



DEPARTMENT OF
LABOR

DIPATTMENTON HUMOTNAT MARIA S. CONNELLEY, Director · ERICA H. UNPINGCO, Deputy Director

FELIX P. CAMACHO
Governor
MICHAEL W. CRUZ, M.
Lieutenant Governor

March 4, 2009

2009 MAR -6 AM 9:21 MC

The Honorable Judith P. Won Pat
Speaker
I Mina' Trenta Na Liheslaturan
Guahan
155 Hesler Place
Hagatna, Guam 96910

Dear Speaker Won Pat,

Hafa Adai! In accordance with 22 GCA §44104, the Guam Department of Labor conducted a public hearing on Wednesday, December 3, 2008, to receive opinions and recommendations from businesses and the general public to determine which areas need additional professional and skilled technical trade workers which will be incorporated into the Guam Registered Apprenticeship Program Demand Occupations Listing. As a result of the public hearing a total of eighty-one occupations were added to subject listing and subsequently approved by Acting Governor Cruz on February 20, 2009. As stipulated in 22 GCA §44104, I hereby transmit the updated Demand Occupations Listing for the Guam Registered Apprenticeship Program for your approval.

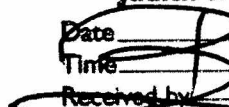

In addition, the following items were discussed: (1) 17 GAR 1 §8107, is amended to read: "Active program participants may apply for a certification from the Director of Labor by submitting GRAP Form 2 *"on a monthly basis."* (2) Revision of GRAP Form 2 to include two additional pages, page 2 - a summary sheet, page 3 - actual expenditures breakdown for each apprentice. A copy of the public hearing proceedings is attached.

Si Yu'os ma'ase'


MARIA S. CONNELLEY
Director

Attachments

310

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Office of the Speaker
Judith T. Won Pat, Esq. D.
Date  3/04/09
Time
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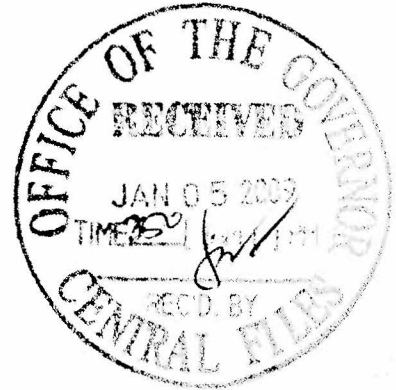


DEPARTMENT OF
LABOR

DIPATTMENTON HUMOTNÁT MARIA S. CONNELLEY, Director · ERICA H. UNPINGCO, Deputy Director

FELIX P. CAMACHO
Governor
MICHAEL W. CRUZ, M.
Lieutenant Governor

December 29, 2008



MEMORANDUM

TO: Governor of Guam

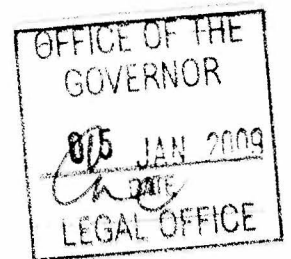
FROM: Director

SUBJECT: Guam Registered Apprenticeship Program Demand Occupations Listing

Hafa Adai! In accordance with 22 GCA §44104, the Guam Department of Labor conducted a public hearing on Wednesday, December 3, 2008, to receive opinions and recommendations from businesses and the general public to determine which areas need additional professional and skilled technical trade workers which will be incorporated into the Guam Registered Apprenticeship Program Demand Occupations Listing. As a result of the public hearing a total of eighty-one occupations have been added to subject listing. As stipulated in 22 GCA §44104, I hereby transmit the updated Demand Occupations Listing for the Guam Registered Apprenticeship Program for your approval.

In addition, the following items were discussed: (1) 17 GAR 1 §8107, is amended to read: "Active program participants may apply for a certification from the Director of Labor by submitting GRAP Form 2 *"on a monthly basis."* (2) Revision of GRAP Form 2 to include two additional pages, page 2 - a summary sheet, page 3 - actual expenditures breakdown for each apprentice. A copy of the public hearing proceedings is attached. *Si Yu'os ma'ase'*

MARIA S. CONNELLEY



Attachments

APPROVED BY:

MIKE W. CRUZ, MD
GOVERNOR OF GUAM ACTING

20 FEB '09

Date

CRD 0109 005

Guam Registered Apprenticeship Program
Demand Occupations Listing

#	O*NET/SOC CODES	OCCUPATIONAL TITLE	YEAR ADDED
1	49-3023.02	Air Conditioning Mechanic (Auto Service)	
2	55-3014.00	Aircraft Armament Mechanic	2009
3	49-2091.00	Aircraft Mechanic Electrical	2009
4	51-2011.02	Aircraft Mechanic Plumber & Hydraulics	2009
5	49-3011.01	Airframe & Powerplant Mechanic	2009
6	47-2141.00	Architectural, Coatings Finisher	2008
7	47-2071.00	Asphalt Paving Machine Operator	2009
8	51-5023.09	Assistant Press Operator	2009
9	49-2097.00	Audio-Video Repairer	2009
10	49-3021.00	Automobile Body Repairer	
11	49-3023.01	Automobile Mechanic	
12	49-3023.02	Automotive Technician Specialist	2009
13	49-9099.99	Aviation Safety Equipment Technician	2009
14	49-9041.00	Aviation Support Equipment Repairer	2009
15	51-3011.02	Baker (Bake Produce)	
16	51-3011.01	Baker (Hotel & Restaurant)	
17	51-5011.02	Bindery Worker	2008
18	47-2031.05	Boatbuilder, Wood	2008
19	13-1041.05	Boiler and Pressure Vessel Inspector	2009
20	51-8021.02	Boiler Operator	2008
21	47-2011.00	Boilermaker Fitter	2008
22	47-2011.00	Boilermaker I	
23	47-2011.00	Boilermaker II	
24	47-2021.00	Bricklayer (Brick & Tile)	2008
25	47-2021.00	Bricklayer (Construction)	2008
26	51-3023.00	Butcher (All-Round)	2008
27	51-3021.00	Butcher (Hotel & Restaurant)	2008
28	51-7011.00	Cabinetmaker	
29	49-9051.00	Cable Installer – Repairer	
30	49-9051.00	Cable Splicer	
31	49-9052.00	Cable Television Installer	
32	17-3023.02	Calibration Laboratory Technician	2008
33	49-3023.02	Carburetor Mechanic	2009
34	13-1071.01	Career Development Technician	2009
35	47-2031.01	Carpenter	
36	47-2031.01	Carpenter, Maintenance	2008
37	47-2031.04	Carpenter, Ship	
38	47-2041.00	Carpet Layer	
39	47-2051.00	Cement Mason	
40	49-2022.01	Central Office – Installer	2008

**Guam Registered Apprenticeship Program
Demand Occupations Listing**

#	O*NET/SOC CODES	OCCUPATIONAL TITLE	YEAR ADDED
41	49-2022.01	Central Office – Repairer	2008
42	19-4031.00	Chemical Engineering Technician	2009
43	19-4031.00	Chemical Laboratory Technician	2009
44	39-9011.00	Child Care Development Specialist	2009
45	49-9091.00	Coin-Machine Service Repairer	2009
46	27-1021.00	Commercial Designer	2009
47	15-1051.00	Communications-Computer Systems	2009
48	43-9011.00	Computer Operator	
49	15-1021.00	Computer Programmer	
50	47-2061.00	Construction Craft Laborer	
51	49-3042.00	Construction Equipment Mechanic	
52	35-2012.00	Cook (Any Industry)	
53	35-2014.00	Cook (Hotel & Restaurant)	
54	51-3011.01	Cook, Pastry (Hotel & Restaurant)	
55	49-2095.00	Corrosion-Control Fitter	2009
56	21-1012.00	Counselor	2009
57	19-4092.00	Crime Scene Technician	2009
58	31.9091.00	Dental Assistant	2008
59	51-9081.00	Dental Laboratory Technician	2008
60	29-2034.01	Diagnostic Imaging Speciality	2009
61	51-4111.00	Die Finisher	2008
62	51-4022.00	Die Setter (Forging)	2009
63	49-3031.00	Diesel Mechanic	
64	17-3011.01	Drafter, Architectural	
65	17-3011.02	Drafter, Civil	
66	17-3011.01	Drafter, Commercial	
67	17-3012.02	Drafter, Electrical	
68	17-3012.01	Drafter, Electronic	
69	17-3011.01	Drafter, Heating & Ventilation	
70	17-3011.01	Drafter, Landscape	
71	17-3011.01	Drafter, Marine	
72	17-3013.00	Drafter, Mechanical	
73	17-3011.01	Drafter, Plumbing	
74	17-3011.01	Drafter, Structural	
75	53-7031.00	Dredge Operator	2009
76	49-2092.01	Electrical Appliance Repairer	2009
77	17-3023.03	Electrical Technician	2009
78	47-2111.00	Electrician	
79	47-2111.00	Electrician (Ship & Boat)	
80	49-2091.00	Electrician, Aircraft	2009

