



nerej

Policy concerning reporting of apprentice attendance records

November 19, 2007 - Construction Design & Engineering

The Gould Construction Institute (GCI) is issuing the following policy statement to clarify the role that GCI plays in maintaining and reporting of student records.

The purpose of this policy statement is to clarify the GCI's role in maintaining and reporting records of apprentices' enrollment in GCI courses, attendance, and classroom hours.

GCI will continue to maintain all records relating to apprentices enrolled in GCI courses, attendance in the courses, and total hours of classroom instruction (the records). GCI will also continue to provide the records to the apprentices and/or the employer/apprentice sponsors (sponsor), upon request.

In the event that a government agency requests the records from GCI, GCI will provide written notification to the sponsor of the request and provide the records to the sponsor. A copy of the notification, without the enclosed records, will be sent to the requesting agency. It will then be the sponsor's responsibility to provide the records to the government agency, as well as any additional documents sought by the agency.

GCI will not provide the records directly to government agencies or act as the contact person on behalf of the sponsor in any investigative inquiry. Sponsors shall continue to be solely responsible for compliance with all applicable government rules and regulations governing apprenticeship. However, GCI will continue to offer its assistance to the sponsor in responding to the requests or investigations by regulatory agencies and inspectors.

New England Real Estate Journal - 17 Accord Park Drive #207, Norwell MA 02061 - (781) 878-4540