



# A STEP-BY-STEP GUIDE TO CREATING YOUR REGISTERED APPRENTICESHIP PROGRAM

**TransPORTs**  
Transportation, Distribution & Logistics Registered Apprenticeships



Apprenticeship**USA**

# DEVELOPING YOUR APPRENTICESHIP PROGRAM

Apprenticeship is a proven, centuries-old model for effective skilled workforce development. However employers are often unsure of how to create a customized program that both:

- (1) meets their company's unique workforce needs **AND**
- (2) complies with state or federal guidelines for a registered apprenticeship program

TransPORTs is a U.S. Department of Labor-contracted national industry intermediary tasked with assisting companies across the U.S. with development of registered apprenticeship programs. We work closely with USDOL, state apprenticeship agencies, and local workforce boards to provide deep technical expertise, program support and incentive funding to make the process of adopting registered apprenticeship as seamless and painless as possible.

This guide is designed to walk you through the process of creating, implementing, and maintaining a successful registered apprenticeship program. It breaks the process down step-by-step, highlights key questions that need to be asked and answered by your company, and outlines specific action steps that need to be executed to create an effective program.

## STEP ONE

*Identifying Key Occupations for your Program*

## STEP TWO

*Writing the Plan*

## STEP THREE

*Registering Your Program & Apprentices*

Throughout the guide you'll see a key icon  that highlights a key question your team will need to answer.

*TransPORTs is a project of the Louisiana Community and Technical College System and a national USDOL industry intermediary contracted to expand registered apprenticeship nationwide.*

## THE FIVE COMPONENTS OF REGISTERED APPRENTICESHIP

There are five components that differentiate registered apprenticeship from other forms of workforce development training – including internships, externships and non-registered apprenticeships. They are:

- Employer ownership
- Structured on-the-job learning
- Related technical instruction
- Rewards for skill gains
- National occupational credential

## WHO SHOULD BE INVOLVED?

Your registered apprenticeship development team should include decision-makers at the leadership level and influencers/representatives from Human Resources, Marketing, and the department targeted for apprenticeship program implementation.

## STEP ONE: IDENTIFYING KEY OCCUPATIONS FOR YOUR APPRENTICESHIP PROGRAM

Apprenticeship programs are built by companies to train employees for critically-needed occupations. Apprenticeable occupations require:

- a minimum of 2,000 hours of on-the-job learning (OJL), meaning that in order to become an accomplished professional at the occupation an apprentice needs to spend 2,000 hours each year learning from a supervisor/mentor **AND**
- a minimum of 144 hours of related technical instruction (RTI) – this is time apprentices spend in a classroom, online or other learning environment (outside the 2,000 OJL hours) gaining critical knowledge for an occupation



Occupations that do not require a minimum of 2,000 hours yearly learning on the job and 144 hours of related technical instruction – for example a fast food cashier – cannot be turned into registered apprenticeship programs.

With this as our foundation let's get started on determining which occupations could become apprenticeship programs for your company.

### I. Workforce Needs

 ***What type of occupations do you need to hire that you think could become apprenticeship programs?***

Let's start by determining if your company's most critical occupational needs are already approved by DOL to be set up as registered apprenticeships. What are your company's most critical occupational needs that you think would meet the 2,000 hours OJL requirement?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## II. Apprenticeable Occupation Status

 ***Is there an existing, approved apprenticeable occupation?***

Now we need to determine if these are already approved as apprenticeable occupations, which makes the process faster! TransPORT's apprenticeship specialists – or your DOL Office of Apprenticeship or SAA (state apprenticeship agency) staff people - will help you determine how the critical occupations you identified match up with current DOL apprenticeable occupations. You can also view the list online at <https://www.doleta.gov/OA/occupations.cfm>

## III. Time-Based, Competency or Hybrid for OJL

 ***How do you want to measure competency for your apprentices?***

There are three ways in which an apprentice may progress through a registered apprenticeship program:

- A competency-based approach, involving successful demonstration of acquired skills and knowledge by an apprentice, verified by the employer, with an OJL component and RTI;
- A traditional, time-based approach involving completion of at least 2,000 hours of OJL experience and 144 hours of RTI; and
- A hybrid approach which requires the apprentice to complete a specified minimum number of on-the-job-learning hours and RTI hours to demonstrate competency in the defined subject areas.

