

**EFFECTIVE MAY 1, 2019**  
**ALL PWCR APPLICANTS MUST**  
**COMPLETE THE FOLLOWING**  
**SUPPLEMENT.**

**IF YOU FILE OR RENEW BY MAIL,**  
**INCLUDE THE SUPPLEMENT WITH**  
**YOUR PWCR APPLICATION.**

**IF YOU FILE OR RENEW ONLINE,**  
**COMPLETE THE SUPPLEMENT**  
**SEPARATELY AND SUBMIT IT BY**  
**EMAIL, FAX OR MAIL.**

**SUPPLEMENT – APPLICATION FOR PUBLIC WORKS CONTRACTOR REGISTRATION  
LICENSES, REGISTRATIONS OR CERTIFICATES REQUIRED BY STATE LAW  
AND  
PARTICIPATION IN REGISTERED APPRENTICESHIP PROGRAMS**

**Instructions for Completing this Supplement to the Application for Public Works Contractor Registration**

- Review definitions and requirements on pages 1 and 2.
- Review and complete Supplement on pages 3 and 4.
- List the Business Name, Web Reference ID (*if you filed online*), and PWCR Certificate No. (*if known*) at the top of pages 3 and 4.
- **Check off all appropriate boxes. Be sure to provide a list of all construction crafts employed by the contractor directly upon public works. Attach additional sheets if necessary.**
- Sign and date the Supplement and print the name and title of the person signing the Supplement.
- Submit Supplement (pp. 3 & 4) to the Public Works Contractor Registration (PWCR) section by email (preferred method), fax or mail.
  - If you file or renew online, make a copy of the online application and include it with the Supplement to ensure that they are matched correctly.
  - If you file or renew by mail, include the Supplement with your application.

**Email:** [pwcr@dol.nj.gov](mailto:pwcr@dol.nj.gov)

**P:** (609) 292-9464

**F:** (609) 633-8591

**Mail:** NJ Dept. of Labor & Workforce Development

Division of Wage & Hour Compliance

PO Box 389

Trenton, NJ 08625-0389

**Important:** Any Public Works Contractor Registration (PWCR) application filed on or after May 1, 2019 without the completed Supplement (pp. 3 & 4) will cause a delay in processing of the PWCR application. If the Supplement is not subsequently provided, the PWCR application may be denied.

**Definitions:**

The following words and terms, when used in this Supplement to the Application for Public Works Contractor Registration shall have the following meanings:

“Craft” means a construction trade or craft that is utilized by the contractor directly on a public work and that is included on the United States Department of Labor’s “List of Occupations Officially Recognized as Apprenticable by the Office of Apprenticeship.”

“Craftworker” means an individual employed by a contractor in a craft.

“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.

#### Participating in a Registered Apprenticeship Program:

For the purpose of this Supplement to the Application for Public Works Contractor Registration, a contractor is considered to be participating in a registered apprenticeship program if:

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,
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;
3. The contractor is the sponsor of a registered apprenticeship program;
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
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.

#### One-Year Grace Period:

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.

Business Name: \_\_\_\_\_

Web Reference ID (if filed online) \_\_\_\_\_

PWCR Certificate No. (if known) \_\_\_\_\_

**Public Works Contractor Registration (PWCR) Application Supplement**

**Licences, Registrations or Certificates Required by State Law**

- 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.

**Participation in a Registered Apprenticeship Program**

Please list all construction crafts employed by the contractor directly upon public works (for more crafts attach additional sheets):

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

Please select from one of the following, (a), (b) or (c):

(Reminder: For the one-year period from May 1, 2019 through April 30, 2020, a contractor will be considered to be participating in a registered apprenticeship program where the contractor has **applied** to the USDOL for approval of a registered apprenticeship program or where 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 or where 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).

- (a) I hereby certify that I participate in a registered apprenticeship program for each craft listed above.
- (b) I hereby certify that I participate in a registered apprenticeship program for certain crafts listed above, 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 (Note: The reason for failure to participate in a registered apprenticeship program may be that the given craft does not meet the definition of “craft” above, including that the craft is not included on the USDOL’s “List of Occupations Recognized as Apprenticeable by the Office of Apprenticeship.)

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

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

Business Name: \_\_\_\_\_

Web Reference ID (if filed online) \_\_\_\_\_

PWCR Certificate No. (if known) \_\_\_\_\_

**Participation in a Registered Apprenticeship Program (cont.)**

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 (Note: The reason for failure to participate in a registered apprenticeship program may be that the given craft does not meet the definition of “craft” above, including that the craft is not included on the USDOL’s “List of Occupations Recognized as Apprenticeable by the Office of Apprenticeship.”)

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 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 (preferred method), fax or mail to:**

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