



Registered Apprenticeship Program Registration Process

How to Use the Program Registration Process Packet

The purpose of this guide is to support providers, knowledgeable in apprenticeship and its components, who are walking new individuals in the field through registration. The Program Registration Process Packet is a dialogue tool to be paired with intensive contextual dialogue between a subject matter expert and the new person to apprenticeship.

Acknowledgements

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About JFF

JFF (Jobs for the Future) works with our partners to design and drive the adoption of education and career pathways leading from college readiness to career advancement for those struggling to succeed in today's economy. We strive to make a meaningful impact in these areas, employing not only our significant financial assets, but also a rigorous and results-oriented approach and a keen understanding of the relevant issues, needs and opportunities.

Registered Apprenticeship

Registered Apprenticeship (RA) is a joint venture of a company or an intermediary acting on its behalf (e.g. – industry association) and the US Department of Labor (USDOL) Office of Apprenticeship (OA) that develops registered and credentialed apprenticeship programs available to qualified employers for career development of their industry's workforce.

USDOL Office of Apprenticeship's mission is to partner with stakeholders to promote safety, enhance quality, and enable education and advancement opportunities in our country's workforce. To support this initiative JFF was awarded a USDOL Industry Partner contract to provide employers interested in RA with an impressive array of subject matter experts (SMEs), technical assistance, and incentives, that have been successful used to create, build, expand, and implementing RA programs for the advanced manufacturing and telecommunication infrastructure industries.

What Occupations are available for Registered Apprenticeship Programs?

There are more than 2,000 approved occupations in the USDOL Office of Apprenticeship's system. JFF will or has worked with the sponsor of the program in which you are going to participate to develop the work processes which consist of On-The-Job Learning and Related Technical Instruction. These components define the apprenticeship and are the documentation that provide consistency to the training and assure that individuals meet the requirements to be a journey worker.

Employer Participation & Requirements

All registered apprenticeship programs consist of **five core components**:

Direct Business Involvement

Employers are the foundation of every apprenticeship program and the skills needed by their workforce are at the core. You will play an active role in building the program and be involved in every step of designing and implementing the apprenticeship program.

Related Instruction

Apprentices receive related instruction that complements OJT. The instruction delivers the technical and academic competencies that apply to the job, and can be provided by a community college, a technical school, an apprenticeship training school — or by the business itself. It can be provided at the school, online, or at the job site.

Education partners often collaborate with business to develop the curriculum based on the skills and knowledge needed for the job.