You will be able to select the OJL approach that meets your workforce needs. If an apprenticeable occupation does not currently exist in the OJL format you would like, you can still award credit for prior experience toward the length of your apprenticeship program. In addition you have the option of awarding interim credentials to apprentices who achieve milestones you value during their apprenticeship.

## IV. Modifying the Work Processes

 ***What specific competencies do you want your apprentices to learn from a mentor?***

If you have found an approved DOL apprenticeable occupation the next step is reviewing the work process outline. The work process outline is a broad set of tasks that DOL (with validation by industry employers) has determined are critical for apprentices to learn during their OJL. As the employer you can modify the work process to match your specific workplace needs. The goal is to create a work process that meets the 2,000 hour OJL requirement. As you're modifying the existing list of work processes you want to answer the question "will these processes develop the all-around skilled worker our company needs?"



## V. Mapping out the Related Technical Instruction

### *What core subjects do you want your apprentices to learn?*

DOL provides a suggested RTI for each approved apprenticeable occupation; it is intended to be a very broad overview of subject areas that employers typically want workers to complete. You'll tailor the RTI to cover the topics you want your employees to learn in this apprenticeship position, keeping in mind that apprentices need to complete a total of 144 contact/classroom hours for each year of their apprenticeship program.

### *Who will provide the RTI?*

Community or technical colleges typically provide RTI for employers' apprenticeship program, but you're not limited to college programs. If you do choose to have your RTI provided by a local community or technical college you can select either for-credit academic courses or non-credit/workforce development courses. You can include internal courses that your company provides, classes offered through professional associations or organizations (i.e. unions) that your company has a relationship with, or equipment suppliers. Your TransPORTs apprenticeship specialist, DOL OA or SAA staff person can help you identify local RTI providers.

Increasingly community and technical colleges are developing "crosswalks" to provide academic credit to apprentices for their completed RTI. This is important because it provides apprentices with a way of earning an academic certificate that can be "stacked" toward additional academic certificates or even an Associates degree. You can find a registered apprenticeship-supportive community or technical college near you through DOL's Registered Apprenticeship College Consortium (RACC); learn more at [https://www.doleta.gov/oa/RACC/College\\_Members.cfm](https://www.doleta.gov/oa/RACC/College_Members.cfm).

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**States maintain an Education Provider Training List (ETPLs) that lists approved education and training organizations that can provide RTI for your apprenticeship program. This is often a great place to start if you don't have an existing provider.**

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## CONGRATULATIONS!!

You've finished the biggest step of the registered apprenticeship development process – modifying the approved apprenticeable occupation to your unique workplace needs! The next step is to write up the specifics of your desired registered apprenticeship program for this occupation.

## STEP TWO: WRITING THE PLAN

Next we're going to create the written plan that meets all the required program standards to be approved by either your state apprenticeship agency (SAA) or the U.S. Department of Labor (USDOL). To be approved your apprenticeship program must include specific components that fall into the following broad categories:

- Work Environment and Mentors
- Program Guidelines
- Minimum Program Qualifications
- Program Management
- Registration and Legal Compliance

Your TransPORTs apprenticeship specialists and/or DOL and SAA agency staff will walk you through each step of the process.

### I. WORK ENVIRONMENT AND MENTORS

#### A. Ratio of Apprentices to Mentors



*How many apprentices will each professional/Journeyworker supervise for daily on-the-job learning (OJL)?*

Keep safety and training needs in mind and any applicable provisions in collective bargaining agreements (CBA) if your company has any CBAs. Most apprenticeship programs have a 1:1 or 1:2 Journeyworker to apprentice ratio. You'll need to make sure your mentors are qualified to supervise an apprentice; you may want to consider incentive programs to encourage and reward skilled professionals in your organization to become a supervisor/mentor. Mentor training resources are available through TransPORTs and USDOL.

