



A STEP-BY-STEP GUIDE TO DESIGNING AND LAUNCHING A SUCCESSFUL APPRENTICESHIP PROGRAM



ApprenticeshipUSA

DEVELOPING YOUR APPRENTICESHIP PROGRAM

Apprenticeship is a proven model for effective skilled workforce development. However employers are often unsure of how to start the process of creating a customized, sustainable program that meets their unique workforce needs.

TransPORTs is one of only eight U.S. Department of Labor-contracted national industry partners tasked to help ports, marine manufacturers, supply chain and transportation, distribution and logistics (TDL) employers and other sponsors develop registered apprenticeship programs. We provide, free of charge, deep technical expertise, program support and incentive funding to help make the process of adopting apprenticeship seamless and successful for employers and other sponsors.

This workbook is designed to be used in the process of collaborating with a TransPORTs apprenticeship specialist who will walk you through the process of creating, implementing, and maintaining a successful apprenticeship program. It breaks the process down into an easy step-by-step process and highlights key questions and action steps.

STEP ONE

Identifying Occupations and Mapping out Your Program


STEP TWO

Writing the Plan

STEP THREE

Starting Your Apprentices

APPRENTICE PROGRAM TOOLS

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

Learn more at: www.transportsapprenticeship.com

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

STEP ONE: IDENTIFYING OCCUPATIONS & MAPPING OUT YOUR PROGRAM

Companies develop apprenticeship programs to recruit, train and retain employees for critically-needed occupations. Apprenticeable occupations typically 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 annually 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 relevant knowledge for an occupation

Even if you choose to make your apprenticeship program a hybrid or competency-based program the 2,000-hour OJL and 144 RTI guidelines are helpful in evaluating which occupations you may need qualified, skilled workers for that could be apprentices.



Let's get started! Work with your internal team to determine which occupations you have a critical hiring or internal training need for that meet the OJL and RTI guidelines.

I. Workforce Needs



Which occupations do you have a critical need for? (Gather job descriptions for these occupations for your TransPORTs specialist)

1. _____
2. _____
3. _____
4. _____
5. _____

Did You Know?

Apprenticeship is not limited to skilled trade occupations. In fact there are more than 1,500 apprenticeable occupations including white collar, "no collar" and blue collar positions. Apprenticeship can be used to upskill and promote incumbent employees into supervisory and management positions as well.

II. Laying Out Your Program

After you've provided your TransPORTs apprenticeship specialist with a list of occupations you're interested in – and related job description(s) - we will:

1. Identify an already-existing apprenticeship occupation standard that is nationally recognized and meets your needs
2. Customize the work process schedule (*see below*) based on your initial input
3. Lay out a suggested/potential sequence of courses for the RTI

Within 2-3 weeks we will schedule a call or visit to go through the occupational outlines with you and further customize the occupation for your specific workplace requirements.

III. Customizing the Work Process Schedule

The work process schedule is an outline of broad tasks that industry employers have determined are critical for apprentices to learn during their OJL. In the work process schedule (*see right*) you'll see that it includes the occupation title and related apprenticeship codes and then a description of tasks with an associated recommendation for approximate hours the apprentice should spend on those tasks as part of their on the job learning.

As the employer you can modify the work process to match your specific workplace needs. While the work process outline TransPORTs will provide you with typically covers broad areas for that occupation you'll want to customize it to include activities that your company prioritizes to develop an all-around skilled worker.