On-The-Job Training

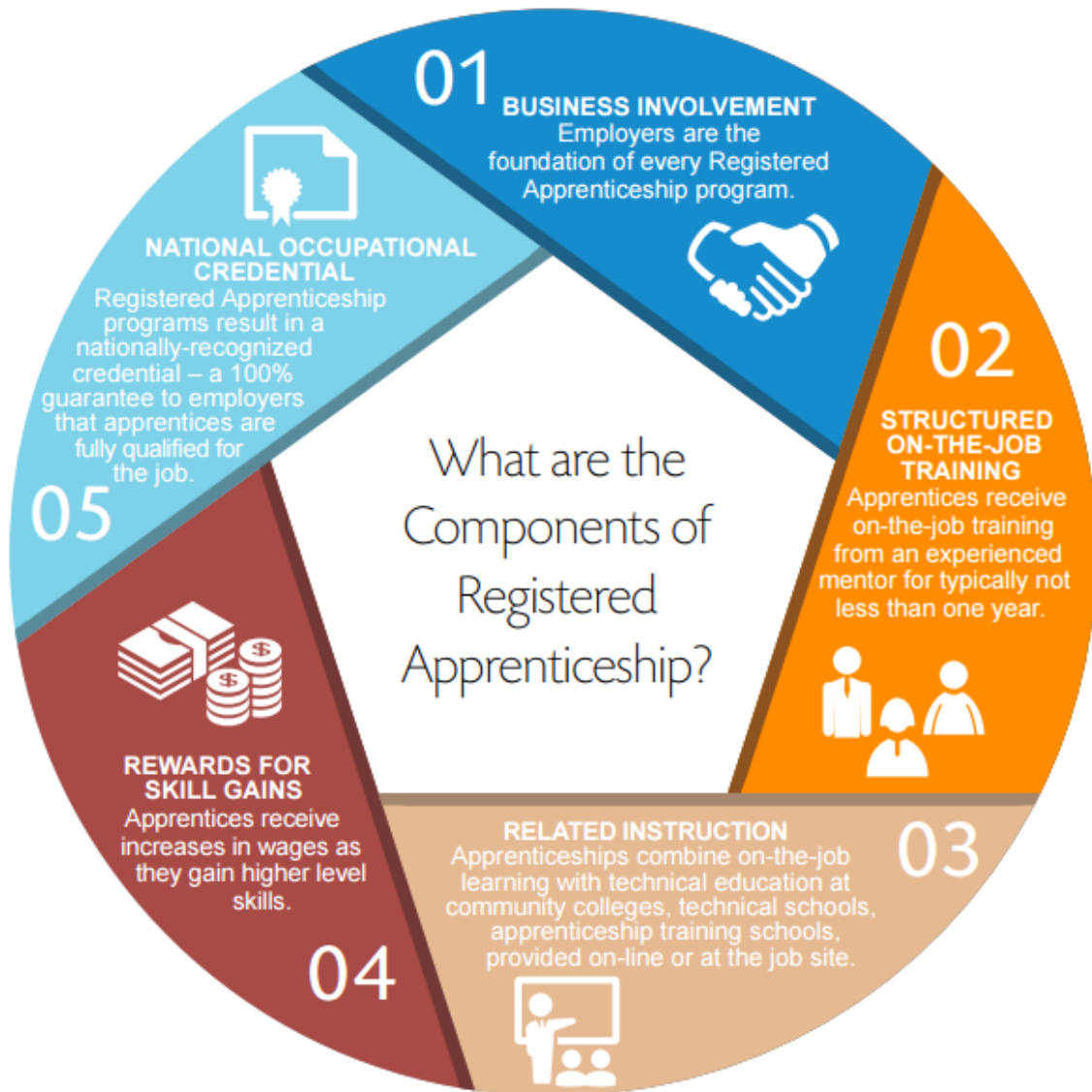
Every program includes structured on-the-job training (OJT). Apprentices get hands on training from an experienced mentor at the job site for a minimum of one year. While employers provide the mentors and identify the skills and knowledge to be learned through OJT, partners can support the employer in developing the approach to OJT and identifying resources to support this component.

Rewards for Skill Gains

Apprentices receive an increase in pay as their skills and knowledge increase. Employers start by establishing an entry wage and an ending wage, and build in progressive wage increases throughout the apprenticeship as skill benchmarks are met by the apprentices. Progressive wage increases help reward and motivate apprentices as they advance through their training.

