

Date: October 1, 2019

Subject: New Communication System and Apprentice Attendance Policy

Dear Sir/Madam,

Thank you for your investment in the Ohio Laborers' Training and Apprenticeship Trust Fund and Registered Apprenticeship. To continue our thriving relationship, I would like to share with you a new form of electronic communication. This new form of communication will operate with efficiency and clarity in a three-party system: the apprenticeship office, the contractor, and the local union.

We have been experiencing issues with attendance. To help address this problem, we need your help in enforcing our mandatory attendance policies to apprentices. Too many apprentices have not taken this policy seriously, and we will no longer tolerate unexcused absences. We require our apprentices to exhibit the highest professionalism in work ethic and commitment. It is also essential for our apprentices to be present for their training to receive the best education possible and to produce the most qualified and skilled workers in the labor force.

If apprentices are not present due to unexcused absences, they may be terminated from the program, no exceptions upon the very first "no-call, no-show." The Apprenticeship Attendance principles of the program need to be reiterated to the apprentices throughout the apprenticeship program.

Our new communication system will address this issue by allowing ease of access to apprentice schedules. The schedule will include the course name, date, and location of the course. The contractor will find this information with a login to, www.oltapp.com, which includes a portal under the Menu option in that the contractor can access the "Apprentice Member Class Transcript Login." After entering the apprentice's information (SSN and then the last four digits of the SSN), the contractor may access the apprentices' schedules in a matter of seconds in a mobile-friendly format.

As a result of this new system, attendance will be improved and thus benefit all parties. The more the contractor has access to the apprentices' schedules through this online portal, the easier it will be for the contractor to keep track of upcoming classes. Also, the apprentice has access to a mobile-friendly App to view their schedules too. With this knowledge, the contractor, local union, and apprentice will not be caught off guard, and thus not lose money with each absence. Ultimately, the contractor has ensured a higher return on investment, in addition to having skilled workers represent the contractor's business.

If you have any questions, please do not hesitate to reach out to me.

Vincent T. Irvin
Laborers' Statewide Apprenticeship Coordinator