WORK PROCESS SCHEDULE	
OCCUPATION: Industrial Production Supervisor	
O*NET-SOC CODE: 11-3011.00 RAPIDS CODE: 1033	
Description: During the term of apprenticeship, the apprentice shall receive such instruction and experience, in all branches of the occupation, as are necessary to develop a practical and versatile worker. Major processes in which apprentices will be trained (although not necessarily in the order listed) and approximate hours (not necessarily continuous) to be spent in each are as follows:	
OJL Description	Approx. Hours
A. Safety, Material Handling & Hazardous Conditions	750
1. Hazardous Conditions	
2. OSHA 10-hour	
3. CPR/First Aid/AED	
4. Sanitation and Hazardous Material Handling	
5. Training Employees in Proper Safety Procedures	
6. Equipment and Power Tool Inspection	
7. Material Safety Data Sheets	
B. Management, Supervision, & Record Keeping	2000
1. Scheduling to meet Production Requirements	
2. Employee Training and Motivation	
3. Employee Hiring, Evaluation, and Promotion	
4. Complaint Resolution	
5. Coordination with other Departments	
6. Ensures Quality & Efficiency Standards Met or Exceeded	
7. Inspection Criteria	
8. Troubleshooting & Analysis	
9. Maintaining Data and Reporting to Senior Management	
C. Inventory, Purchasing of Materials, Parts, or Repair Service	1250
1. Familiarization & Use of Purchase Order Forms	
2. Identification & Evaluation of Vendors	
3. Maintaining Proper Inventory Levels	
4. Employer Specific Knowledge/Skills/Abilities (KSA)	
TOTAL HOURS	4000

You can modify (add, delete, change) both the actual tasks to be performed under the supervision of a mentor/supervisor and/or the number of hours you would like your apprentice to spend in each area. The total number of approximate hours should remain the same for the occupation.

IV. Planning the Related Technical Instruction

For each apprenticeable occupation DOL provides suggested RTI; it is a set of very broad subject areas that industry employers have validated as important for workers in that occupation. To accelerate apprenticeship program development, TransPORTs matches the RTI to specific courses provided by local or online education and training providers and lays out a possible sequence of courses for the length of the apprenticeship program (*see right*). Keep in mind that apprentices need to complete approximately 144 contact/classroom hours for each year of their apprenticeship program.



Who will provide the RTI?

Your TransPORTs apprenticeship specialist will first ask if you existing relationships with local education or training providers and incorporate those providers into a suggested RTI plan. If you do not have relationships with education or training providers we will research and lay out potential RTI providers for you to consider. Ultimately you as the employer decide which providers you would like to use for your apprentices' RTI. RTI providers can be:

- Community or technical colleges
- Employer-based trainers (in-house courses)
- Outside contracted instructors
- Qualified training organizations
- Union instructors
- Equipment supplier trainers
- Other appropriate and qualified education/training providers



What education/training providers do you currently use or have a relationship with?

RELATED TECHNICAL INSTRUCTION (RTI) OUTLINE Industrial Production Supervisor O*NET/SOC CODE: 11-3011.00 RAPIDS CODE: 1033

Overview

Related technical instruction teaches apprentices the science and theory behind their daily duties. This RTI outline comprises a recommended total of 288 classroom contact hours (144 annually) for the Industry Production Supervisor occupation.

Year One – First Semester			
RTI Provider	Class Number	Title	Workforce/Class Hours
CCBC	MAN 058	The Role of Supervisor	6
CCBC	MAN 909	Communication Skills & Interpersonal Interaction	6
CCBC	MGT 232	Managing Multiple Priorities	6
CCBC	WOS 055	Collaborative Outcomes: Teams and Teamwork	6
CCBC	COU 005	Managing Conflict and Confrontation	6
CCBC	MGT 634	Performance Management	6
CCBC	N/A	OSHA 10	10
CCBC	MGT 332	Supply Chain Management Fundamentals	24
SUBTOTAL			70
Year One – Second Semester			
CCBC	SBA 925	Project Management Fundamentals	24
CCBC	PCP 760	Introduction to Microsoft Excel	24
CCBC	MGT 796	Distribution and Logistics Management	24
SUBTOTAL			72
YEAR ONE TOTAL			142
Year Two – First Semester			
CCBC	SBA 924	Purchasing Fundamentals	24
CCBC	PCP 760	Intermediate Microsoft Excel	24
CCBC	PCP 783	Introduction to Microsoft Access	24
CCBC	PCP 795	Introduction to Microsoft PowerPoint	24
SUBTOTAL			96
TOTAL RTI HOURS			238

Did You Know?....

