



HOW TO START AN APPRENTICESHIP PROGRAM

What is an apprenticeship?

- Apprenticeships are jobs. Individuals are paid while participating in on-the-job training.
- Apprenticeships provide on-the-job training and related/classroom training.
- On-the-job training is conducted in the workplace and under the direction of a mentor.
- Registered apprenticeships result in industry-recognized credentials.

What are your goals?

Why do you want to start an apprenticeship program? How does it benefit your company's goals, and what will it look like for your company?

Identify your program status

- Registered
 - If you want a state-registered program, please visit the PA Department of Labor website for details and processes – link below
- <https://www.dli.pa.gov/Individuals/Workforce-Development/apprenticeship/Pages/default.aspx>
- Non-registered apprenticeships (paid or unpaid)
 - The term "non-registered apprenticeship" refers to an apprenticeship or internship program not formally registered with the US Department of Labor. There is no single definition of a non-registered apprenticeship – these programs may be paid or unpaid and may or may not lead to a certificate or job in the field.

Determine the length of the training program

- 2 years, 4 years, etc.

Determine a payment structure

- Apprenticeships usually earn on a scale system. The beginning stage may be one-third of a professional's wage in the position. As the apprentice proceeds through the program and training, they earn pay increases based on their completion of on-the-job training and related training.
- Apprentices usually earn 90-95% of their professional salary at the completion of their training.

Who supervises an Apprentice?

- An apprentice is directly supervised by a mentor. The ratio of apprentices per mentor depends on the employer/industry.

Establish what classroom/related training will be conducted.

- Related training is an integral part of the apprenticeship. It provides the technical or theoretical education needed to become a successful employee/journeyman. It all provides useful examples and training of job-related skills.
- Related training may take place in the evening or on the weekends. Sometimes it can take place during the workday 1-2 days per month.

Build On-the-Job Training Plan (work process schedule)

- Develop task and training requirements for the apprenticeship for the program's entirety.
- Structure the plan based on skills needed
- This can be based on time or hours earned. Suggestions include yearly structure – i.e., Year one, year two, year three, year four. Or 1000 hours, 2000 hours, 3000 hours, 4000 hours.

Develop a mentor program and determine mentors

- Designate what current staff will be the mentor(s) for the apprenticeship program.
 - Provide any resource current staff need for apprentices

Determine any paperwork or forms needed.

- Application
 - Determine and entrance requirements such as
 - Age (apprentices must typically be 16 or older)
 - educational requirements (apprentices generally are required to have a high school diploma or GED/equivalency)
 - physical proficiency exam (if the occupation requires strenuous physical work)
 - drug test
 - professional credentials
- Apprenticeship contract or acceptance agreement