1. **IDENTIFY DESIRED OCCUPATIONS**

* An employer will often be able to immediately communicate the high-skills vacancies within their organization. Asking for these roles ahead of the initial consultation will allow for proactive development.
* Employers within the same sector will likely have similar hiring needs as far as apprenticeship occupations are concerned (i.e. Manufacturing employers will be looking for Industrial Maintenance Technicians, CNC Programmers, etc., Healthcare providers likely need Registered Nurses, Respiratory Therapists, etc.)
* A quick visit to an employer’s website can provide insight into roles they are currently hiring for. However, occupations employers would like to offer as a means for succession planning or workforce expansion may not be represented in their posted positions.

1. **DOWNLOAD TEMPLATE WORK PROCESS DOCUMENTS**

* Once you have identified the apprenticeable occupations the employer has demonstrated a need for, the next step is to visit the RAPIDS Occupation List *(or other sites, see below)* and download matching Work Process Schedule (WPS) templates. These templates may have different titles and can be searched using ONET codes that can be determined at <https://www.onetonline.org/>. *Note: Employers’ job titles are not always the same as the official occupation title.*
* With over 1,300 different occupations already registered with DOL and available on RAPIDS, the vast majority of potential programs employers need will already have a template set of competencies that can be revised in conversation to the point of necessary customization.
* It is likely that more than one WPS template will match the searched occupation; these will vary by length, approach, and the specific competencies listed. Use discretion in narrowing the templates down to one or two that can be shown to the employer for approval and revision.
* Templates can be found in various places:
  1. RAPIDS Occupations List *(Must be a sponsor to gain access to RAPIDS)*
  2. Apprenticeship.gov under the Apprenticeable Occuations - <https://www.apprenticeship.gov/apprenticeship-occupations>
  3. Urban Institute – Competency Based Occupational Frameworks <https://www.urban.org/policy-centers/center-labor-human-services-and-population/projects/competency-based-occupational-frameworks-registered-apprenticeships>

1. **IDENTIFY TRAINING PROGRAMS AND CREDENTIALS TO SUPPLEMENT THE OJT**

* Determine who the community college provider(s) for the employer’s geographic area are and look at the credentialing programs that exist at that institution that would supplement their apprenticeship. If one-pagers and cost sheets are available, they should be presented to the employer alongside the WPS templates.
* While employers ultimately select which curriculum is best for their program, presenting them with Associates Degree and Certificate options can help ensure best outcomes for participants.
* If a community college does not have the program or courses needed, the Related Training Instruction (RTI) can be fulfilled through other training providers, online sources, or even internal employer training.

1. **PRESENT “FULL PACKAGE” TO EMPLOYER AND RECEIVE WAGE SCHEDULE**

* At consultation meeting, the employer can be presented with the template WPS and a selection of available training programs. The employer should understand the differences in program approach (Time-based/Competency-based/Hybrid) and can consult their internal department managers to revise competencies.
* Once a training program has been selected and competencies sufficiently revised, the employer will need to provide their hiring requirements and wage schedule (if this proves challenging, the navigator can create a wage schedule for them if given the starting and ending wages.)

1. **ENTER PROGRAM INTO STANDARDS BUILDER**

* At this stage, the Apprenticeship Specialist should have all the information necessary to register the program on the employer’s behalf. Once the program has been submitted to the US DOL Apprenticeship Training Representative (ATR) for approval, the employer will receive a copy of the program standards as a document for final review. If multiple occupations have been registered, the employer will need to review multiple Appendix-A attachments.