

STANDARDS BUILDER CHECKLIST

Are you ready to submit your apprenticeship to USDOL?



COMPETENCIES

1

A Fully Revised Work Process Schedule including...

- ☐ Program Length and Format
- ☐ Occupation Title and Competencies
- ☐ Worksite Ratio of Mentors : Apprentices

COURSEWORK

2

A Supplemental Education Outline including...

- ☐ Training Provider Address/Contact Information
- ☐ Employer Decision: Paid or Unpaid Classroom Time?
- ☐ List of Trainings/Classes with Contact Hours
(144 minimum per calendar year of program)

COMPENSATION

3

A Progressive Wage Schedule including...

- ☐ Program Entry and Completion Wages
- ☐ Thresholds for Wage Increases (In Hours or Competencies)
- ☐ Program Probationary Period Length
- ☐ Employer Requirements - Credit for Previous Experience

MISCELLANEOUS

4

A few additional pieces of information including...

- ☐ Business Size, Address, and Contact Information
- ☐ Standardized Hiring Requirements and Procedures
- ☐ Complaint Contact & EEO Protected Bases
- ☐ Union Affiliation (If Applicable)