provides each trainee with combined classroom and on-the-job training in an occupation recognized as an apprenticeable occupation, and which meets the program standards of enrollment and graduation under 29 C.F.R. §29.6.

“Sponsor” means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

“Sponsorship” means the position of being a sponsor.

Question 1 – Licenses, Registrations or Certificates Required by State Law – Review both certification statements and check off each statement. *Failure to check off both statements will cause a delay in processing the application.*

Question 2 – Check off all prevailing wage crafts employed by the contractor directly upon any work for which the payment of prevailing wage is required. If a craft is not listed, add it under “Other.”

NOTE: **Craft** means the work classification, taken from the NJDOL wage determination, that a company would list on certified payroll. If you are unsure of your company or individual employee work classification, please contact the Division at wage.hour@dol.nj.gov

Question 3 – Select the certification statement (a, b, or c) that describes your participation in a registered apprenticeship program. *You must make a selection. Do not use “N/A” or leave blank.*

Keep in mind that a contractor is considered to be participating in a registered apprenticeship program if the contractor meets one of the following five (5) methods:

- 1) **The contractor is signatory to a collective bargaining agreement** through which the contractor has access to a registered apprenticeship program that is sponsored by the labor union, or agrees to joint sponsorship with the labor union of a registered apprenticeship program; provided that the collective bargaining agreement also requires ongoing employer contributions into an ERISA-covered apprenticeship training program trust fund;

*Requires being a signatory with a Union(s) for the craft(s) employed, where regular payments are made to an ERISA trust. **Does not require the use of an apprentice.***

- 2) **The contractor is signatory to an agreement with a workforce intermediary**, such as an industry association, consortium of businesses, community-based organization, or educational institution, through which the contractor has access to a registered apprenticeship program sponsored by the workforce intermediary, or agrees to joint sponsorship with the workforce intermediary of a registered apprenticeship program; provided that the agreement between the contractor and the workforce intermediary also requires ongoing employer contributions into an ERISA-covered apprenticeship training program trust fund;

*Requires being a member of an Association that is the sponsor of an apprentice program(s). The Association must also have an ERISA trust set up where you (the contractor) contributes to the trust on a regular basis. **Does not require the use of an apprentice.***

- 3) **The contractor is the sponsor of a registered apprenticeship program;**

*Requires the contractor applying for a registration application to be the sponsor of an apprentice program, certified and approved by the US Department of Labor. Requires an active apprentice in the program (see 4 & 5 for exceptions). **Requires at least one apprentice registered with the US Department of Labor.***

- 4) **The contractor currently employs at least one apprentice who is registered with the United States Department of Labor within a registered apprenticeship program;** provided that as of the date of the contractor's submission to the Department of the Application for Public Works Contractor Registration, the apprentice has completed at least 1000 hours of on-the-job learning with the contractor; or

*Requires the contractor applying for a registration is the sponsor of a program certified and approved by the US Department of Labor and currently has an apprentice registered and enrolled in the approved (by the USDOL) program and has completed 1000 hours of on the job learning with the contractor. **Requires at least one apprentice registered with the US Department of Labor.***

- 5) **During the one-year period immediately preceding submission to the Department of the Application for Public Works Contractor Registration, the contractor employed at least one apprentice who was registered with the United States Department of Labor within a registered apprenticeship program;** provided that the apprentice had completed at least 1000 hours of on-the-job learning with the contractor.

Requires the contractor applying for a registration is the sponsor of a program certified and approved by the US Department of Labor and in the immediate preceding year employed as least one apprentice that was registered with the US Department of Labor, provided that employee completed at least 1000 hours of on the job learning with the contractor.

For all work classifications that each contractor employs on a prevailing wage project, you must meet one of the above methods to be in compliance and to become registered to bid on public work. There are no exemptions to this law.

For the period from May 1, 2019 (the effective date of P.L. 2019, c. 21) to April 30, 2020, a contractor submitting an Application for Public Works Contractor Registration to the Department may satisfy the requirement that the contractor participate in a registered apprenticeship program by certifying and possessing documentation to establish that the contractor has applied to the USDOL for approval of a registered apprenticeship program for each craft that the contractor employs; or that a labor union with which the contractor is signatory to a collective bargaining agreement has applied to the USDOL for approval of a registered apprenticeship program for each craft that the contractor employs; or that an industry association or consortium of businesses of which the contractor is a member in good standing has applied to the USDOL, for approval of a registered apprenticeship program for each craft that the contractor employs.

Question 4 – Review the certification statement, sign and date the statement, and print the name and title of the person (contractor or contractor's representative) signing the statement.

