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**

**Registered Apprenticeship**

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

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