

## Employer Application

**CERTIFIED YOUTH EMPLOYMENT PROGRAM****EMPLOYER INFORMATION**

BUSINESS NAME	<input type="text"/>				
DBA, IF ANY	<input type="text"/>				
TODAY'S DATE	<input type="text"/>				
BUSINESS PHYSICAL ADDRESS	<input type="text"/>				
CITY	<input type="text"/>	STATE	<input type="text"/>	ZIP	<input type="text"/>
MAILING ADDRESS, IF DIFFERENT	<input type="text"/>				
CITY	<input type="text"/>	STATE	<input type="text"/>	ZIP	<input type="text"/>
PROGRAM CONTACT NAME	<input type="text"/>	TITLE	<input type="text"/>		
EMAIL	<input type="text"/>	PHONE	<input type="text"/>		
INDUSTRY / NATURE OF BUSINESS	<input type="text"/>				
NAICS CODE	<input type="text"/>				

**YOUTH EMPLOYMENT INFORMATION**

Complete the information below for every position and credential seeking certification.

1. IS THIS AN ORIGINAL CERTIFICATION?  YES  NO RE-CERTIFICATION?  YES  NO

TITLE OF POSITION YOUTH EMPLOYEE WILL HOLD

POSITION DESCRIPTION (or attach job description)

EST. NUMBER OF YOUTH IN THIS POSITION TO BE STUDENT LEARNERS

EST. NUMBER OF YOUTH IN THIS POSITION TO BE WORK-BASED LEARNERS

EST. TOTAL NUMBER OF YOUTH HOLDING THIS POSITION

EST. HOURS/WEEK YOUTH ARE EXPECTED TO WORK

EST. HOURS/WEEK YOUTH WILL ENGAGE IN PROGRAM TRAINING ACTIVITIES

INDUSTRY RECOGNIZED CREDENTIAL TO BE EARNED

LINK TO CREDENTIALING BODY (Required)

*Note: For a Certified Youth Employment Program position/credential to be re-certified in subsequent years, the business must submit data on outcomes of participating youth from the previous year. Please be prepared to track youth participation and successful completion of industry recognized credentials related to your proposed position/credential, and submit that report with this application. See page 4 for additional re-certification requirements.*

2. IS THIS AN ORIGINAL CERTIFICATION?  YES  NO RE-CERTIFICATION?  YES  NO

TITLE OF POSITION YOUTH EMPLOYEE WILL HOLD

POSITION DESCRIPTION (or attach job description)

EST. NUMBER OF YOUTH IN THIS POSITION TO BE STUDENT LEARNERS

EST. NUMBER OF YOUTH IN THIS POSITION TO BE WORK-BASED LEARNERS

EST. TOTAL NUMBER OF YOUTH HOLDING THIS POSITION

EST. HOURS/WEEK YOUTH ARE EXPECTED TO WORK

EST. HOURS/WEEK YOUTH WILL ENGAGE IN PROGRAMMATIC / TRAINING ACTIVITIES

INDUSTRY RECOGNIZED CREDENTIAL TO BE EARNED

LINK TO CREDENTIALING BODY (Required)

3. IS THIS AN ORIGINAL CERTIFICATION?  YES  NO RE-CERTIFICATION?  YES  NO

TITLE OF POSITION YOUTH EMPLOYEE WILL HOLD

POSITION DESCRIPTION (or attach job description)

EST. NUMBER OF YOUTH IN THIS POSITION TO BE STUDENT LEARNERS

EST. NUMBER OF YOUTH IN THIS POSITION TO BE WORK-BASED LEARNERS

EST. TOTAL NUMBER OF YOUTH HOLDING THIS POSITION

EST. HOURS/WEEK YOUTH ARE EXPECTED TO WORK

EST. HOURS/WEEK YOUTH WILL ENGAGE IN PROGRAMMATIC / TRAINING ACTIVITIES

INDUSTRY RECOGNIZED CREDENTIAL TO BE EARNED

LINK TO CREDENTIALING BODY (Required)

*If additional sections are required, please continue any additional positions/credentials on another form. Other than the employer name, it is not necessary to repeat all data fields from the top of page 1.*

**CATEGORY A: STUDENT LEARNER**

Employers seeking certification to pay unemancipated minors a reduced minimum wage as a **Student Learner** must be participating in a recognized school-based training program and are **required to provide a letter from the program with this application**. School-based programs have a demonstrable connection to an educational institution, either teaching or counseling staff, who are responsible for program operations and oversight.