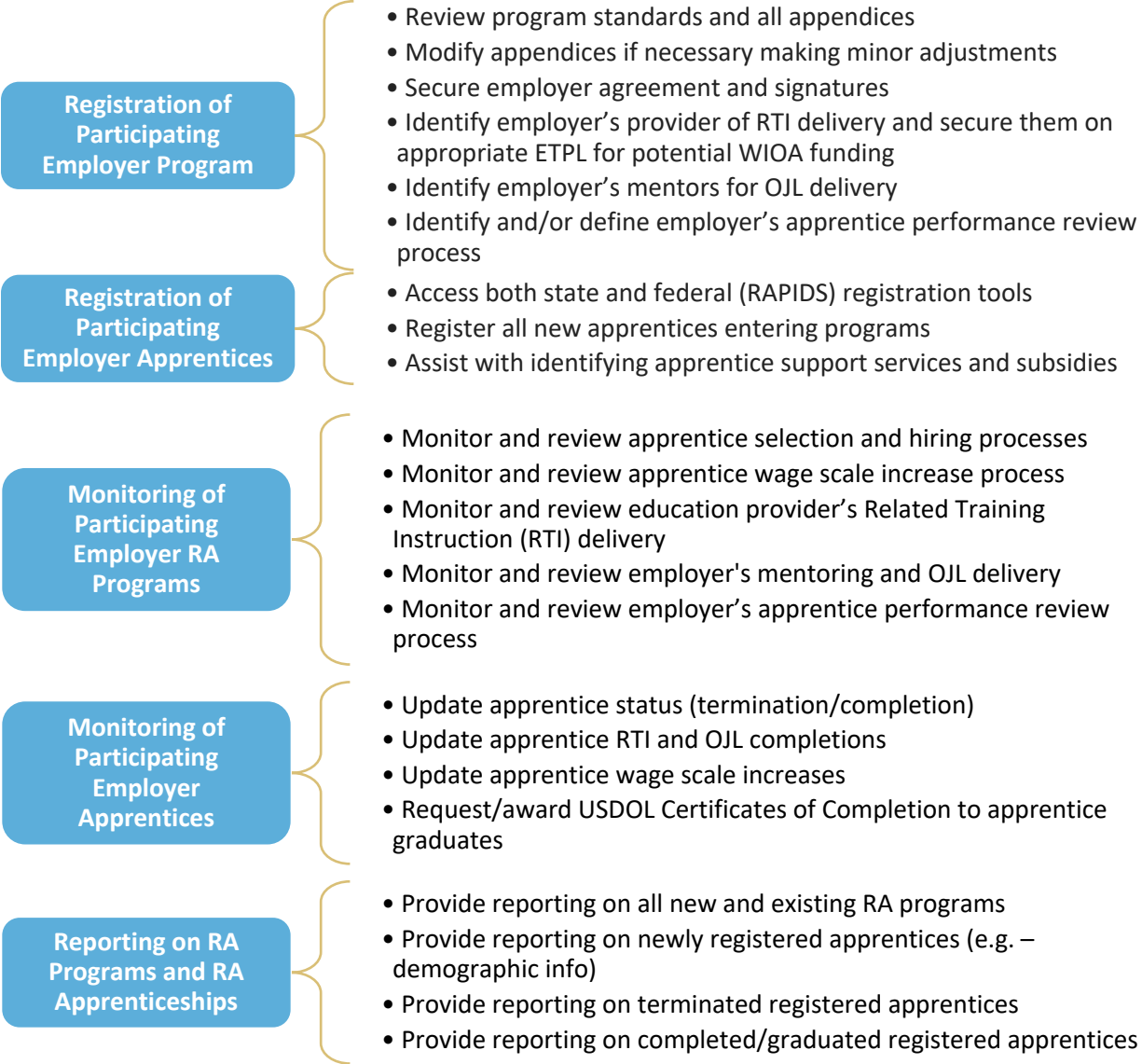
National Occupational Credential

Every graduate of a Registered Apprenticeship program receives a nationally-recognized credential upon demonstrated mastery of every skill and have all the knowledge needed to be fully proficient for the specific occupation.



Responsibilities of a Sponsor

There are many different models of sponsorship that are used in the Registered Apprenticeship approach. An employer may serve as a sponsor for their own program or decide to become a partner of a group sponsored program. In the case of a group sponsored program, an intermediary organization will serve as the sponsor and will be responsible for the following activities. In the case of an intermediary sponsored program, the key employer relationship is with the sponsor and the sponsor holds the relationship with the USDOL. The sponsor will coordinate the following activities of the RA program:



Registered Apprenticeship Program Documentation

The components of the Registered Apprenticeship Program are documented within six core documents, specifically:

1. National Standards of Apprenticeship
2. Appendix A – Work Process Schedule & Related Training Instruction
3. Appendix B – ETA-671 Apprenticeship Agreement
4. Appendix C – Affirmative Action Plan
5. Appendix D – Qualifications & Selection Procedures
6. Appendix E – Employer Acceptance Agreement

If this is an intermediary sponsored program, some of this information will be captured within the “Participating Employer Datasheet” provided under separate cover.

We will discuss each of these documents in more detail in a future one-on-one session, including gathering key information from the Employer to support program development.

