

# DEVELOPING OR EXPANDING A REGISTERED APPRENTICESHIP PROGRAM

## *Preparing to Work with Your State's Apprenticeship Staff*

This questionnaire is intended to help your organization answer important internal questions in preparation for working with your local US Department of Labor Office of Apprenticeship (DOL OA) staff or State Apprenticeship Agency (SAA) staff to develop or expand a registered apprenticeship (RA) program. [Click here for contact information of your DOL OA or SAA staff.](#)

### Interested in Developing a New RA Program?

The following questions will help guide your organization in pulling together initial information which your OA or SAA staff will use to build your RA program:

#### 1. For which occupation(s) does your organization want to develop an RA program?

*Visit [Apprenticeship.gov Occupation Finder](https://www.apprenticeship.gov) and/or contact your OA or SAA office to learn which occupations are apprenticeable and view the industry-validated customizable frameworks for each occupation.*

We intend to develop a new RA program for the following occupation(s):

#### 2. What role is your organization planning to play in the program?

*There are three core roles in every RA program:*

- **Sponsor:** Any employer, association, union, educational institution, or organization operating a registered apprenticeship program and in whose name the program will be registered or approved
- **Employer:** Any organization employing an apprentice and providing the paid On- the-Job Learning (OJL)
- **Related Instruction (RI) Provider:** Any entity delivering relevant, occupationally specific, educational content as determined by the Sponsor/Employer and approved by the Registration Agency. The RI Provider may be an educational institution, private or association-based, online, or Sponsor/Employer based

Our organization intends to play the following roles (*check as many as apply*):

Sponsor

Employer

RI Provider

### 3. Will your program be available only in one state or additional states nationwide?

- *Local RA program standards* are appropriate for organizations operating a program in one area (i.e., city or county) or within one state
- *National Program Standards (NPS)* are appropriate for large national employers that wish to implement the same RA program nationwide in multiple locations
- *National Guideline Standards (NGS)* are appropriate for organizations that have multiple affiliates, franchises or partnerships across the country. NGS enables an organization to deliver program standards that can be utilized by partners, affiliates or franchises to register their own programs, customizing the standards to meet local needs/requirements

#### We are interested in developing:

Local RA Program Standards

National RA program standards (NPS)

National Guideline Standards (NGS)

### 4. Will this program serve only one employer or multiple employers?

- *Group RA programs* are sponsored by an organization that allows multiple employers to join (via an Employer Acceptance Agreement); employers select and hire apprentices and provide paid OJL. Group RA programs can be sponsored by a variety of intermediaries such as industry associations, joint labor-management organizations, workforce boards, community colleges, Career and Technical Education (CTE) Centers, or community-based organizations
- *Individual RA programs* are programs where the sponsor is the only employer

#### This will be a:

Group Program

Individual Program

### 5. Will this program be sponsored by or potentially involve a union?

Your OA or SAA staff will be able to explain unique characteristics of union-sponsored or union-involved RA programs.

#### This RA program...

**will** be union sponsored or involve the participation or/partnership with one or more unions (list Union(s) here):

**will not** be union sponsored or involve participation by a union

## 6. Which program design do you anticipate using?

Your OA or SAA staff will be able to show you what frameworks are available for the occupations you're interested in for your RA program. RA programs can be designed as:

- **Time-based** where apprentices are required to complete a required number of hours of OJL and RI,
- **Competency-based** where apprentices progress at their own pace, demonstrating competency in skills and knowledge through proficiency tests but are not required to complete a specific number of hours or OJL, or
- **Hybrid** that allows a range of minimum to maximum OJL hours of which apprentices are required to successfully demonstrate mastery of identified competencies.

**We are interested in a program that is:**

Time-based

Competency-based

Hybrid

## 7. Do you have a preference or requirement for training delivery?

Training can be delivered in three different methods:

- **Traditional** approach where apprentices complete OJL and RI concurrently
- **"Front-loaded" approach** where apprentices complete a specific set of RI courses prior to starting paid OJL to ensure they have required core competencies and knowledge before beginning work
- **"Segmented" approach** where apprentices alternate between RI and paid OJL

**This program will use a:**

Traditional training approach

Front-loaded training approach

Segmented training approach

## 8. Do you have current or potential RI partners?

Apprenticeship requires that sponsors provide a structured plan of at least 144 hours of RI instruction annually. A sponsor can designate one or more sources of RI; your OA or SAA staff will explain the requirements RI providers must meet.

**Our organization...**

does have current or potential RA partners (list here):

will provide the RI (i.e., your organization is an education/training institution such as a college or high school/CTE sponsor, or you are an employer with in-house trainers)  
will need assistance identifying an RI provider

## 9. How do you intend to recruit applicants for your program?

*Your OA or SAA staff will assist you in developing Selection Procedures for accepting apprentices that meet RA program registration requirements. The following list can be helpful in starting to build those procedures:*

**We intend to recruit from the following sources** *(select all that apply):*

Current incumbent workers

Educational institution partners (i.e., colleges, universities, community colleges, and Career and Technical Education (CTE) Centers) including:

One-Stop Centers or American Job Centers (AJCs)

Military installations and through Veteran-serving organizations and/or Community-based organizational partners including:

Other:

## 10. What minimum qualifications will you set for your program?

*RA program sponsors choose minimum qualifications to ensure that applicants have necessary academic, professional, aptitude or physical qualifications to successfully participate in and complete a program. Qualifications can include successful passing of tests or assessments. All minimum qualifications should be occupationally relevant.*

*Your OA or SAA staff can help you determine and finalize minimum qualifications.*

**We anticipate requiring all program applicants to meet the following minimum qualifications** *(check all that apply and provide additional, related information):*

Physical fitness testing

Drug screen testing

Academic credential(s) (i.e. high school diploma, college coursework or academic certificate or degree):

Previous related experience:

Industry-recognized credentials or certifications:

Driver's license

Security clearances

Other:

With this information your OA or SAA staff can more quickly begin to build your program and walk you through a final set of questions related to required program elements such as: wage progression, apprentice/mentor ratios, etc. and then customize the OJL tasks ("Work Process") and RI courses.

## **Already Sponsoring an RA program and Ready to Expand?**

If your organization is already an approved RA sponsor and you are interested in expanding your program to include new occupations here are a few key questions to answer:

### **1. Which occupation(s) are you planning to add to your current standards?**

### **2. Will these new occupations require/involve union participation?**

Yes (list unions):

No

### **3. Which program design do you anticipate using for the new occupation(s)?**

Time-based

Competency-based

Hybrid

### **4. Will you use the same RI provider(s) or will you need/do you plan to add new provider(s)?**

We will use the same RI provider(s)

We will add the following RI provider(s):

## 5. Will you recruit from different or additional sources?

Yes (list sources):

No


## 6. Will you have new or additional minimum qualifications?

Yes (list qualifications):

No

### Next Steps

You can either provide this completed questionnaire to your OA or SAA staff directly or email the Center (RATACoE@safalpartners.com) and we will be happy to provide the information to your local ATR and make an email introduction. Your ATR will walk you through registration requirements in your state and work with you to complete documentation for your new or expanded RA program.



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