



Apprentice Utilization Plan

Original (due prior to contract execution)

Revised

Contract Title	Contract Number	Today's Date
Prime Contractor		Apprentice Utilization Requirement %

*Include labor hours and count for all trades, including those performed by Subcontractors. Use continuation sheet if needed.

Start Date (mm/dd/yyyy)	Contractor or Subcontractor	Trade/Craft Description	Quantity	Estimated	
				Total Labor (Hours)	Apprentice (Hours)
Total Hours					

Completed By	Email
Title	Phone

Apprentice Utilization Plan Form Instructions

Contract Title	Contract Title as it appears in the Award Letter
Contract Number	Contract Number as it appears in the Agreement
Today's Date	The date that the plan is submitted
Prime Contractor	The name of the Prime Contractor (Firm)
Apprentice Utilization Requirement	The required percentage of Apprentice Utilization from the contract provisions
Start Date	The estimated date that these apprentices will start work on the project
Contractor	The firm name of the contractor or subcontractor proposing to utilize these apprentices
Trade/Craft	Provide description of trade/craft
Total Labor (Hours)	Total number of labor hours (for this trade/craft and for the Prime Contractor and all subcontractor) estimated to complete the project
Apprentice Hours	Total number of proposed apprentice hours for this trade/craft
Completed By	Name of person submitting the plan
Email	Email address of person submitting the plan
Title	Title of person submitting the plan
Phone	Phone number of person submitting the plan