

Registered Apprenticeship

How Does It Work?

(1) Contact USDOL/OA

Organization(s) interested in developing a Registered Apprenticeship (RA) program contacts USDOL/Office of Apprenticeship



(2) Meeting(s)

USDOL/OA meets with local employer(s), educational provider(s), Workforce Development, community leaders, etc. to discuss workforce needs & occupations of interest, & then determine if an RA program would be a viable solution



(3) Identify RA Program Sponsor & Partners

- * RA Program Sponsor
- * Participating employer(s)
- * Workforce Dev. (\$\$\$)
- * Educational provider



(4) Develop RA Standards

USDOL/OA assists Program Sponsor, participating employer(s), educational provider(s) develop RA training program for each registered occupation + apprentice qualification criteria, wage schedule, etc.



(5) Register RA Program

Program Sponsor signs Standards of Apprenticeship; USDOL/OA registers program via USDOL Registered Apprenticeship Partners Information Data System (RAPIDS) & provides Sponsor online access & capability to manage apprenticeship records



(6) Hire Apprentices

Employer interviews/hires new &/or incumbent employees for RA program (Sponsor &/or WD may assist in apprentice recruitment & assessment efforts)



(7) Register Apprentices

Program Sponsor registers apprentice(s) in RAPIDS



(8) "Earn While You Learn" Training Model

In a safe work environment, apprentice-employees receive structured, "hands-on" OJT by a qualified mentor + related classroom instruction by a qualified educational provider; OJT records & course transcripts are maintained to track apprentice progression; Program Sponsor updates apprentice records in RAPIDS, as required



(9) Completion Certificate

Program Sponsor notifies USDOL/OA when each apprentice completes his/her apprenticeship; OA provides Sponsor with USDOL/OA Certificate of Completion of Apprenticeship credential to award to RA program graduate



(10) Postsecondary Education Opportunities

Apprenticeship program graduates gain accelerated pathway to a college degree or industry-recognized certification through postsecondary institution partners who will award college credit (up to 60 hours) for RA experience



Partnership = Success



U.S. Dept. of Labor/Office of Apprenticeship

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