Local community or technical colleges may provide either for-credit academic courses or non-credit/workforce development courses that can satisfy your apprentices' RTI. Increasingly 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 and even earning academic certificates that can be "stacked" toward a 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.



TransPORTs Executive Director and SME Barbara R. Murray (front, pink jacket) joins new registered apprenticeship program sponsor Adaptive Construction Services (ACS) and Houston DOL OA and workforce board staff.

CONGRATULATIONS!

You've finished the biggest step of the registered apprenticeship development process – modifying the occupational work process and RTI to meet 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

The next steps will depend on whether you're going to:

1. Join TransPORTs' existing national apprenticeship program

OR

2. Join another existing apprenticeship program (i.e. sponsored by a local community college or union you have a relationship with)

OR

3. Create your own sponsored program



Let's take a look at what those three options mean.

Joining an Existing Program

There are benefits to joining TransPORTs' national apprenticeship program or another existing apprenticeship programs sponsored nationally or locally by an industry association, community college or union. When you join an existing program you will simply register your apprentices through completion of one form you submit to your program sponsor and then provide periodic updates on your apprentices' performance. There are two options for joining an existing program:

1. Joining TransPORTs' existing national apprenticeship program.

TransPORTs is an approved national apprenticeship program sponsor. That means we have already gone through the process of setting up and being approved by US DOL as a program sponsor and that you can come under our sponsorship by simply outlining your apprenticeship program occupation(s), wage schedule and program point of contact in a one-page Employer Acceptance Agreement document. TransPORTs will then take responsibility for registering the apprentices you bring into your program and handling all necessary paperwork and reporting.

2. Joining another local program.

If you have a relationship with a local community college, trade association, union or other workforce intermediary that has been approved as an apprenticeship program sponsor – with the occupations you need/want - you can join their program by completing an Employer Acceptance Agreement document (*see above*).

The Appendix E: Employer Acceptance Agreement (*see below*) is a simple one-page document that indicates your agreement to participate in another sponsor's approved apprenticeship program and outlines the specifics of your customized program (i.e. occupation, wage schedule, minimum qualifications, etc.)



APPENDIX E
EMPLOYER ACCEPTANCE AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by TransPORTs/South Central Louisiana Technical College. (Company) agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Program Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Program Sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journeyworker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work. This form must be signed and returned to TransPORTs no later than the first day of class for the apprenticeship to become effective.

Signed: _____ Date: _____
Title: _____

Occupation: _____
Occupation Wage Progression: _____

Total Workforce: _____
Total (Occupation) Employed: _____ Female: _____ Minority: _____ Youth: _____

Total Apprentices Employed (Occupation): _____
Program Probation will be: _____
Ratio: _____ Apprentices to _____ Journeyworkers

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance.

- A. Age-Minimum qualifications required by the sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 16 years.
- B. Education - A high school diploma or GED is required.
- C. Physical - Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others. Applicants will pass a physical screening, a medical screening, a screen for the current illegal use of drugs, and a background check upon acceptance of a conditional offer to join the program and prior to being employed.
- D. Aptitude Test - As directed by the employer

Reviewed and Approved by: _____ Name of Sponsor: _____
Signature: _____ Date: _____
Title: _____

Office of Apprenticeship
Signature: _____ Date: _____
Title: _____

If you'd like to assume all responsibilities of creating and sponsoring your own apprenticeship program, TransPORTs will work with your state DOL Office of Apprenticeship (DOL OA) or state apprenticeship agency (SAA) to develop and register your program. Approximately half of the states in the U.S. register programs through an SAA (marked in purple on the map); the remaining states (in white on the map) register apprenticeship programs directly with U.S. DOL OA.



