STEP ONE: Initial Meeting with BMS or assigned team member

This is a meeting reviewing services IowaWORKS may provide to businesses including an initial discussion of components of RA to ensure the program may be a right fit.

Ask the business/organization point of contact who in the business/organization needs to be involved in creation and approval of the RA program.

Ask about occupations, Related Training Instruction providers, and assisting in securing Registered Apprentices.

Share outlines of OJT and RTI upon completion or following meeting.

STEP TWO: In-Depth Meeting(s)

The BMS will discuss the requirements of the program related to registration. BMS will discuss and complete the Qualified Referral form and edit OJT and RTI outlines.

Further discussion of hiring Registered Apprentices and benefits of RA Career Planner assisting in the recruiting process. If business is interested to receive additional assistance, gather information for a job order, enter the job order in IowaWORKS, and inform appropriate RA Career Planner of opening.

Completed Qualified Referral form and OJT/RTI outlines must be forwarded to IWD RA Program Coordinator for approval. Approval will be provided within 3 days of receipt. Upon approval, BMS will schedule a meeting with employer to create program in Standard Builder.

STEP THREE: Creation of the Standards of Apprenticeship and Registration

BMS will lead the business through how to register for Standards Builder, help to complete questions and outlines in Standards Builder from the Qualified Lead form. Once Standards are completed, the BMS will request the business take 24-48 hours to review the Standards and Appendix A for accuracy.

BMS will schedule meeting with area RA SME and business to review the Standards of Apprenticeship. The area RA SME will conduct the review. Any corrections required by the sponsor should be made by the BMS. Upon approval of Standards of Apprenticeship by the business, the program should be submitted through Standards Builder to OA for approval.

OA State Director or ATR will review the Standards and reply with any feedback. Once the program is approved by OA, OA will collect signatures from RA Sponsor and the program will be registered.

IWD RA Program Coordinator will contact BMS and field leadership upon program registration.