Business Name: _____

Reference ID (online conf#) _____

PWCR Certificate No. (if known) _____

Public Works Contractor Registration (PWCR) Application Supplement

1. Licences, Registrations or Certificates Required by State Law – Review both certification statements and check off each statement.

I hereby certify that I have all valid and effective licenses, registrations or certificates required by State law, including registrations or certifications required to do business in New Jersey.

I hereby certify that I am in possession of documentation, which will be made available to the Department upon request, that I have all valid and effective licenses, registrations or certificates required by State law, including registrations or certifications required to do business in New Jersey.

2. Select all prevailing wage crafts employed by the contractor directly upon any work for which the payment of prevailing wage is required. If a craft is not listed, please add it under “Other.” *Do not use “N/A” or leave blank.*

NOTE: Craft means the work classification, taken from the NJDOL wage determination, that a company would list on certified payroll. If you are unsure of your company or individual employee work classification, please contact the Division at wage.hour@dol.nj.gov

<input type="checkbox"/> Air Conditioning & Refrigeration Service & Repair	<input type="checkbox"/> Elevator Constructor	<input type="checkbox"/> Pipefitter
<input type="checkbox"/> Boilermaker	<input type="checkbox"/> Elevator Modernization & Service	<input type="checkbox"/> Plasterer
<input type="checkbox"/> Boilermaker – Minor Repairs	<input type="checkbox"/> Glazier	<input type="checkbox"/> Plumber
<input type="checkbox"/> Bricklayer, Stone Mason	<input type="checkbox"/> Heat & Frost Insulator	<input type="checkbox"/> Roofer
<input type="checkbox"/> Carpenter	<input type="checkbox"/> Heat & Frost Insulator – Asbestos Worker	<input type="checkbox"/> Sheet Metal Sign Installation
<input type="checkbox"/> Carpenter – Resilient Flooring	<input type="checkbox"/> Ironworker	<input type="checkbox"/> Sheet Metal Worker
<input type="checkbox"/> Cement Mason	<input type="checkbox"/> Laborer – Asbestos & Hazardous Waste Removal	<input type="checkbox"/> Sprinkler Fitter
<input type="checkbox"/> Diver	<input type="checkbox"/> Laborer – Building	<input type="checkbox"/> Tile Finisher
<input type="checkbox"/> Dockbuilder	<input type="checkbox"/> Laborer – Heavy & General	<input type="checkbox"/> Tile Setter
<input type="checkbox"/> Drywall Finisher	<input type="checkbox"/> Millwright	<input type="checkbox"/> Truck Driver
<input type="checkbox"/> Electrician	<input type="checkbox"/> Operating Engineer	<input type="checkbox"/> Truck Driver – Material Delivery Driver
<input type="checkbox"/> Electrician – Teledata	<input type="checkbox"/> Painter	<input type="checkbox"/> Welder
<input type="checkbox"/> Electrician – Outside Commercial	<input type="checkbox"/> Paperhanger	
<input type="checkbox"/> Electrician – Utility Work		
<input type="checkbox"/> Other:		

Business Name: _____

Reference ID (online conf#) _____

PWCR Certificate No. (if known) _____

3. Select the certification statement that describes your participation in a registered apprenticeship program.

Review the instructions for the five (5) methods by which a contractor is considered to be participating in a registered apprenticeship program.

You must make a selection (a, b, or c). Do not use "N/A" or leave blank. Failure to make a selection will cause a delay in processing the application.

- a.** I hereby certify that I participate in a registered apprenticeship program for each craft listed in question #2.
- b.** I hereby certify that I participate in a registered apprenticeship program for certain crafts listed in question #2, but not for others. Below is a list of crafts for which I participate in a registered apprenticeship program and a separate list of crafts for which I do not participate in a registered apprenticeship program and the reason why.

Crafts with registered apprenticeship program (for more crafts attach additional sheets):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Crafts without registered apprenticeship program and why (for more crafts attach additional sheets):

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

- c.** I do not participate in any registered apprenticeship program and below is an explanation why.

Explanation: _____

4. Certification of Documentation regarding Participation in Registered Apprenticeship Programs

- I hereby certify that I am in possession of documentation, which will be made available to the Department upon request, establishing that if directly employing craftworkers, I participate in a registered apprenticeship program for each craft that I employ.

Signature of Contractor or Contractor's Representative

Date

Print Name and Title

Submit completed Supplement by email to pwcr@dol.nj.gov

Contact us: pwcr@dol.nj.gov P: (609) 292-9464 F: (609) 633-8591