



# ApprenticeshipUSA

[www.dol.gov/apprenticeship](http://www.dol.gov/apprenticeship)

## Meeting National Standards for Registration with USDOL

Apprenticeship is an industry-driven model that is a proven workforce solution for businesses to recruit, train, and retain highly-skilled workers. The apprenticeship model allows businesses to customize their training for employees, resulting in a workforce that is fully proficient and trained to their specifications. Businesses that use apprenticeship reduce worker turnover, increase productivity and improve the bottom line. ApprenticeshipUSA programs are those work-based learning programs that have met national standards for registration with the U.S. Department of Labor (or approved State Apprenticeship Agency).

### Steps to becoming part of the ApprenticeshipUSA Network

#### 1. Explore

Explore how apprenticeship can meet your needs for a highly-skilled workforce. Apprenticeship is a flexible training strategy that can be customized to meet the needs of every business. Over 150,000 businesses have integrated the apprenticeship model into their talent development strategy.

#### 2. Partner

Partner with key organizations in your area to develop an apprenticeship program. Sponsors of apprenticeship programs often work with other businesses, industry associations, the public workforce system, education partners, and state or federal apprenticeship offices to build successful programs.

#### 3. Build

Design your program using the five core components of an apprenticeship (See Graphic).

#### 4. Register

Work with an apprenticeship consultant or partner, to determine if your program meets national standards for registration with the U.S. Department of Labor and/or State Apprenticeship Agency to access many benefits – both for your business and for the apprentices. Businesses with Registered Apprenticeship programs gain access to a nationwide network of expertise and support at no cost, qualify for tax credits in many states, and can leverage funding and other resources from federal programs.

#### 5. Launch

Launch your apprenticeship program in collaboration with your partner organizations, through marketing and outreach to recruit qualified candidates for the program.



For more information on these steps, visit “A Quick-Start Toolkit: Building Registered Apprenticeship Programs” at [http://www.doleta.gov/oa/employers/apprenticeship\\_toolkit.pdf](http://www.doleta.gov/oa/employers/apprenticeship_toolkit.pdf).

## Checklist for Designing Apprenticeship Programs to Meet National Standards

Use these topics and questions as a guide to design the key aspects of your apprenticeship program to meet national standards for registration with the U.S. Department of Labor (or State Apprenticeship Agency).



### OCCUPATIONS AND SKILL NEEDS

- ✓ In which skilled occupations do you have challenges finding skilled workers? What occupation(s) will be the focus of your apprenticeship program?
- ✓ How long does it take for new workers to become proficient and fully-skilled? What will be the duration of the apprenticeship? Is it generally at least a year to become fully proficient?
- ✓ Is this an occupation that is widely recognized in the industry or is this a new occupation?



### PROGRAM DESIGN

- ✓ How will you determine when apprentices are proficient in required job duties? How will you assess progress and performance on the job? Will your apprenticeship program be time-based, competency-based, or a combination of the two (known as a hybrid)?
- ✓ How will apprentices be compensated as their skills and knowledge increase?



### ON-THE-JOB TRAINING

- ✓ What are the competencies that apprentices must learn on the job?
- ✓ How long will each competency take to learn?
- ✓ Who will teach and supervise the apprentices on the job?



### TECHNICAL INSTRUCTION

- ✓ Will you provide the job-related instruction or will you partner with an education provider (e.g., community college, online program)?
- ✓ What is the necessary level of instruction for apprentices to learn technical subjects related to the occupation? (A minimum of 144 hours for each year is recommended.)
- ✓ Are you able to pay for the costs of related instruction, or do you need to identify other options to fund this instruction?



### PROGRAM ADMINISTRATION

- ✓ How will you ensure that the trainers are qualified to instruct, mentor and supervise apprentices?
- ✓ How will you ensure the safety of equipment and facilities and that apprentices receive the appropriate safety training for the industry?
- ✓ How will you select individuals to participate in the apprenticeship program?
- ✓ What minimum qualifications must applicants meet to enter the program?
- ✓ How will you promote inclusion and diversity in recruitment, selection, and retention of apprentices?

For additional information or to contact the U.S. Department of Labor's Office of Apprenticeship, email [Apprenticeship.USA@dol.gov](mailto:Apprenticeship.USA@dol.gov) or call 202-693-2796. To find the apprenticeship representative in your state, visit <http://www.doleta.gov/oa/contactlist.cfm>.