### II. PROGRAM GUIDELINES

#### A. Probationary Period



*Will you have a probationary period for the apprentice position?*

If so, the probationary period cannot exceed 25% of the length of the program, or 1 year, whichever is shorter. Either you (the employer) or your apprentice can cancel the apprenticeship agreement during the probationary period without cause and it will not adversely impact your company's apprentice completion rate.

## B. Wages



*How much will you pay the apprentice at the start of the program, and how much will the wage increase over the course of the program?*

Apprenticeship programs must include scheduled wage increase over the course of the program. The starting wage must not be less than the minimum wage (if applicable) unless a higher wage is required by other applicable law, regulations, or collective bargaining agreement. The typical entry level wage for an apprentice position is 40-50% of the Journeyworker/experienced professional wage rate for that same position. You determine both the amount and schedule for pay raises – and if the apprentice does not meet program requirements you are not required to increase his/her pay.

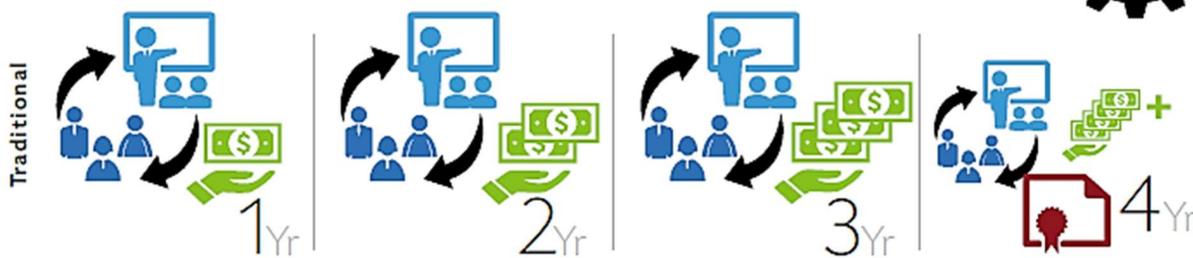


*Will you pay apprentices for the time they spend in related technical instruction?*

There are three approaches you can select for your apprentices' RTI:

- a. **Traditional:** apprentices take their RTI courses after work or on weekends at the same time they are completing their OJL during the weekday (or regular shifts)
- b. **Front-loading:** apprentices take a majority or all of their RTI prior to beginning their OJL
- c. **Segmented:** apprentices complete their RTI at regular intervals between their OJL

## Apprenticeship Models



Example shows a four-year program; however, program length varies and is driven by industry needs.



Example shows a program with diminishing time spent in related classroom instruction; however, all related instruction could occur at the beginning of program.



Example shows a one-year program spread out over two years with related instruction segmented between periods of on-the-job training.

### Key



Related Instruction



On-the-Job Training



Rewards for Skill Gains



National Credential



Business Involvement

### C. Periodic Review



#### ***How often will you do job performance reviews?***

You'll need to establish a periodic job review schedule to evaluate and record the apprentices' OJL and RTI performance.



#### ***Who will do the apprentice job reviews?***

You'll need to designate a point person who will document the review and provide documentation to the registering agency.

## D. Awarding Interim Credentials for Competency or Hybrid Occupations



### *How will you award interim credentials?*

If you have a competency-based or hybrid occupation, you'll have to identify which interim credentials you will award throughout the apprenticeship program term, demonstrate how these credentials link to the components of the apprenticeable occupation, and establish the process for assessing an individual apprentice's demonstration of competency associated with an interim credential. Further, interim credentials must only be issued for recognized components of an apprenticeable occupation, thereby linking interim credentials specifically to the knowledge, skills, and abilities associated with those components of the apprenticeable occupation.