**IS THE EMPLOYER ACTIVELY PARTICIPATING IN A RECOGNIZED SCHOOL-BASED TRAINING PROGRAM?**

YES  NO

**IF YES, PLEASE PROVIDE THE FOLLOWING:**

**SPONSORING ORGANIZATION**

**PROGRAM DESCRIPTION**

**ORGANIZATION CONTACT NAME**

**PHONE**

**EMAIL**

*NOTE: If there is a change to the employer's participation in the school-based training program, or a change in the name of the contact person, the employer must notify DEDO within 30 days or risk revocation of certification.*

**CATEGORY B: WORK-BASED LEARNER**

*This section is only required if the employer is NOT proposing to participate in a recognized Student Learner program.*

Employers who are not participating in a recognized Student Learner program should apply under Category B. Employers **must demonstrate unemancipated minors are working toward gaining an independently recognized credential**.

Independently recognized credentials are transferable and easily recognized outside of a given company. For example, the National Retail Federation customer service credential would be industry recognized, but a customer service class that is a customized part of a company's orientation would not.

**NAME OF CREDENTIAL**

**CURRICULUM DESCRIPTION, INCLUDING ACTIVITIES AND ESTIMATED TIMELINE TO ATTAINMENT**

## RE CERTIFICATION INFORMATION

*Complete this section only if you were approved in the previous year and are applying for recertification.*

<b>Number of program youth who participated at your business last year</b>	<input type="text"/>
<b>Total hours that program youth spent at reduced wage level</b>	<input type="text"/>
<b>Total hours that program youth spent in training/program activities</b>	<input type="text"/>
<b>Number of program youth who earned industry credential as a result</b>	<input type="text"/>
<b>Number of program youth retained as employees after program</b>	<input type="text"/>
<b>Average number of months of employment retention after program</b>	<input type="text"/>

### **BRIEFLY DESCRIBE YOUR PROGRAM CHALLENGES AND SUCCESSES FROM THE PREVIOUS YEAR**

### **CHANGES TO YOUR APPROACH THAT YOU ARE PROPOSING FOR THIS YEAR**

*(Note whether these changes relate to Student Learners or Work-Based Learners)*

**EMPLOYER ATTESTATIONS AND AUTHORIZED SIGNATOR**

Only minors who are “unemancipated minors” as defined in the Denver Revised Municipal Code (“DRMC”) Section 58-18 (e) are eligible for reduced wages under the Certified Youth Employment Program. The undersigned hereby certifies, represents, and warrants that it will only employ unemancipated minors as part of this Certified Youth Employment Program and will otherwise comply with all laws, rules and regulations governing the Certified Youth Employment Program, including but not limited to payment of minimum wage. Upon request, employ shall promptly provide the city with documentation evidencing that each minor participating in the employer’s Certified Youth Employment Program is an unemancipated minor. I further attest that our business will retain documentation for a full year after the completion of each unemancipated minor’s time spent in the program confirming such minor was an unemancipated minor during time spent receiving a reduced wage.

**YES** *NOTE: “Unemancipated minor”, defined at DRMC 58-18(d), currently means a person less than 18 years of age who does not maintain sole or primary responsibility for his or her own support, is not married or domiciled separately from his or her parents or guardian and is unable to show that his or her well-being is substantially dependent on being gainfully employed. It is the employer’s responsibility to stay abreast of any changes to the definition of unemancipated minor or any other changes to the laws, rules, and regulations governing the Certified Youth Employment Program.*

Employers participating in a Certified Youth Employment Program may pay wages for work performed equal to the current Denver minimum wage reduced on an hourly basis by up to 15 percent. I attest that our business understands these parameters and will not pay unemancipated minors less than that reduced rate.

**YES**

*Additionally, certified programs must adhere to the following:*

- Employers will comply with all laws and policies related to working with minors, including but not limited to relevant child labor and safety laws.
- Employers will carry general liability insurance and workers’ compensation insurance.
- Employers must pay full minimum wage once the employee reaches 18 years old and/or becomes emancipated.
- Employers must continue to pay minors during their time spent in training as part of the Program.
- Minors cannot be held responsible for any fees associated with earning an industry recognized credential as part of the Program.
- Employers must pay full minimum wage once the employee completes/is no longer engaged in the Certified Youth Employment Program and proposed curriculum.
- The maximum number of hours for which an employer may pay an unemancipated minor the Reduced Minimum Wage is 480 hours.

I,  hereby attest that the information stated above (and all information provided verbally, electronically, or through other required documents) is true and accurate, and understand that the above information (and all information provided verbally, electronically, or through other required documents), if misrepresented, incomplete, or not provided when requested, may result in immediate denial of Certified Youth Employment Program status.

*NOTE: All materials submitted through and related to this application are subject to the Colorado Open Records Act (C.R.S. § 24-72-201 to 24-72-206), and includes but is not limited to emails, voicemails, attachments, recordings, etc.*

**AUTHORIZED EMPLOYER SIGNATOR NAME**

**DATE**

Upon completion of this electronic form, retain one or more electronic copies and email one electronic copy to [workforce.development@denvergov.org](mailto:workforce.development@denvergov.org).