If your company or organization has sites in multiple states you may want to consider creating your own sponsored national program. Having a national program enables your company to standardize standards across all participating worksites and can streamline paperwork and reporting requirements. TransPORTs can assist you in developing a national program.

Regardless of whether you choose to join an existing program or sponsor your own program, there is a set of basic questions to answer regarding:

- Mentor to Apprentice Ratios
- Program Guidelines
- Minimum Program Qualifications
- Program Management

The next step is for your team to work through and develop answers to each set of questions.

I. MENTOR TO APPRENTICE RATIO



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

Each occupation will already have suggested apprentice to mentor ratios so this step is to ensure that you understand the safety and training needs for apprentice OJL. Most apprenticeship programs have a 1:1 or 2:1 apprentice to mentor ratio. Your TransPORTs specialist will advise you to the standard ratio for each occupation under your program and help you begin thinking about mentor selection.

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 incrementally 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.

The following sample wage progression shows that an incoming apprentice will earn \$13.15 per hour or about 60% of the standard hourly wage of \$21.93 for a Journeyworker/experienced professional in that same occupation. As the apprentice successfully meets the OJL and RTI requirements they will earn approximately a 5% wage increase each 6 months. All of the wage determinations are set solely by you, the employer.

10. Wages: (Instructions on reverse)										
10a. Pre-Apprenticeship Hourly Wage \$ <u>N/A</u>		10b. Apprentice's Entry Hourly Wage <u>\$13.15</u>					10c. Journeyworker's Hourly Wage <u>\$21.93</u>			
Check Box	Period 1	2	3	4	5	6	7	8	9	10
10d. Term <input checked="" type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.	0 - 6 mo.	7-12 Mo.	13 - 18 Mo.	19 - 27 Mo.	24 - 30 Mo.	31- 36 Mo.				
10e. Wage Rate (Mark one) % <input checked="" type="checkbox"/> or \$ <input type="checkbox"/>	60%	70%	75%	80%	85%	90%				



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

You are not required to pay your apprentices for the time they spend taking their RTI unless you have company regulations or a collective bargaining agreement (CBA) that apply to apprentices in your program. However you can choose to require that your apprentices pay for all or a portion of their RTI even if a CBA does not apply.

C. Periodic Review

You'll need to establish a periodic job review schedule to evaluate and record the apprentices' OJL and RTI performance. A designated point person will document the review and provide that information to TransPORTs or the program sponsor (if you're joining another existing program) or registering agency (if you're sponsoring your own program). If you choose to join TransPORTs' national sponsored program you will receive a simple online survey each month to capture basic information about your program.

III. MINIMUM PROGRAM ENTRANCE QUALIFICATIONS



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

As the employer you determine the minimum qualifications apprentices need to meet to enter your program, whether they are new hires or incumbent workers. Program qualifications can include (but are 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

While the apprentices' supervisor or mentor will oversee the daily OJL you will need to have a designated staff person overseeing the administrative aspects of the program. You will need to have someone who will:

- Handle any program-related complaints
- Maintain records including:
 - Apprentice program applications and interview forms
 - Signed apprentice registration forms (DOL 671 Forms)
 - Apprentice OJL and RTI progress-related forms (i.e. signed time logs for OJL by apprentice/supervisor, report cards or course completion certificates from RTI provider)
 - Apprentice job review and wage increase(s)
 - Apprentice completion or cancellation form

Many companies or sponsors will create a small in-house apprenticeship committee to ensure a successful, sustainable program. If you are sponsoring your own program and registering with a state apprenticeship agency (SAA) you may be required to form an internal apprenticeship committee.

STEP THREE: STARTING YOUR APPRENTICES

Whether you join TransPORTs' national apprenticeship program or another existing program – or create your own sponsored program – you will receive official program approval with your own program identification number. Once you've got approval you're ready to launch your program!

II. PROMOTING YOUR PROGRAM

Whether you intend to limit your apprenticeship to incumbent workers or also use it as a recruitment tool for new hires you'll need to establish a plan to ensure apprentices are selected from a diverse pool of candidates.