**Guam Registered Apprenticeship Program
Demand Occupations Listing**

#	O*NET/SOC CODES	OCCUPATIONAL TITLE	YEAR ADDED
81	47-2111.00	Electrician, Maintenance	2008
82	49-2095.00	Electrician, Powerhouse	2008
83	49-2022.03	Electronic Systems Technician	
84	49-2011.02	Electronics Mechanic	
85	17-3023.01	Electronics Technician	
86	47-4021.00	Elevator Repairer	2008
87	29-2041.00	Emergency Medical Technician	2008
88	49-3053.00	Engine Repairer, Service	
89	19-2041.00	Environmental Analyst	2008
90	49-2022.03	Equipment Installer (Tel & Tel)	2009
91	17-3012.02	Estimator and Drafter	
92	37-2021.00	Exterminator, Termite	2009
93	47-4031.00	Fence Erector	
94	27-4012.00	Field Engineer (Radio & TV)	2009
95	49-2094.00	Field Service Engineer	2009
96	33-2011.01	Fire Fighter	2008
97	33-2011.01	Fire Fighter, Crash, Fire	2008
98	33-2021.01	Fire Inspector	2008
99	55-3014.00	Fire-Control Mechanic	2008
100	51-2041.02	Fitter (Machine Shop)	2009
101	17-2131.00	Foundry Metallurgist	2008
102	49-3023.02	Fuel Injection Servicer	2009
103	49-9041.00	Fuel System Maintenance Worker	2009
104	49-9031.02	Gas Appliance Servicer	2009
105	49-3053.00	Gas-Engine Repairer	2009
106	47-2152.01	Gas-Main Fitter	2009
107	49-9012.03	Gas-Meter Mechanic I	2009
108	49-9012.02	Gas-Regulator Repairer	2009
109	51-8093.03	Gauger (Petrol Products)	2009
110	47-2121.00	Glazier	2008
111	37-3011.00	Greenskeeper II	2009
112	39-5012.00	Hair Stylist (Cosmetologist)	2009
113	47-4099.99	Hazardous-Waste Material Technician	
114	31-1011.00	Health Support Specialist (CNA)	2009
115	31-1011.00	Health Support Specialist (CrtMed Aide)	2009
116	31-1011.00	Health Support Specialist (Rehad Aide)	2009
117	49-9021.01	Heating & Air Conditioning Installer-Servicer	
118	31-1011.00	Home Health Aide	2009
119	31-1011.00	Home Health Aide (1086A Disability Specialist)	2009
120	31-1011.00	Home Health Aide (1086B Hospice Specialist)	2009

**Guam Registered Apprenticeship Program
Demand Occupations Listing**

#	O*NET/SOC CODES	OCCUPATIONAL TITLE	YEAR ADDED
121	31-1011.00	Home Health Aide (1086C Mental Illness Specialist	2009
122	31-1011.00	Home Health Aide (1086D Dementia Specialist)	2009
123	31-1011.00	Home Health Aide (1086F Geriatric Specialist)	2009
124	43-4081.00	Hotel Associate	2009
125	53-7061.00	Hydro Blaster/Vacuum Technician	2009
126	27-1013.01	Illustrator (Professional & Kindred)	2008
127	27-1021.00	Industrial Designer	2008
128	17-3026.00	Industrial Engineering Technician	2008
129	47-4011.00	Inspector, Building	2008
130	13-1041.04	Inspector, Quality Assurance	
131	17-3023.02	Instrument Mechanic (Any Industry)	2008
132	17-3023.02	Instrument Repairer (Any Industry)	2008
133	17-3023.02	Instrumentation Technician	
134	47-2131.00	Insulation Worker	
135	47-2031.04	Joiner (Ship & Boat Building)	2008
136	19-4031.00	Laboratory Technician	2009
137	19-4031.00	Laboratory Tester	2009
138	37-3011.00	Landscape Gardener	
139	37-3011.00	Landscape Management Technician	2008
140	37-3011.00	Landscape Technician	2008
141	49-9051.00	Line Erector	2008
142	49-9052.00	Line Installer-Repairer	2008
143	49-9094.00	Locksmith	2008
144	51-7031.00	Loft Worker (Ship & Boat)	
145	11-9111.00	LTC Nurse Management 1105A-Level I	2009
146	51-4081.01	Machine Operator I	2008
147	51-4081.01	Machine Setter (Machine Shop)	2008
148	51-4041.00	Machinist	
149	49-3031.00	Machinist, Marine Engine	
150	51-4041.00	Machinist, Outside (Ship)	
151	51-4041.00	Maintenance Machinist	
152	49-9041.00	Maintenance Mechanic (Any Industry)	
153	49-3031.00	Maintenance Mechanic (Construction; Petrol)	
154	49-9042.00	Maintenance Repairer, Industrial	
155	29-2034.01	Mammography Technologist	2009
156	51-3021.00	Meat Cutter	2008
157	49-3031.00	Mechanic, Industrial Truck	2009
158	17-3027.00	Mechanical Engineering Technician	2008
159	31-9092.00	Medical Assistant	2009
160	43-6013.00	Medical Secretary	2008

