

**Identify the employer
workforce need and
apprenticeship
occupation**

**Recruit and engage
employer partners**

**Develop and validate
program standards and
the Work Process
Schedule**

**Align RTI curriculum with
OJL competencies and
employer skill needs**

**Articulate RTI to college
credit, stackable
credentials, and degree
pathways**

**Register the program or
standards and maintain
sponsor compliance**

**Build a sustainable
funding and cost-sharing
strategy**

**Track post-completion
employment, retention,
advancement, and
wages**

**Evaluate outcomes,
employer ROI,
apprentice experience,
and continuous
improvement**

**Coordinate public
funding, policy
alignment, and
workforce-system
partnerships**

**Market apprenticeship
opportunities to
prospective apprentices**

**Recruit a diverse
candidate pipeline**

**Screen and assess
candidate readiness and
eligibility**

**Match and place
candidates with
apprenticeship
employers**

**Select and hire
apprentices**

**Coordinate pre-
apprenticeship, youth, or
school-to-RA pipeline
articulation**

**Assess prior learning and
award appropriate credit
or advanced standing**

**Register apprentices in
RAPIDS and other
required systems**

Orient apprentices to program expectations, supports, rights, and contacts

Establish and administer the progressive wage schedule

Select, train, and support qualified workplace mentors and supervisors

Deliver or coordinate Related Training Instruction (RTI)

Provide structured On-the-Job Learning (OJL/OJT)

Coordinate work schedules, RTI schedules, and release time

Ensure workplace safety and applicable youth, labor, licensure, and occupation-specific requirements

Track OJL hours and workplace competency attainment

Monitor RTI attendance, academic performance, and credential progress

Conduct joint RTI/OJL progress reviews and close the feedback loop

Provide proactive academic and career coaching/navigation

Assess barriers and coordinate supportive services

Lead issue resolution, dispute mediation, and retention interventions

Ensure EEO, nondiscrimination, accessibility, accommodations, and equitable participation

Maintain a teach-out, continuity, and disruption contingency plan

Administer invoices, reimbursements, incentives, and partner payments (state tax credit and WIOA

Maintain records, data sharing, compliance reporting, and documentation

Verify completion, final competencies, final wage, credential, and RAPIDS closeout