If you are looking for external candidates consider working with your local American Job Center (*see right*) or industry trade associations which can help with pre-screening to ensure that applicants meet the minimum qualifications you've created for your program.

Make sure program outreach tools (flyers, brochures) are made easily and equally accessible internally and/or externally. Your marketing material should include:

- Dates that applications will be accepted
- Point person contact information for all program questions and applications
- Benefits of apprenticeship
- Minimum qualifications required to apply for the program
- EEO pledge if you intend to bring/hire five (5) or more apprentices into your program

American Job Centers (AJCs)

The US DOL Employment and Training Administration funds more than 2,500 AJCs across the U.S. These centers provide free help to job seekers for a variety of career and employment-related needs. In addition they can market your apprenticeship program to job seekers and pre-screen applicants to make sure they meet your program requirements. AJCs are also valuable sources of information about federal, state and local employment-related funding that you may be able to access for your program. Find your local AJC through this website:

<https://www.careeronestop.org/LocalHelp/AmericanJobCenters/american-job-centers.aspx>

III. REGISTERING YOUR APPRENTICES

Once you select an employee (new or incumbent) for your apprenticeship program you will review the guidelines and create a signed agreement with the apprentice. This will be a "living document" that you use to record key information on your apprentice throughout the program including:

- Credit for prior experience or education
- Wage schedule
- Program completion
- Credential attainment

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 shown 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 30, 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 *Social Security Number
(No., Street, City, State, Zip Code, Telephone 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 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS 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. Journeyworker's 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

Personal and demographic data that the apprentice provides

Occupation and program information you as the employer provide (i.e. length of program, probationary period, start date, RTI source, wages, etc.)

Awarding Credit for Prior Experience and/or Learning

You can “credit” a portion of OJL and/or required RTI based on your apprentices’ previous experience and education/training (*Part B, Box 6 on the 671 Form previous page*). Employers can award up to 50% of the OJL time required and/or up to 50% of the RTI. When determining if and how much credit to award employers should consider:

- Documentation or physical demonstration of competency(ies) mastered listed under the OJL
- Academic transcripts, certificates, continuing education units (CEUs) or other proof of comparable class or training completion comparable to RTI for their occupation
- A DD-214 for veterans requesting credit for prior military training and/or experience

Apprentices must be in an apprenticeship program for at least six (6) months before they can officially complete a program and receive a certificate of completion and DOL OA or state DOL occupational credential.

III. SIGNING YOUR APPRENTICES UP FOR RTI

TransPORTs will lay out a suggested sequence of courses for your RTI that you will modify and then confirm prior to your program approval. After registering your program and apprentices you can begin scheduling your apprentices’ RTI. There are actually three different approaches you can select for scheduling RTI:

- **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)
- **Front-loading:** apprentices take a majority or all of their RTI prior to beginning their OJL
- **Segmented:** apprentices complete their RTI at regular intervals between their OJL

The most important thing to keep in mind when scheduling your apprentices’ RTI is that it works for both you as the employer and for your employees. Scheduling RTI at reasonable times and in sync with your normal workflow will help your program success and sustainability. You may also want to consider online training options to make scheduling more flexible.

Scheduling RTI

Apprentices do not need to begin their RTI on the same day they register under your program. If your apprentices are going to take RTI through a local community college and the semester has already started when they register, instead of delaying their program start date they can begin their OJL and then start RTI when the next semester’s enrollment period begins. If your apprentices are taking non-credit classes, your community college partner may be able to schedule classes “on-demand” particularly if there are apprentices from other local companies that need the same course who can make up a cohort to fulfill a minimum class size.

FREQUENTLY ASKED QUESTIONS

Q: What if my apprentice drops out of the program or I need to suspend his/her participation for a period of time?