**Guam Registered Apprenticeship Program
Demand Occupations Listing**

#	O*NET/SOC CODES	OCCUPATIONAL TITLE	YEAR ADDED
161	31-9094.00	Medical Transcriptionist	2009
162	29-2012.00	Medical-Laboratory Technician	2009
163	49-9012.03	Meter Repairer (Any Industry)	2009
164	49-9044.00	Millwright	
165	51-9195.02	Molder, Pattern (Foundry)	2009
166	49-3051.00	Motorboat Mechanic	
167	47-5031.00	Munitions Systems	2009
168	17-3029.99	Non-Destructive Tester	2009
169	31-1012.00	Nurse Assistant	
170	31-1012.00	Nurse Assistant Certified/CAN/Level 1	
171	31-1012.00	Nurse Assistant Certified/CNA/Level 2 (Advanced)	
172	31-1012.00	Nurse Assistant Certified/CAN/Level 3 (Dementia Specialty)	2009
173	31-1012.00	Nurse Assistant Certified/CAN/Level 3 (Geriatric Specialty)	2009
174	29-2061.00	Nurse, Licensed Practical	
175	31-1012.00	Nursing Assistant Certified	
176	47-2073.00	Operating Engineer	
177	51-9083.02	Optical-Instrument Assembler	2008
178	51-9081.00	Orthodontic Technician	2009
179	47-2141.00	Painter (Construction)	
180	47-2141.00	Painter (Shipyard)	
181	51-4062.00	Patternmaker (Metal Product)	2008
182	51-7032.00	Patternmaker, Wood	2008
183	29-2052.00	Pharmacist Assistant	
184	53-5021.03	Pilot, Ship	2008
185	49-9041.00	Pinsetter Adjuster, Automatic	2009
186	49-9043.00	Pinsetter Mechanic, Automatic	2008
187	47-2132.00	Pipe Coverer & Insulator	2008
188	47-2152.01	Pipe Fitter (Construction)	
189	47-2152.01	Pipe Fitter (Ship & Boat)	
190	47-2152.01	Pipe Fitter-Sprinkler Fitter	
191	51-9021.00	Plant Operator	2008
192	47-2161.00	Plasterer	
193	47-2152.02	Plumber	
194	49-9041.00	Pneumatic Tool Repairer	
195	49-3011.02	Power-Plant Mechanic	
196	49-2092.04	Power-Transformer Repairer	2008
197	27-2012.01	Program Assistant (News/Radio/Television)	2009
198	15-1021.00	Programmer, Engineering & Scientific (Computer)	2009
199	51-9061.01	Quality Control Inspector	2009
200	17-3026.00	Quality Control Technician	2009

**Guam Registered Apprenticeship Program
Demand Occupations Listing**

#	O*NET/SOC CODES	OCCUPATIONAL TITLE	YEAR ADDED
201	49-9021.00	Refrigeration & Air Conditioning Mechanic	2009
202	49-9021.02	Refrigeration Mechanic (Any Industry)	
203	47-2171.00	Reinforcing Ironworker Concrete	2009
204	47-2171.00	Reinforcing Metal Worker	
205	49-9096.00	Rigger	
206	49-9096.00	Rigger (Ship & Boat Building)	
207	47-2181.00	Roofer	2009
208	29-9011.00	Safety Inspector/Technician	
209	51-9195.03	Sandblaster, Stone	
210	51-4194.00	Saw Filer (Any Industry)	
211	47-2211.00	Sheet Metal Worker	
212	51-4192.00	Shipfitter (Ship & Boat)	
213	47-2031.05	Shipwright (Ship & Boat)	
214	47-4099.99	Sign Erector I	2008
215	49-3053.00	Small Engine Mechanic	2009
216	47-2221.00	Structural Steel Worker	
217	17-3031.01	Surveyor Assistant, Instrument	2009
218	49-2022.03	Technician, Submarine Cable	
219	49-2022.03	Telecommunications Technician	
220	49-2097.00	Television & Radio Repairer	
221	47-2053.00	Terrazzo Finisher	
222	47-2053.00	Terrazzo Worker	2008
223	47-2044.00	Tile Setter	
224	49-9041.00	Treatment Plant Mechanic	
225	49-3021.00	Truck Body Builder	2008
226	53-7021.00	Truck Crane Operator	2008
227	53-3032.01	Truck Driver, Heavy	2008
228	53-3032.00	Truck Driver, Heavy (Hybrid)	2009
229	51.8031.00	Waste Treatment Operator	
230	51-8031.00	Wastewater-Treatment Plant Operator	2009
231	51-4121.02	Welder, Arc	
232	51-4121.02	Welder, Combination	

Alicia G. Limtiaco
Attorney General



J. Patrick Mason
Deputy Attorney General
Civil & Solicitor Division

OFFICE of the ATTORNEY GENERAL

August 7, 2007

Memorandum

TO: Director, Department of Labor

FROM: Monty R. May, Assistant Attorney General *m. may*

SUBJECT: Guam Registered Apprenticeship Program; AG No. 07-0170

Buenas yan Saluda!

