

# Requirements for

# Registering an

# Apprenticeship Program



Registered Apprenticeships benefit employers by providing them with a pipeline of skilled workers with industry-specific training and hand-on experience. Registered Apprenticeship programs are customizable to match the employer's need and highly flexible in order to always meet the employer's changing requirements.

## Creating a Registered Apprenticeship Program

- Identify an occupation(s) for which you would like to establish an apprenticeship.
- Review the set of standards associated with the occupations(s).
- Customize the On-the-Job Learning and Related Classroom Training components to meet your needs.
- Secure a provider for the related classroom training component of the apprenticeship.
- Develop a progressive pay schedule for the program.
- Submit your overall training plan to the Apprentice Training Representative (ATR).
- The ATR will move the employer's training plan through the Regional approval process.
- Once the program is approved, the employer may begin the recruitment and selection process for apprenticeship.



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