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GUIDE TO BUILDING YOUR APPRENTICESHIP PROGRAM

Employer Toolkit & Checklist



Apprenticeship is a proven model for employers to train and retain a skilled workforce. Though the process may seem daunting, this guide will walk you step-by-step through the components of building your apprenticeship program.



Welcome to ApprenticeshipNH!

Your contact: _____

Once you've completed this process, you'll have built your Standards of Apprenticeship. The standards document is a written plan, approved by the U.S. Department of Labor, that lays out the components of your apprenticeship program as well as dictating the conditions of employment such as the wage schedule, selection and hiring procedures, etc. All standards documents also include information about the "terms" of the apprenticeship including information about the On-the-Job Training (OJT) and Related Technical Instruction (RTI).

Follow these six steps to start your program. Keep track of your progress by checking off tasks as you go.

1 Identify Occupations

We will work closely with the Office of Apprenticeship to match your job description with an approved occupation in the Department of Labor's database.

- ☐ Send your EEO policy and job description of desired occupation to your ApprenticeshipNH contact
- ☐ Review the occupations sent by your ApprenticeshipNH contact
- ☐ Select your occupation: _____

2 Customize Your On-the-Job Training Work Process Schedule

- ☐ Meet with your ApprenticeshipNH contact to review and customize your Work Process Schedule
- ☒ Once completed, your contact will review the customized Work Process Schedule with the Office of Apprenticeship
- ☐ Review and approve final outline, send to your contact



Apprenticeship Occupations

The Department of Labor's database includes thousands of occupations that are considered "apprenticeable".

Each occupation has a related "term" which dictates the number of hours of OJT and RTI required.

If your occupation isn't in the database, ApprenticeshipNH may be able to work with the Office of Apprenticeship to have a new occupation approved.

Your Work Process Schedule

The Work Process Schedule is an outline of tasks that industry employers have determined are critical for apprentices to learn during their OJT, with the support/guidance of a mentor. The plan includes a description of tasks with an associated recommendation for approximate hours the apprentice should spend on those tasks as part of their OJT.



3 Plan the Related Technical Instruction (RTI)

Your ApprenticeshipNH contact will coordinate a planning meeting with employer, community college, and curriculum designer.

- ☐ Meet with your ApprenticeshipNH contact
- ☐ Determine design of RTI:
Courses: ☐ Credit bearing ☐ Non-credit bearing
Instruction method: ☐ Traditional ☐ Front-loaded ☐ Segmented
- ☐ Review and outline technical subjects to be taught during RTI
- ☒ Curriculum designer develops RTI course outline
- ☐ Review and approve RTI course outline
- ☐ Send RTI outline to the Office of Apprenticeship

There must be a minimum of 144 hours of RTI for every 2,000 hours of OJT.

RTI and OJT complement each other. With the support and guidance of a mentor, the technical skills learned during RTI are then practiced on-the-job.



4 Determine Progressive Pay Wage

Your apprenticeship requires that apprentices have a beginning wage and an end wage, with two pay increases throughout the program. The increase can be tied to completed hours (i.e. an increase given after each 500 hours of OJT completed) or the increase can be tied to competencies met.

5 Document the Selection Procedures

Once you are ready to begin this step, the Office of Apprenticeship will contact you to schedule a phone call. During that phone call, you'll be asked to elaborate on a series of questions.

- What are the minimum qualifications for your apprenticeship? (i.e. age, education, physical requirements, etc.)
- What is the process to submit an application?
- How will you review and rank candidates who have applied and interview for the position? Will the process be different for an incumbent employee vs. a new hire?
- What is your procedure for handling complaints?
- How do you maintain employee records?

Notes: _____

6 Review and Finalize Standards

Review, edit, and sign the draft Standards of Apprenticeship sent by The Office of Apprenticeship