Attached you find an approved draft of the Guam Registered Apprenticeship Program, signed by the Attorney General on June 27, 2007. We regret the delay in returning it, as its approval was not brought to my attention until today.

The proposed regulation should now be ready for submission to the Guam Legislature, along with the record of the public hearing and the mandated economic impact statement.

Dangkolo na Si Yu'os Ma'ase.

Encl: Guam Registered Apprentice Program

17 GAR - Labor Relations
Division 1 - Department of Labor

CHAPTER 8
GUAM REGISTERED APPRENTICE PROGRAM

- §8101 Authority
- §8102 Statement of Policy
- §8103 Purpose
- §8104 Definitions
- §8105 Program Eligibility
- §8106 Approved Demand Occupations Listing
- §8107 GRAP Tax Credit Certification
- §8108 Denial of Tax Credit
- §8109 Eligible Training Costs
- §8110 Co-operative Programs Authorized
- §8111 Petitions
- §8112 Severability
- §8113 Technical Assistance Guide
- §8114 Electronic Filing of Documents

§8101. Authority. By virtue of the authority vested in it by 22 GCA 44107, the Guam Department of Labor hereby issues these Rules and Regulations, which it finds necessary in order to carry out its responsibilities in the administration and enforcement of the provisions of the law as it relates to the Guam Registered Apprenticeship Program. These Rules and Regulations shall be liberally construed to accomplish the purposes of the law and the policies of the Department and shall be in force and effect until such time that it is amended or rescinded by rules and regulations hereafter made and published by the Guam Department of Labor.

§8102. Statement of Policy. It is a matter of public policy that in order to have a healthy economy, there must be an adequate source of skilled workers in the island. A key ingredient in our effort to develop and sustain a healthy economy is our ability to supply a work force that is educated and trained to keep up with the demand for all classifications of skilled journey workers which is increasing more rapidly than the supply; the need for the skills of these workers is becoming critical. The best possible method for developing employee skills is through a formal apprenticeship training program.

§8103. Purpose. The intended purpose of these Rules and Regulations is to establish the best possible method for developing employee skills through a formalized apprenticeship training system that is proven to be cost effective, goal oriented, and designed to meet the

specific skill needs of the employer. These rules are promulgated to effectuate compliance with the P.L. 28-142, *codified as 22 G.C.A. §§ 44101-44114.*

§8104. Definitions. The definitions set forth herein shall govern the construction and interpretation of this Chapter:

- (a) 'Apprentice' means an employee of a business participating in the Guam Registered Apprenticeship Program who is at least 16 years of age, except when a higher minimum age is otherwise fixed by law, and who is employed to learn a skilled trade.
- (b) "Apprenticeship Program" or "Apprenticeship Training Program" means a comprehensive training program designed to teach an apprentice how to perform all duties in a recognized skilled craft or trade at the journeyman level that is described by a plan containing all terms and conditions for qualification, recruitment, selection, employment and training of apprentices and a written apprenticeship agreement.
- (c) 'BAT' means the Bureau of Apprenticeship and Training of the U.S. Department of Labor.
- (d) "USDOL BAT Certification" shall mean evidence from the USDOL BAT that the program participant has a registered and approved apprenticeship training program.
- (e) 'Business' means a professional group, association, corporation, partnership, sole proprietorship, trust, foundation, or any other individual or organization carrying on any business whether or not operated for profit.
- (f) 'GDOL' means the Guam Department of Labor.
- (g) 'Director' means the Director of the Guam Department of Labor.
- (h) 'Employer' means a business employing an apprentice whether or not such business has an apprenticeship agreement with the apprentice.
- (i) "GRAP" shall mean the Guam Registered Apprentice Program"
- (j) "GRAP Certification" or "Guam Registered Apprentice Program Tax Credit Certification" shall mean a certification issued by the Director of Labor to the program participant and the Tax Commissioner, detailing the amount eligible for tax credit under this program.
- (k) 'Institution of Higher Education' means the Guam Community College, the University of Guam, licensed post secondary institutions or licensed post secondary training programs.
- (l) 'Occupational List' means a list of occupations prioritizing needed trades that corresponds with a USDOL BAT apprenticeship training program that lists the occupational trades approved for apprenticeship training within the Program.
- (m) 'Program' means the Guam Registered Apprenticeship Training Program, an occupationally driven apprenticeship training program meeting the standards of the U.S. Department of Labor, Bureau of Apprenticeship and Training, that is recognized and approved as an occupational priority by DOL to which this Chapter applies.

