



Registered Apprenticeship

A Toolkit for Idaho Businesses and Organizations to Start a Registered Apprenticeship



BUILDING A REGISTERED APPRENTICESHIP IN IDAHO

What is Apprenticeship?

Apprenticeship is an industry-driven, high quality career pathway where employers, schools and organizations can develop and prepare their future workforce.

What is a Registered Apprenticeship?

Registered Apprenticeship gives individuals a proven path to a successful career where they can obtain paid work experience, technical instruction and a nationally recognized credential with little to no debt.

EXPLORE

Where do you start?

Identify your workforce challenges. Do you have:

- Difficulty finding workers with the right skills?
- Positions with high turnover?
- Occupations where a highly skilled workforce is retiring soon?
- Challenges helping workers keep pace with continuing industry advances?
- Positions requiring skills that can be learned on the job?
- Difficulty in attracting new and more diverse talent pools?

A Registered Apprenticeship is one strategy that has helped many organizations. Employers who use apprentices report higher productivity, higher retention rates and a substantial return on investment.

An Idaho Department of Labor apprenticeship coordinator will guide your organization through the process and connect you with resources and experts so you can establish a Registered Apprenticeship.

What Types of Businesses Have Apprenticeship Programs?

A variety of types and sizes of businesses have apprenticeship programs. Automotive, construction, technology, finance, health care, advanced manufacturing, transportation, business and financial services benefit greatly from apprenticeship programs. In fact, without a continuous flow of apprentices becoming skilled journey workers, quality industrial standards would be severely affected.

Who Can Sponsor an Apprenticeship Program?

- Individual employers
- A group of employers
- Combinations of employers and unions
- Federal, state and local governmental agencies
- The military
- High schools, colleges and universities
- Community colleges
- Technical academies
- Universities

In Idaho, program sponsors represent all types of business and industry throughout the state. Most Idaho sponsors are individual employers with fewer than 50 employees, are locally owned and train one to four apprentices at one time. Most have no training department or training personnel.

What is an Apprenticeship Program Sponsor?

A sponsor manages the administrative aspects that ensure the quality and sustainability of the apprenticeship program. Each ApprenticeshipIdaho sponsor receives an ApprenticeshipIdaho Sponsor Success Guide as well as personal technical assistance to make sponsorship a simple, easy and rewarding experience.

PARTNER

Successful apprenticeships are born from collaboration among partners:

- Business partners
- Workforce intermediaries
- Educational institutions
- Public workforce system
- Apprenticeship system
- Idaho Department of Labor

At no cost to your organization, an Idaho Department of Labor apprenticeship coordinator will work with you and other partners throughout the process.

BUILD

With a strong partnership in place, the next step is to design and build your apprenticeship program. Apprenticeship programs consist of five core components:

- **Direct business involvement** - Employers are the foundation of every Registered Apprenticeship program. ([Sample Standards](#))
- **On-the-job training** - Apprentices receive on-the-job training from an experienced mentor typically for not less than one year.
- **Related instruction** - Apprenticeships combine on-the-job learning with technical education at community colleges, technical schools, apprenticeship training schools, provided online or at the job site. ([Sample Standards](#))
- **Rewards for skill gains** - Apprentices receive increases in wages as they gain higher-level skills.
- **National occupation credential** - Registered Apprenticeship programs result in a nationally recognized credential – a 100 percent guarantee to employers that apprentices are fully qualified for the job. ([See certificate](#))

In collaboration with partners, the sponsor develops the details of each component, leverages the resources, and decides which partners will carry out each part of the program. ApprenticeshipIdaho can help you design the key aspects of your apprenticeship program to meet the standards for registration.

REGISTER

Once you have built your apprenticeship, the next step is to register the program to become part of the ApprenticeshipUSA and ApprenticeshipIdaho networks. Both service programs are those that have met national standards for registration with the U.S. Department of Labor. The following are steps towards creating your federally Registered Apprenticeship program:

Businesses that register their apprenticeship programs can access many benefits, including:

- A nationwide network of expertise and support at no cost.
- National credential.
- Quality standards.
- Funding and other resources from federal programs provided by Idaho Department of Labor.

- ☐ Contact an apprenticeship coordinator.
- ☐ Fill out the information form.
- ☐ Review sample work process and related instruction outlines. Make adjustments to customize them.
- ☐ Apprenticeship coordinator designs your apprenticeship program packet.
- ☐ Review the program packet with the coordinator until it is ready for submission.
- ☐ Coordinator submits packet to the U.S. Department of Labor (USDOL).
- ☐ USDOL reviews the packet.
- ☐ After approval, the apprenticeship coordinator returns approved standards to you for your signature.
- ☐ USDOL Office of Apprenticeship Idaho state director signs your company's standards of apprenticeship.
- ☐ Apprenticeship coordinator delivers approved program standards and success guide, and meets with you and your team to provide technical assistance to get your program running quickly and seamlessly.

LAUNCH

With the program registered, you are now ready to move forward to launch your apprenticeship program. The partnerships formed as you were exploring the possibilities of Registered Apprenticeship are critical now – partner collaboration is essential to successfully launching and sustaining your apprenticeship program!

- Conduct marketing and outreach for your apprenticeship program to build its image, attract high quality candidates and reach community stakeholders that are not part of your core partnership.
- Recruit candidates for the program, screen for any minimum skills required, hire apprentices and register your apprentices.
- Keep in contact with your Idaho Department of Labor apprenticeship office. Your apprenticeship coordinator is an important resource, who will be there to provide ongoing support and technical assistance when you need help.
- Begin training apprentices. With these key pieces in place, you are ready to start training your apprentices. As the program continues, track your apprentices' progress as they advance through the apprenticeship and increase their skills.
- Continue to assess its performance and continuously improve to meet your changing needs.
- The online one-stop source for all things apprenticeship can be found at ApprenticeshipIdaho.gov.

Contact your nearest apprenticeship coordinator to learn more about ApprenticeshipIdaho and all the services available to businesses or job seekers in your area.

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