

An Apprenticeship Toolkit for Businesses and Organizations

Created by Apprenticeship Idaho



What

is a Registered
Apprenticeship
Program?

Why

Register an
Apprenticeship
Program?

How

to Start an
Apprenticeship
Program

What is a Registered Apprenticeship Program?

A USDOL Registered Apprenticeship Program (RAP) is an industry driven **training program** where an employee participates in **on-the-job learning** and receives **related technical instruction** that is complemented by **wage scale increases** as an apprentice progresses through the program. Registered Apprenticeship Programs result in a **nationally recognized credential** upon completion.

There are many different work-based learning programs, but only a **RAP offers the widest range of benefits** to businesses and employees. Here's how the benefits compare across programs:

Benefits of work-based learning programs:	Internship	Non-Registered Apprenticeship	Apprenticeship with Division of Occupational & Professional Licensing	USDOL Registered Apprenticeship
On-the-job training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Greater recruitment opportunities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Improved employee retention		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Highly skilled employees		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On-the-job learning fulfillment for many state or industry licenses*			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
School to RAP qualification			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access to state and federal resources				<input checked="" type="checkbox"/>
GI Bill approval qualification				<input checked="" type="checkbox"/>
DBRA wage scale compliance**				<input checked="" type="checkbox"/>
National occupational credential				<input checked="" type="checkbox"/>
Quality pre-apprenticeship opportunities				<input checked="" type="checkbox"/>

*Occupations in Plumbing, HVAC, and Electrical require state registration and monitoring of apprentices, through the Division of Occupational and Professional Licensing. Passing a state licensing exam is required to become a state-licensed journey worker in those occupations. Other occupations that require a state license may require tracking and proof of on-the-job training and instruction.

**The Davis-Bacon and Related Acts requires the payment of prevailing wages on federally funded or assisted construction projects. An approved USDOL Registered Apprenticeship is necessary for compliance for contractors and subcontractors who are involved in DBRA projects.

What is a Registered Apprenticeship Program?

Who is using Registered Apprenticeship Programs?

Registered Apprenticeships are now key to filling talent needs in industries like:

- **Automotive**
- **Construction**
- **Technology**
- **Finance**

- **Health care**
- **Advanced manufacturing**
- **Transportation**
- **Business and financial services**

Businesses large and small can utilize RAPs. For example, many Idaho sponsors train a small number of apprentices at a time with no training department or training personnel.

Employers, organizations, colleges, tribes, training vendors, JATCs, or industry associations are all entities that can create and hold a RAP sponsorship. A sponsor manages the administrative aspects that ensure the quality and sustainability of the apprenticeship program.

Why Register an Apprenticeship Program?

Registered Apprenticeship can be a useful tool for organizations experiencing workforce challenges such as:

- Difficulty finding workers with the right skills
- Positions with high turnover
- Occupations in which many highly skilled workers are retiring soon
- Challenges helping workers keep pace with continuing industry advances
- Positions requiring skills that can be learned on the job
- Difficulty reaching new and more diverse talent pools
- Identifying and reducing skill gaps in experienced staff

What are the benefits for businesses and individuals?

- **Skilled and adaptable workforce** – 80% of RAP sponsors identified that RAPs helped in meeting their demand for skilled workers.
- **Reduced turnover** – 93% of apprentices retain employment after completing their program, according to Apprenticeship.gov.
- **Increased productivity** – 72% of RAP sponsors cite apprenticeship as playing a major role in reliably showing which workers have the skills needed.
- **Broad hiring pools** – Establishing a RAP includes building a Talent Recruitment Plan to help you diversify talent pipelines and hire the best-of-the-best.
- **Funding and resources** – RAPs grant access to a nationwide network of expertise and support.
- **Nationally recognized credentials** – Sponsors can motivate new talent with nationally-accepted industry credentials only RAPs can provide.

How to Start a Registered Apprenticeship Program

Your apprenticeship consultant will assist you in starting your RAP.

Your consultant is:

Name:

Email:

Phone:

If the above fields are blank, get connected to an apprenticeship consultant here:

<https://www2.labor.idaho.gov/Apprenticeship>

Your consultant will reach out to the Idaho Department of Labor for development of the RAP when you decide to move forward with a USDOL Registered Apprenticeship sponsorship.

Steps for starting a Registered Apprenticeship Program:

1. Initial consultation with an apprenticeship consultant
2. Discovery Meeting with IDOL to start designing the RAP
3. Collaboration with Idaho Labor to design the apprenticeship program
4. Review and signing of the final draft of the apprenticeship program
5. Submission of the program packet to the U.S. Department of Labor (USDOL)
6. Program approval and registration with USDOL
7. Delivery of the approved program standards to the sponsor
8. Seamless referral to Idaho Labor Technical Assistance team for ongoing support and training

The Apprenticeship Idaho Team can also help you:

- **Recruit candidates for the program.** Consultants can help you build and implement a Talent Recruitment Plan to expand reach to qualified candidates.
- **Improve performance.** Consultants can assist you in assessing and identifying productivity gaps, providing tools and resources that can lead to improved performance.
- **Connect with partners for GI Bill approval.** Access military talent pipelines by offering military-specific benefits.
- **Navigate funding.** A consultant can help you identify potential funding opportunities that could benefit your program.

For more information and resources go to ApprenticeshipIdaho.gov.

¹Skills Funding Agency | ²National Apprenticeship

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Reasonable accommodations are available upon request. Dial 711 for Idaho Relay Services.

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