- (n) 'Program Participant' or 'Participant' means an employer that employs apprentices who receive training through a program provider of a registered apprenticeship program.
- (o) 'Program Provider' means a business or institution of higher education that conducts a registered apprenticeship program recognized by the U.S. Department of Labor (USDOL), Bureau of Apprenticeship and Training (BAT). A business with a registered apprenticeship program may be both a program participant and a provider program.
- (p) 'Tax Commissioner' means the Tax Commissioner of Guam, the Director of Revenue and Taxation.
- (q) 'Tax credit' means an offset to gross receipts tax owed by a business equal in amount to fifty percent (50%) of all eligible costs paid or incurred by a program participant to train an apprentice.
- (r) 'Trade' means the skilled practice of an occupation.
- (s) 'USDOL' means the United States Department of Labor.
- (t) 'Quarter' means a three month period in the Government of Guam's fiscal year. Such quarters are 1st quarter - October 1st to December 31st, 2nd quarter - January 1st to March 31st, 3rd quarter - April 1st to June 30th, and 4th quarter - July 1st to September 30th.

§8105. Program Eligibility. Program Participants must submit to the GDOL an original and one copy of GRAP Form 1 - Application for Guam Registered Apprenticeship Program Tax Credit, along with the following:

1. USDOL BAT Certificate of Registration and the Approved Apprenticeship Standards.
2. Affirmative Action Plan.
3. Residency verification indicating that the apprentice is a resident of Guam not less than three years.
4. Verification of US citizenship or permanent residency. (Use of I-9 form will satisfy this requirement.)
5. Signed Apprenticeship Employment Contract.

Applications will be reviewed for completeness and if any deficiencies are found, applications will be returned to program participant for correction. Upon receipt of the completed GRAP Form 1, the Director will then approve or deny entry into the program. Program participants are required to renew their application annually on the anniversary of the original approval.

§8106. Approved Demand Occupations Listing. In the first quarter of each fiscal year, the GDOL Director shall conduct a public hearing to receive opinions and recommendations from businesses and the general public to determine which areas need additional professional and skilled technical trade workers. The GDOL Director shall consider new program participant applications and agreements and shall emphasize industrial, construction, and technical trade occupations. The GDOL Director shall

establish a list of skilled occupations and trades that correspond to recognized USDOL BAT apprenticeship programs or may amend a prior year's occupational list. The GDOL Director shall then submit the proposed occupational list to the Governor of Guam for approval. The Governor shall then submit the proposed occupational list to I Liheslaturan Guahan no later than January 5th of each year provided, however, that no program participant shall request a tax credit for a new trade until the list is approved by I Liheslatura. If I Liheslatura has not expressly approved or rejected the list, or any part thereof, by resolution within forty-five (45) days after submission, the list shall be deemed approved.

§8107. GRAP Tax Credit Certification: Eligibility Requirements. Active program participants may apply for a certification from the Director of Labor by submitting GRAP Form 2. The Director of Labor requires supporting documents to verify requested reimbursement listed on GRAP Form 2. Original or certified copies of documents may be required at the discretion of the Director.

1. Upon receipt of a completed application, the Director or his authorized representative will review the request for reimbursement for compliance with 22 G.C.A. § 44108.
2. The director will issue a determination within 60 calendar days.

§8108. Denial of Tax Credit. Upon refusal to certify a claim for a particular training cost pursuant to §44109(d), the Director will issue and serve a detailed notice to the program participant.

§8109. A. Eligible Training Costs. Eligible training costs are costs associated with the training and development of the apprentice. Eligible costs are as follows: Direct wages of apprentice, direct fringe benefits of apprentice (medical and dental insurance), Apprentice instructor costs (academic and trade theory), training costs (books and tuition), and personal protective equipment.

B. GRAP Tax Credit Certification: Reporting Requirements. Program participants shall submit all supporting documents as evidence that eligible training costs have been incurred including, but not limited to: Invoices detailing the articles or services for which reimbursement is requested; payroll records; and attestations of costs.

§8110. Co-operative Programs Authorized. Pursuant to 44 GCA section 4411, when necessary, the Director of the GDOL shall develop and enter into a memorandum of understanding (MOU) with other government agencies or instrumentalities or private organizations to provide specialized training in a particular field not available within the apprenticeship program.

§8111. **Petitions.** Any individual shall have the right to submit to the Director of Labor a petition for the establishment or modification of rules and regulations on subjects under the Authority of the Director, and shall have the right to request advisory rulings, consultations or declaratory rulings in relation to existing regulations. Such petitions and requests shall be submitted in writing and on a form provided by the GDOL, and shall be acted upon within 60 days by the Director. The Director shall respond to all petitions submitted under this Title in writing.

