
**IMPORTANT NOTICE REGARDING CONTRACTOR AND SUBCONTRACTOR
OBLIGATIONS UNDER MARYLAND APPRENTICESHIP TRAINING FUND LAW**

Contractors and subcontractors have important legal obligations under the State Apprenticeship Training Fund ("Fund") law. It has come to the attention of the Department that there may be some confusion on these obligations. This notice provides information on how to ensure compliance with the requirements of this law.

Contractors and certain subcontractors (those performing work valued at \$100,000 or more on) on State public work projects are required to make certain contributions toward apprenticeship.

The contribution obligation under this law requires contractors and covered subcontractors to contribute \$0.25 per person per hour for each employee in each covered craft on the prevailing wage project to an approved apprenticeship program or the State Apprenticeship Training Fund. **This contribution is required even if the contractor or subcontractor does not employ any apprentices on the project.**

Contractors and subcontractors can choose from three options on where to make their contributions:

- (1) participate in a registered apprenticeship training program;
- (2) contribute to an organization that has a registered apprenticeship training program; or
- (3) contribute to the State Apprenticeship Training Fund. To submit the payment to MD Labor, please go to [the MD Labor, DWDAL online Payment Portal](#).

Contractors and covered subcontractors are required to report contributions made under this law on the electronic certified payroll reporting system that is required for all State prevailing wage projects. Contractors and covered subcontractors can use the [Training Fund form](#) (Excel) to track the required contributions. This form should be included with contractor and subcontractor contributions if a sponsor program has been designated for contributions.

Contractors and certain subcontractors who hire subcontractors performing work valued at \$100,000 or more are required to provide their covered subcontractors with written notice of the requirements of this law, including the requirements to register, complete the required project log, and make contributions. Contractors and covered subcontractors are required to retain a copy of the written notice provided to subcontractors for 3 years after the completion of their work on the public work project.

FOR FURTHER INFORMATION: Please see the Apprenticeship Fund FAQ's:

<https://www.dllr.state.md.us/employment/apprfund/apprfundfaqs.shtml>

Questions about the reporting requirements under this law should be directed to the Prevailing Wage Unit at the Division of Labor & Industry, ddlprevailingwage-labor@maryland.gov, 410-767-2342.