National Standards of Apprenticeship

The purpose of this document is to provide policy and guidance to RA Sponsors/Employers in properly developing Apprenticeship programs and subsequent registration agency acceptance. These standards were developed in accordance with the USDOL OA or a State’s Apprenticeship Agency and will serve as the basis from which Sponsor/Employer will work to establish your apprenticeship training program. Note: JFF SME will work with the sponsor/employer to make acceptable modifications within the standards and appendices. In addition, JFF SMEs will work with the sponsor to develop new apprenticeable positions and make other adjustments due to the manner in which technology related to RA programs is advancing.

PROGRAM ELEMENTS TO CONSIDER	NOTES/COMMENTS
Primary point of contact	

Appendix A – Work process Schedule & related instruction outline

This document provides critical information for each occupation covered under the RA Program. Here you'll find a general position description, wage scale, apprentice-to-journey worker ratio (normally 1:1), along with a complete listing of On-The-Job Learning (OTL) competencies and Related Technical Instruction requirements. Additionally, specific resources and/or standards are referenced to assist in the development of the apprenticeship program specific to that employer's occupation. Employers will be asked to document their proposed wage scale within Appendix A for each occupation.

PROGRAM ELEMENTS TO CONSIDER	NOTES/COMMENTS
Implementing an apprentice to journey worker ratio of 1:1	
Assessment process to document when competency is reached	
Apprentice wage and journey worker wage ranges for each occupation	
Outlining a progressive wage scale that rewards the apprentice at incremental milestones as determined by each occupation	
Use of an internal team of trainers and mentors	
Need for outside resources for training	
A mentoring plan for on-the-Job technical instruction	
A training plan for related technical instruction	
*Resources are available to fill gaps in training outlines	
*Please provide a copy of your existing training program to review	

Appendix B – ETA-671 Apprenticeship Agreement

The purpose of this document is to document the contractual agreement between the Employer and the Apprentice. All information will be captured in the Employer Participating Datasheet which will automatically generate the apprenticeship agreement ready for signatures.

PROGRAM ELEMENTS TO CONSIDER	NOTES/COMMENTS
Assistance from a coordinator to complete information gathering	
Reviewing the agreement with each Apprentice	
Each Apprentice executes an agreement	

Appendix C – Affirmative action plan

The Affirmative Action Plan (AAP) documents the Employer’s commitment to promote equality of opportunity into its Registered Apprenticeship Program. Within the AAP, the Employer will set forth the specific steps they intend to take under a variety of efforts in order to meet its obligation under Title 29, CFR part 30.4(c.). As a new RA Program, the Employer will have a two year “grace period” to come into compliance with obligations related to the AAP and JFF SME will work with you during this timeframe to provide the same.

PROGRAM ELEMENTS TO CONSIDER	NOTES/COMMENTS
Will you employ 5 or more apprentices?	
Do you have an existing AAP?	
Assistance with completion of Workforce Analysis Worksheet, if needed	
*Please provide a copy of your existing AAP if you have one.	

Appendix D – qualifications & selection procedures

The purpose of this document is to provide policy and guidance to employers with establishing Apprentice Qualifications and Selection procedures. Appendix D also outlines a program for “direct entry” or incumbent worker.

PROGRAM ELEMENTS TO CONSIDER	NOTES/COMMENTS
Use of a standardized list of qualifications for occupations	
Use of existing selection procedures	
HR and Recruiting personnel may want to review this document	
Process for considering incumbent employees for apprenticeship	

Appendix E – employer acceptance agreement

This document serves as the contractual link between the Employer and the RA Sponsor. This document is completed and signed by the employer only after a thorough review of all related registration materials, including the standards of apprenticeship and associated appendices.

PROGRAM ELEMENTS TO CONSIDER	NOTES/COMMENTS
Requested modifications for the above appendices can be listed and placed here	
Employer Executive and Program Administrator typically execute this agreement	

Next Steps

SUGGESTED NEXT STEPS
1. Determine interest from local employers
2. Complete Participating Employer Datasheet.
3. JFF to send a package of program documents for review. <ul style="list-style-type: none">a. A transmittal sheet/email will provide directions to guide your review of each program document.b. Standards, Appendices A and Appendix E will be addressed first.
4. Schedule recurring one-on-one sessions with JFF.