§8112. **Severability.** If any part of these Regulations is for any reason declared to be invalid by a court of law, the remaining regulations under this Title shall not be affected thereby, and shall remain valid and enforceable.

§8113. **Technical Assistance Guide.** In order to provide program guidance, the director will develop a technical assistance guide (TAG).

§8114. **Electronic Filing of Documents.** Electronic filing of documents may be accepted at the discretion of the director.

APPROVED AS TO FORM:



AL

ALICIA LIMTIACO
Attorney General of Guam

6.27.07

Date

GUAM DEPARTMENT OF LABOR
CERTIFICATION FOR
GUAM REGISTERED APPRENTICESHIP PROGRAM TAX CREDIT

Name of Employer (Full name of Organization)		Telephone
Address (Number, Street, City and Town, State ZIP Code)	Approval No.:	Period/Quarter
Type of Firm <input type="checkbox"/> LLC <input type="checkbox"/> Sole Prop. <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation		Nature of Employer's Business Activity

NAME OF APPRENTICE	OCCUPATION

For additional space, please attach separate sheet.

TRAINING COST SUMMARY	
Training Cost Incurred	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL TRAINING COST INCURRED	\$

Please attach proof of all training costs listed. Documents should be original or certified copies.

I hereby attest to the information contained on this application, and any attachments thereto, and certify that all information is true and correct to the best of my knowledge.	Tax Credit is: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
_____ Print Name	_____ Director, Guam Department of Labor
_____ Signature/Date	_____ Date

GUAM DEPARTMENT OF LABOR
APPLICATION FOR
GUAM REGISTERED APPRENTICESHIP PROGRAM TAX CREDIT

The following items must accompany this registration form:

- USDOL BAT Certificate of Registration
- Affirmative Action Plan (If employing more than 5 apprentices)
- Residency Verification of Apprentice(s)
- Completed I-9 Form for Each Apprentice (If applicable)
- Employment Contract(s)

Name of Employer (Full name of Organization)			Employer Identification No.		Telephone			
Address (Number, Street, City and Town, State ZIP Code)								
Type of Firm <input type="checkbox"/> LLC <input type="checkbox"/> Sole Prop. <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation			Nature of Employer's Business Activity		NAICS			
NAME OF APPRENTICE	O-NET CODE	OCCUPATION	COMPLETED APPRENTICESHIP CONTRACT		RESIDENCY VERIFICATION		I-9 FORM	
			Yes	No	Yes	No	Yes	No
			Yes	No	Yes	No	Yes	No
			Yes	No	Yes	No	Yes	No
			Yes	No	Yes	No	Yes	No
			Yes	No	Yes	No	Yes	No
			Yes	No	Yes	No	Yes	No
			Yes	No	Yes	No	Yes	No
			Yes	No	Yes	No	Yes	No
			Yes	No	Yes	No	Yes	No
			Yes	No	Yes	No	Yes	No

For additional space, please attach separate sheet.

I hereby attest to the information contained on this application, and any attachments thereto, and certify that all information is true and correct to the best of my knowledge.

 Print Name

 Signature/Date

Application is: Approved Approval #: _____ Disapproved

 Director, Guam Department of Labor

 Date

GUAM DEPARTMENT OF LABOR
CERTIFICATION FOR
GUAM REGISTERED APPRENTICESHIP PROGRAM
TAX CREDIT

Name of Employer (Full Name of Organization)	Telephone Number:	
Address (Number, Street, City, State, Zip Code)	Approval No.:	Training Period

Type of Firm <input type="checkbox"/> LLC <input type="checkbox"/> Sole Prop <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	Nature of Employer's Business Activity
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NAME OF APPRENTICE	OCCUPATION

For additional names, please attach separate sheet.

TRAINING COST SUMMARY

DESCRIPTION	TOTAL
Direct Wages of Apprentices	\$0.00
Fringe Benefits	\$0.00
Training Cost	\$0.00
Other Costs	\$0.00
Total Tax Credit	\$0.00

Please attach supporting documents of all costs listed. Documents should be original or certified copies.

I hereby attest to the information contained on this application, and any attachments thereto, and certify that all information is true and correct to the best of my knowledge.	Tax credit is <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
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Print Name	Director, Guam Department of Labor
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Signature/Date	Date
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GUAM DEPARTMENT OF LABOR
CERTIFICATION FOR
GUAM REGISTERED APPRENTICESHIP PROGRAM TAX CREDIT
TRAINING COST SUMMARY

Direct Wages of Apprentices				For GDOL use only
	# of Apprentices	Total Cost	Tax Rebate Amount (50% of Total Expenditures)	
Apprentice Timesheets PPE	0	\$0.00	\$0.00	
Apprentice Timesheets PPE	0	\$0.00	\$0.00	
Sub-Total		\$0.00	\$0.00	

