Standard Practices

For Registered Apprenticeship & Pre-Apprenticeship

Best practices for starting and managing apprenticeship programs continues to evolve. This is a 'living document' that captures the latest lessons learned for program sponsors. If you have any additional questions, contact **Apprenticeship@pa.gov** anytime.

Program Development and Registration

How do I know if my occupation is apprenticeable?

More than 1,000 different occupations have already been apprenticed, and the **apprenticeship.gov website** has a searchable database of their associated work processes that you can use as a model for your own program. If your occupation has not yet been registered, you can register it yourself through the PA Apprenticeship and Training Council. Already 88 state occupations that specific to PA have already been registered, including Drain Cleaning & Installation Technician, Ag Tech, and Software Analyst.

How should you register if you're a single employer with multiple locations?

Single employers with multiple locations should register as group sponsor, with the parent company serving as the main sponsor. Each location serving apprentices will complete an Employer Acceptance Agreement (Appendix E) any other necessary appendixes.

How many employers are required to register a group sponsorship?

Two Employer Acceptance Agreements (Appendix E) are required to register a new group sponsorship. Additional employers can be added later as new Agreements are received.

How many mentors do you need for your first apprentice?

Only one journeyworker/mentor is needed to oversee the OJT of your first apprentice. Five journeyworkers are needed to enroll your second apprentice, and an additional five journeyworkers are required for each additional apprentice enrolled.

Related Technical Instruction (RTI)

When is it appropriate to front-load 100% of RTI?

Frontloading 100% of RTI is to be used only when necessary to allow the apprentice to have access to On-the-Job Training (OJT), for example where licenses or certifications are necessary, or safety concerns are otherwise insurmountable. Frontloading is generally not recommended for occupations where registered apprenticeships are well established with concurrent RTI and OJT.

When is appropriate to provide credit for previous experience for 100% of RTI?

If at all possible, previous experience should not be the primary method of attaining RTI.

Program Management

What is the best way to manage an apprenticeship program?

Apprenticeship and Training Committees (ATCs) are required for Joint programs (JATCs), but are recommended for all programs. ATCs provide structure and oversight for apprenticeship programs, bringing together and aligning the sponsor's key internal stakeholders to carry out the responsibilities and duties required of a program sponsor. ATCs take the lead on developing the program, including creating the work process, identifying the classroom training provider, and registering the program with the state. Once a program is launched, ATCs can play a role in the recruitment, supervision and support of apprentices. They also lead the important work of periodically reviewing the program, making sure the apprentices and journeyworkers have the tools and support they need to make the program a success for both employers and employees.

How long do you have to submit your Affirmative Action plan once you get your 5th apprentice?

If you know you are going to serve 5 or more apprentices, your Affirmative Action Plan should be submitted along with the rest of your registration paperwork. If you begin serving at least 5 apprentices after the program is registered, please submit the form to the ATO within 3 months (rather than within 2 years as required under Federal regulations).

Pre-Apprenticeship (Pre-RA)

Can a pre-apprenticeship program be set up as a feeder for an existing registered apprenticeship (RA) program?

Pre-apprenticeship programs can provide individuals with the foundational skills they need to succeed in a full apprenticeship program, and Pre-RA programs must have linkages with existing RA programs. However, it is not recommended that a Pre-RA program be the only way to get into the full apprenticeship. If the Pre-RA training is a prerequisite, the sponsor should explain why it isn't in the apprenticeship.   The apprenticeship program should also be able to stand alone (e.g. Pre-RA is severable and the program still functions).

STILL HAVE QUESTIONS?

The **Apprenticeship and Training Office (ATO)** within the PA Department of Labor & Industry is responsible for guiding and promoting the expansion of apprenticeship programs across the state. Our staff of experts can help you build and register your new program and connect you with resources to help it succeed. Visit **www.pacareerlink.pa.gov/jponline/Common/Apprenticeships** to learn more, or contact **Apprenticeship@pa.gov** anytime to get questions answered or to first express your interest in apprenticeship. We look forward to working with you!