## III. MINIMUM PROGRAM ENTRANCE QUALIFICATIONS



### *What minimum requirements do you want to establish for your apprenticeship program?*

This should include qualifications such as (but not limited to):

- age (apprentices must typically be 16 or older)
- educational requirements: apprentices are typically required to have a high school diploma or GED/equivalency
- physical proficiency exam (if occupation requires strenuous physical work)
- drug test
- professional credentials

## IV. PROGRAM MANAGEMENT

### A. Supervision



#### *Who will oversee the apprenticeship program?*

### B. Handling Complaints



#### *Who will you direct people to if they have complaints about your program?*

Your program documents will need to include the name of the staff person who will receive and deal with any apprenticeship program-related complaints.

### C. Maintaining Records



#### *Who will maintain records on each apprentice?*

You'll need to maintain records on your apprenticeship program and individual apprentices' performance for reporting to your registration agency (TransPORTs, DOL OA or your SAA). TransPORTs will provide you with all the forms you'll need to complete and submit on a regular basis.

## V. REGISTERING YOUR PROGRAM

### A. Agency

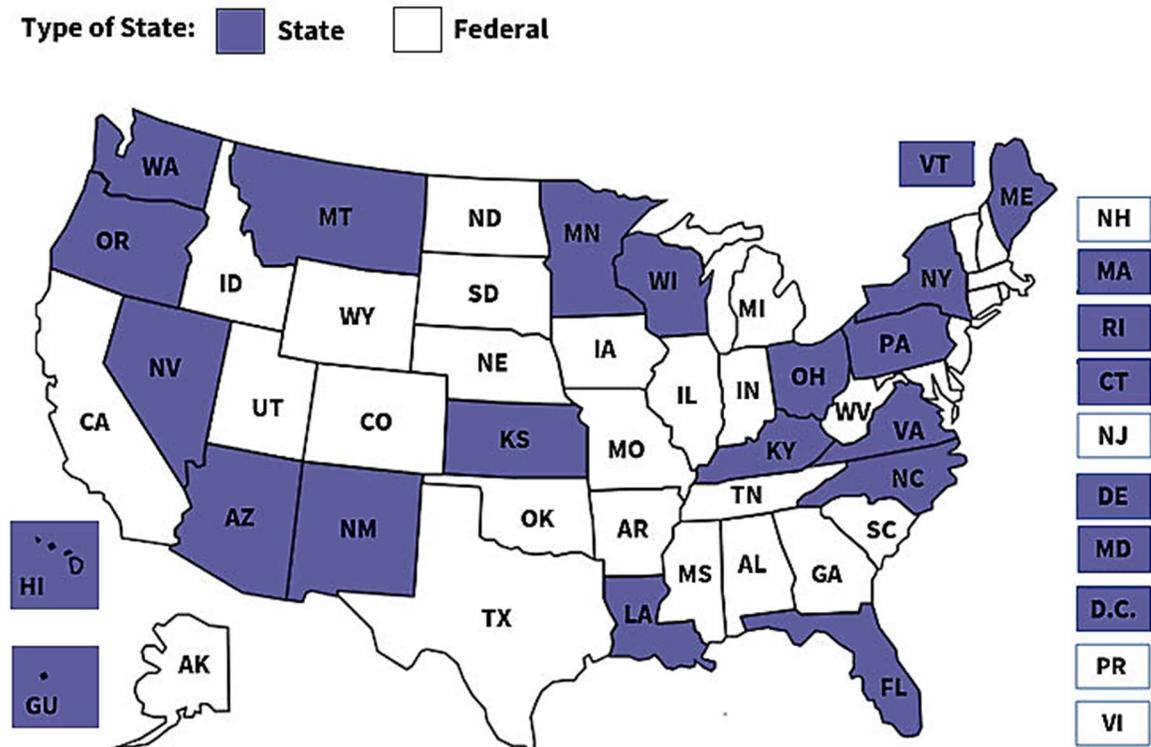


*How do you want to register your program?*

Once you have designed a program that meets your company's workforce needs you'll need to decide how you want to officially register your program. Registering your program is what allows (1) your company to take advantage of federal, state and local work-based learning benefits (i.e. tax credits, grants, tuition assistance programs, etc.) and (2) your apprentices to earn a nationally-recognized, portable credential. How you decide to register your program depends on few factors:

#### YOUR GEOGRAPHICAL LOCATION

Approximately half of the states in the U.S. register programs through a state apprenticeship agency (SAA). SAA states are indicated in purple in the map below:



If you are NOT located in a SAA state your program can be registered directly with the U.S. Department of Labor. There are USDOL Office of Apprenticeship Directors in each non-SAA state that work with TRANSPORTs and local employers to create and register programs.

## WHERE YOU WANT TO IMPLEMENT YOUR PROGRAM

If you want to create a program and implement it at worksites in multiple states you have the option of becoming a National Program Sponsor and registering your program directly with the U.S. Department of Labor (even if your primary location/headquarters is in an SAA state).

## IF YOU WANT TO TAKE ON ALL THE ROLES AND RESPONSIBILITIES OF SPONSORING YOUR OWN PROGRAM

Registered apprenticeship program sponsors do have administrative responsibilities to ensure that their apprentices have the necessary documentation completed to earn their national occupational credential upon completion. If you would rather design and run a program but not have all the reporting responsibilities of a sponsor you can register your program through TransPORTs, which is an approved National Program Sponsor by the US DOL. TransPORTs will provide all the materials and reporting tools you need to collect required data which you will then simply send to TransPORTs on a regular basis. From there TransPORTs will be responsible for recording all necessary data, filing reports, and resolving any issues that may arise.

## QUESTIONS FROM THE FIELD

**Q: If we register our program with our SAA what do we do if we decide later to expand the program to other states?**

A: TransPORTs can work with you to either get you registered as a National Program Sponsor with the U.S. Department of Labor so that your program can be implemented at any of your corporate locations in the U.S. or you can register your program through TransPORTs (which is already an approved National Program Sponsor by the U.S. DOL) to implement it in other states. Neither of these options will affect your program status in your current state if you originally registered through your SAA.

**Q: Will registering our program through our SAA affect our ability to qualify for federal benefits? Or would registering our program through TransPORTs or directly with the USDOL affect our ability to qualify for state and local benefits?**

A: No. Where you register your program – through your SAA, TransPORTs, or directly through USDOL – does not affect your ability to receive or utilized federal, state or local benefits earmarked for apprenticeship programs.

## **VI. LEGAL COMPLIANCE**

There will be standard language included in your apprenticeship program package that your TransPORTs apprenticeship specialist, DOL OA or SAA staff will review with you. These provisions relate to

### **A. Registering/Canceling/Deregistering your Program**

You will register, cancel, and deregister your program, and submit any changes you want to make to your program, to the agency with which you registered your program (i.e. TransPORTs, USDOL or your SAA).

### **B. Registering/Completing/Transferring/ Canceling Apprentices**

You will need to submit a signed apprenticeship agreement for each apprentice to the registration agency you choose. If you need to make changes to the apprentice agreement (i.e. if an apprentice transfers to another program, is suspended or terminated) you'll send those in as well in the future. In addition you'll need to notify your registering agency when an apprentice has successfully completed the apprenticeship program so s/he can receive the national occupational credential.

### **C. Safety**

You'll need to make sure that you have adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on the job and in related instruction.

### **D. Equal Employment Opportunity**

If you plan to hire five (5) or more apprentices you will need to have an equal employment opportunity pledge in your program document, have an affirmative action plan in place, and a method for ensuring EEO during the selection process.