Fringe Benefits				
Benefit	# of Apprentices	Total Cost	Tax Rebate Amount (50% of Total Expenditures)	
FICA/Medicare	0	\$0.00	\$0.00	
Workers Compensation	0	\$0.00	\$0.00	
Medical/Dental Insurance	0	\$0.00	\$0.00	
Other: (specify)	0	\$0.00	\$0.00	
Sub-Total		\$0.00	\$0.00	

Training Costs				
Description	No. of Apprentices	Training Period Cost	Tax Rebate Amount (50% of Total Expenditures)	
Instructor	0	\$0.00	\$0.00	
Supplies	0	\$0.00	\$0.00	
Facilities	0	\$0.00	\$0.00	
Equipment	0	\$0.00	\$0.00	
Training Staff	0	\$0.00	\$0.00	
Other: (specify)	0	\$0.00	\$0.00	
Sub-Total		\$0.00	\$0.00	

Other Related Costs				
Description	No. of Apprentices	Training Period Cost	Tax Rebate Amount (50% of Total Expenditures)	
Other 1 (specify)	0	\$0.00	\$0.00	
Other 2 (specify)	0	\$0.00	\$0.00	
Other 3 (specify)	0	\$0.00	\$0.00	
Other 4 (specify)	0	\$0.00	\$0.00	
Other 5 (specify)	0	\$0.00	\$0.00	
Sub-Total		\$0.00	\$0.00	

Total		\$0.00	\$0.00	
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c. 17 GAR 8107. Active program participants may apply for a certification from the Director of Labor by submitting GRAP Form 2 “*on a monthly basis.*”

Mr. Johnston recommended that a sunset provision be included wherein supporting documents submitted cannot be dated earlier than 12 months from submission to GDOL.

III. Adjournment. Public Hearing concluded at 9:43 a.m. No written testimonies submitted.

Prepared by:

A handwritten signature in black ink, appearing to read 'Phyllis Wopasna', with a long horizontal flourish extending to the right.

Phyllis Wopasna
Program Coordinator
GDOL/AHRD
Planning Division

GUAM DEPARTMENT OF LABOR
GUAM REGISTERED APPRENTICESHIP PROGRAM TAX CREDIT
TRAINING COST BREAKDOWN

	Name of Apprentice	Direct Wages		Fringe Benefits				Training Related Costs					Other Related Costs					
		PPE 1:	PPE 2:	FICA Medicare	Workers Comp	Medical/Dental Insurance	Other: (specify)	Instructor	Supplies	Facilities	Equipment	Training Staff	Other (specify)	Other 1 (specify)	Other 2: (specify)	Other 3: (specify)	Other 4: (specify)	Other 5: (specify)
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28																		
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30																		
31																		
32																		
33																		
34																		
35																		
	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

GUAM DEPARTMENT OF LABOR

Guam Registered Apprenticeship Program

Public Hearing

December 3, 2007

9:11 a.m.

Attendees:

Maria Connelley, GDOL

Celine Cruz-Aguilar, GDOL/AHRD

Bert Johnston, GCA Trades Academy

Sandra Tallaje, GDOL/AHRD

James Martinez, Guam Contractor's Association

Phyllis Topasna, GDOL/AHRD

Ann Marie San Agustin, GTA TeleGuam

I. Call to Order. Mrs. Maria Connelley, Director, Guam Department of Labor (GDOL), convened the Guam Registered Apprenticeship Program (GRAP) public hearing at 9:11 a.m. Mrs. Connelley provided background on the purpose of the public hearing.

22 GCA §44104 specifies that in the first quarter of each fiscal year the Director of Labor shall conduct a public hearing to receive opinions and recommendations from businesses and the general public to determine which areas need additional professional and skilled technical trade workers.

II. For Discussion

a. 2008 GRAP Demand Occupations Listing. On December 6, 2006, a public hearing was conducted to develop the initial GRAP DOL which was approved by the Governor on January 4, 2007, with a total of ninety-three positions identified. During the December 3, 2007, an additional 57 positions were added.

While there were no new positions recommended, Mrs. Connelley indicated that new positions will be added to the listing. The military build-up will have a tremendous impact on our economic and workforce development, including, but not limited to, the professional, construction, health and telecommunication industries.

b. GRAP Form 2. A recommendation was presented by Ms. Phyllis Topasna to add an additional page to the current form to provide a summary of how the amount of the tax credit was derived.

Mr. Bert Johnston recommended that the information be broken down even further to show actual expenditures spent for each apprentice; separating the direct and indirect costs and can be used to report to the Guam Legislature on the costs associated with the apprenticeship program.

c. 17 GAR 8107. Active program participants may apply for a certification from the Director of Labor by submitting GRAP Form 2 "*on a monthly basis.*"