A: As the employer you may terminate or suspend an apprentices' participation in your program for any time. Note the change in status on the apprentices' registration form and notify the registration agency (if you are the program sponsor) or the sponsoring organization (if you have joined another sponsor's program).

Q: We already provide in-house instruction for some RTI-related subjects. Can we use that to satisfy the required RTI?

A: Apprentice RTI must be provided by an instructor that meets the following requirements. If your in-house program meets these requirements it can be used by your apprentices to satisfy their RTI.

Apprentice instructors must:

- *Meet the sponsor's state Department of Education's requirements for a vocational technical instruction*

OR

- *Be a subject matter expert (SME) as determined by the employer for having expertise in the industry AND have completed training in teaching techniques and adult learning styles. Training may be completed before or after the instructor has started to provide onsite RTI.*

Q: Am I as the employer required to pay 100% of the cost of the RTI or can I require that the participating apprentice pay a portion?

A: Most employers realize the benefit of workforce development and pay all or a significant portion of the apprentices' RTI; employers with strong apprenticeship programs that include investing in an employee's education have realized higher degrees of worker loyalty and longevity. However you can require that apprentices pay a portion or even all of the cost of their RTI. You'll need to check if your participating employee belongs to a union you'll need to ensure that your policy complies with your company's CBA.

Employers can tap into a wide source of possible funds for RTI costs including:

- *Internal workforce training funds*
- *State apprenticeship grant funding*
- *Veterans benefits**
- *WIOA funds**
- *Other grant funding*
- *TransPORTs incentive funding*

** if apprentice(s) qualifies*

Q: What if an apprentice is struggling with the RTI or doesn't successfully complete the RTI?

A: Most successful apprenticeship programs identify tutors for apprentices by asking for internal volunteers and even incentivizing them. Other options for intervention or resolution to support an apprentice's RTI completion include:

- *Exploring basic skill or remedial classes through American Job Centers (AJCs) or community-based organizations*
- *Asking RTI provider for tutor suggestions*
- *Extending the period of apprenticeship so the apprentice can re-take a course(s)*
- *Providing different or specialized training through another method or RTI provider covering the same subject area(s)*
- *Evaluating an apprentice's prior work, military training, or education to determine if credit for prior learning can be awarded to meet the RTI requirement*

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.

APPRENTICE PROGRAM TOOLS

Applicants must complete all fields within this application. Any incomplete fields may result in a delay in the consideration or rejection of this application. Please include a current resume with your application.

ACKNOWLEDGEMENT AND AGREEMENT

- I hereby acknowledge and certify that I agree with the terms of this application.

SIGNATURE OF APPLICANT	DATE
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SELECTION COMMITTEE USE ONLY

APPLICANT NAME	EMPLOYEE NUMBER
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MANAGER RECOMMENDATIONS

MANAGER 1 (Print Name)	Recommend for Enrollment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for recommendation decision:	
Signature	Date
SUPERVISOR/DIRECTOR/MANAGER 2 and above (Print Name)	Recommend for Enrollment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for recommendation decision:	
Signature	Date

COMMITTEE REVIEW

DATE APPLICATION RECEIVED	INTERVIEW DATE	RESUME RECEIVED <input type="checkbox"/> Yes <input type="checkbox"/> No	HR FILE REVIEW SATISFACTORY? <input type="checkbox"/> Yes <input type="checkbox"/> No
COMMITTEE COMMENTS/INTERVIEW NOTES			
APPROVED FOR ENROLLEMENT? <input type="checkbox"/> Yes <input type="checkbox"/> No		ANTICIPATED START <input type="checkbox"/> Fall 20__ <input type="checkbox"/> Spring 20 __ <input type="checkbox"/> Summer 20__	
NO. YEARS OF EXPERIENCE CONFIRMED	NO. OF YEARS CREDITED TOWARDS PROGRAM	PROGRAM START LEVEL <input type="checkbox"/> Yr 1 <input type="checkbox"/> Yr 2 <input type="checkbox"/> Yr 3 <input type="checkbox"/> Yr 4	
COMMITTEE CHAIRPERSON APPROVAL (Print Name)	Signature	Date	
APPRENTICE PROGRAM COORDINATOR (Print Name)	Signature	Date	

APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP

Date:

To: (Registering Agency – i.e. U.S. Department of Labor, Office of Apprenticeship or your SAA)

From: Sponsor/Employer name _____

Address _____

Program # _____

Re: Certificate of Apprenticeship Completion Request

On behalf of the sponsor listed above, I certify that the apprentice(s) listed below have satisfactorily completed their Apprenticeship and are working at the Journeyworker/Professional level of his/her apprenticeship program as registered with (registering agency) _____ and hereby recommend the issuance of the Certificate of Completion of Apprenticeship.

Apprentice Name	Registration #	Occupation	Date of Completion	Completion Wage

SPONSOR CONTACT _____

ORGANIZATION NAME _____

ADDRESS _____

Note: This is a sample form to be used when requesting certificate(s) of completion to be awarded by the U.S. Department of Labor Office of Apprenticeship for a cohort of registered apprentices who have successfully completed the requirements of their apprenticeship program. If you are sponsoring your own program and registering it through a state apprenticeship agency you will need to inquire if they will accept this or a similar cohort completion request form.



SHEET METAL WORKERS APPRENTICESHIP

Sheet Metal Workers Local Union 218S Joint Apprentice Committee will be accepting application for their apprenticeship program February 12, 2018, through February 23, 2018. Applications will be accepted Monday through Friday 10:00 AM to 5:00 PM at the Sheet Metal Workers Training Center, 2855 Via Verde, Springfield Illinois 62703. **Applications will be retained for two (2) years.**

The following minimum applicant qualifications are required and documents must be presented at time of application by the applicant in person, no exceptions.

Qualifications

1. Applicant shall be at least 17 years of age at time of application. Applicants must be 18 years of age at time of employment. The 2018 Apprentices will be hired on June 1, 2018
2. Have graduated from high school with Diploma or a GED Certification. Applicant must provide an official transcript(s), sealed for high school(s). Diploma and post high school education and training certificates and/or diploma. Applicants with a GED must submit high school transcripts and GED certificate. Veteran applicants must submit a DD-214 to verify military training and/or experience, if applicant wishes to receive consideration for such training.
3. Applicant shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others. Qualified applicants shall be subject to a physical examination and drug screening on acceptance into the program and prior to being employed. The cost of the examination and drug screening shall be the responsibility of SMART 218S JATC.
4. Applicants must reside, and have had residence for at least three (3) months prior to Application, in the area over which the Committee has jurisdiction. No Exceptions. 218S Jurisdiction encompasses the following Illinois counties: **Brown, Cass, Logan, Mason, Menard, Morgan, Sangamon, Schuyler, and Scott**
5. Applicants must possess a valid Illinois driver's license, which provides the applicant's current address. Eligibility for insurance MVR is required. Successful applicants must maintain a valid driver's license and auto insurance for the duration of apprenticeship.
6. Applicant will pay a **\$25.00** non refundable administration fee, cash only.

Study Guides are available for \$10.00 cash only. Refundable on test day, if not damaged or written in.

D.O.L. Registration No. IL006480001
Equal Opportunity Employer

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- Gilda Ramirez (Small Business and Education Outreach Director – Port of Houston)
- Guy St. John (Apprenticeship Program Manager – Oceaneering International)

ABOUT TRANSPORTS

TransPORTs is one of only eight (8) national industry intermediaries contracted by the U.S. Department of Labor Office of Apprenticeship to accelerate awareness and adoption of registered apprenticeship by employers nationwide. TransPORTs' focus is on expanding registered apprenticeship programs by ports and port-connected multimodal transportation, distribution and logistics (TDL) industry sector employers across the U.S.

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Transportation, Distribution & Logistics Registered Apprenticeships

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