# STEP THREE: REGISTERING YOUR PROGRAM & APPRENTICES

## I. REGISTERING YOUR PROGRAM

Once you have written out your plan, reviewed it with your TransPORTs apprenticeship specialist and/or DOL OA or SAA staff you will sign the Employer Acceptance Agreement and submit the package to the agency you are registering your program with. DOL OA or your SAA (if you are registering directly with your state agency) will review and approve your package so you can begin placing apprentices into your new program! This step typically takes (how much time?) during which time you can put the necessary administrative pieces into place to begin marketing your program to incumbent workers, potential new hires or both.

## II. REGISTERING YOUR APPRENTICES

Once you hire or place an incumbent worker into an apprenticeship program you will need to create a signed agreement with the apprentice, using either DOL Form 671 or your SAA form. This will be a "living document" that you use to record key information on your apprentice and his/her performance throughout the program.

Program Registration and Apprenticeship Agreement  
Office of Apprenticeship

U.S. Department of Labor  
Employment and Training Administration

APPRENTICE REGISTRATION - SECTION II OMB No. 1205-0223 Expires: 01/31/2020

**Warning:** This agreement does not constitute a certification under Title 29, CFR, Part 6 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency chosen below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 16, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29

**PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.**

1. Name (Last, First, Middle) and Address (No., Street, City, State, Zip Code, Telephone Number) Social Security Number

2. Date of Birth (Mo., Day, Yr.)

3. Sex (Mark one)  
 Male  Female

4. a. Ethnic Group (Mark one)  
 Hispanic or Latino  
 Not Hispanic or Latino

b. Race (Mark one or more)  
 American Indian or Alaska native  
 Asian  
 Black or African American  
 Native Hawaiian or other Pacific Islander  
 White

5. Veteran Status (Mark one)  
 Non-Veteran  
 Veteran

6. Education Level (Mark one)  
 8th grade or less  
 9th to 12th grade  
 GED  
 High School Graduate or Greater  
 Post-Secondary or Technical Training

7a. Employment Status (Mark one)  
 New Employee  Existing Employee

7b. Career Connection (Mark one) (Instructions on reverse)  
 None  Pre-Apprenticeship  Technical Training School  Military Veterans  
 Job Corps  YouthBuild  HUD/STEP-UP  Career Center Referral  School-to-Registered Apprenticeship

8. Signature of Apprentice Date

9. Signature of Parent/Guardian (if minor) Date

**PART B: SPONSOR: EXCEPT FOR ITEMS 8, 7, 8, 10a., - 10c., REMAINDER OF ITEM 9 REPOPULATED FROM PROGRAM REGISTRATION.**

1. Sponsor Program No. Sponsor Name and Address (No. Street, City, County, State, Zip Code)

2a. Occupation (The work processes listed in the standards are part of this agreement.)

2b. Occupation Code: 2b.1. Interim Credentials Only applicable to Part B, 3 b. and 3 c. (Mark one)  
 Yes  No

3. Occupation Training Approach (Mark one)  
3a.  Time-Based  
3b.  Competency-Based  
3c.  Hybrid

4. Term (Hrs., Mos., Yrs.)

5. Probationary Period (Hrs., Mos., Yrs.)

6. Credit for Previous Experience (Hrs., Mos., Yrs.)

7. Term Remaining (Hrs., Mos., Yrs.)

8. Date Apprenticeship Begins

9a. Related Instruction (Number of Hours Per Year)

9b. Apprentice Wages for Related Instruction  
 Will Be Paid  Will Not Be Paid

9c. Related Training Instruction Source

10. Wages: (Instructions on reverse)

10a. Pre-Apprenticeship Hourly Wage \$ 10b. Apprentice's Entry Hourly Wage \$ 10c. Hourly Wage \$

Check Box  
10d. Term  Hrs.,  Mos., or  Yrs.

10e. Wage Rate (Mark one) % or \$

11. Signature of Sponsor's Representative(s) Date Signed

12. Signature of Sponsor's Representative(s) Date Signed

13. Name and Address of Sponsor Designee to Receive Complaints (if applicable)

**PART C: TO BE COMPLETED BY REGISTRATION AGENCY**

1. Registration Agency and Address 2. Signature (Registration Agency) 3. Date Registered