

QUESTIONS COMMONLY ASKED ABOUT REGISTERED APPRENTICESHIP

WHAT IS REGISTERED APPRENTICESHIP?

Registered Apprenticeship is a formal system of employee training that combines on-the-job training with related technical instruction. It is designed to produce craft-workers that are fully competent in all aspects of an occupation, including: knowledge, skill and proficiency on the job.

Registered Apprenticeship programs meet the skilled workforce needs of American industry, training millions of qualified individuals for lifelong careers since 1937.

Registered Apprenticeship helps mobilize America's workforce with structured, on-the-job learning in traditional industries such as construction and manufacturing, as well as new emerging industries such as health care, information technology, energy, telecommunications and more.

Registered Apprenticeship connects job seekers looking to learn new skills with employers looking for qualified workers, resulting in a workforce with industry-driven training and employers with a competitive edge.

Registered Apprenticeship programs are customizable to match employers' needs, and highly flexible to always to meet employers' changing requirements.

The U.S. Dept. of Labor's Apprenticeship Program allows employers to design their own apprenticeship program which provides apprentices with specific skills, training and job-related instruction tailored to the company's needs.

WHAT TYPES OF BUSINESSES HAVE APPRENTICESHIP PROGRAMS?

A variety of types and sizes of businesses have apprenticeship programs. Automotive, Construction, Culinary, Healthcare, Manufacturing, Transportation benefit greatly from apprenticeship programs. In fact, without a continuous flow of apprentices becoming skilled journey workers, quality industrial standards would be severely affected. Recently, the U. S. Dept. of Labor has developed apprenticeship programs for Automotive System Specialist, CNC Setup Programmer, Dental Assistant, Hotel Associate, Low-voltage System Installer, to name a few.



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

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

WHAT ROLE DOES GOVERNMENT PLAY IN APPRENTICESHIP?

The National Apprenticeship Act of 1937 authorizes the federal government, in cooperation with the states, to oversee the nation's apprenticeship system. The U.S. Department of Labor's Office of Apprenticeship is responsible for registering apprenticeship programs that meet federal and state standards, issuing Certificates of Completion to apprentices, encouraging the development of new programs through marketing and technical assistance, protecting the safety of and welfare of apprentices, and assuring that all programs provide high quality training to their apprentices.

WHO IS THE OFFICE OF APPRENTICESHIP?

It is a service agency of the United States Department of Labor that stimulates and assists industry in the development, expansion, and improvement of apprenticeship and training programs. The Office of Apprenticeship's principal functions are to encourage the establishment of sound apprenticeship and training programs and to provide technical assistance to industry in setting up such programs.



QUESTIONS COMMONLY ASKED ABOUT REGISTERED APPRENTICESHIP

WHAT SERVICES DOES THE OFFICE OF APPRENTICESHIP PROVIDE?

- Job profiling and task analysis
- Customizing standards and work processes to meet a company's needs.
- Assisting in development of competency based training.
- Coordinating related instruction with colleges or other approved training providers.
- Assisting in developing recordkeeping systems.
- Assisting in developing qualification and procedures for recruiting apprentices.
- Offering technical assistance on a continual basis.
- Coordinating VA approval for eligible veterans for VA benefits.
- Issuing nationally recognized credentials to completers of the apprenticeship program.

MUST APPRENTICESHIP PROGRAMS REGISTER WITH THE U.S. DEPARTMENT OF LABOR'S, OFFICE OF APPRENTICESHIP?

In order to receive nationally recognized program registration and completion credentials from the U.S. Department of Labor, an apprenticeship program and apprentices must be registered with the Office of Apprenticeship.



HOW MANY OCCUPATIONS ARE APPRENTICEABLE?

Over 900 occupations are recognized by the U. S. Department of Labor, Office of Apprenticeship as being apprenticeable. More are added from year to year. Terms of apprenticeship vary from 2000 hours to 8000 hours. Many are performance based.

HOW LONG DO APPRENTICESHIPS LAST?

The traditional apprenticeship system stipulates requirements about the time period for training. For example, the required length of time for training ranges from one to six years, depending upon the specific trade. The majority of programs require three to four years of work and study to complete an apprenticeship.

HOW LONG DO PERFORMANCE-BASED APPRENTICESHIPS LAST?

Under the performance-based approach, the time required by an apprentice to accomplish individual tasks and complete the overall program depends on the apprentice's ability to complete the work. Apprentices are permitted to move ahead at their own pace, depending on their prior training, ability to master the task, and motivation to progress.

ARE APPRENTICES EMPLOYED?

Yes. Apprentices must be full-time or near full-time employees of the company to which they are apprenticed.

However, in the event of school-to-apprentice programs, registered apprentices may be part-time. Apprenticeship activities may cease for the apprentice if either laid off or unemployed. Cessation or continuance of apprenticeship activities may depend on length of time of layoff or unemployment.

WHAT RATE OF PAY DO APPRENTICES RECEIVE?

Salaries vary from industry to industry. The average starting wage of an apprentice is approximately 40%-50% of a journey worker's rate of pay.

The only federal requirement is that you not pay an employee an amount below the federal minimum wage at any time during their apprenticeship. In setting the incremental wage progression, the employer determines what the appropriate wage would be for a person at the full performance level and then sets a percentage below that amount as the entering wage for a new registered apprentice. The employer then determines appropriate benchmarks for increasing the wage as an employee advances in the program.

QUESTIONS COMMONLY ASKED ABOUT REGISTERED APPRENTICESHIP

An employer will identify the appropriate benchmarks for these increases—they may be every four months, every six months, once each year, or another arrangement that is appropriate to the usual method of skills attainment in a given occupation.

WHAT IS RELATED TECHNICAL INSTRUCTION?

Related instruction is an organized academic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Approximately 144 hours per year of apprenticeship is recommended. The purpose of related instruction is to teach apprentices applied academics in subject areas that cannot be effectively taught on the job but that are essential for job performance.

The instruction may be given in a classroom, through occupational or industrial courses, or by electronic web-based media, or other forms of self-study approved by the Office of Apprenticeship.

WHEN DOES THE APPRENTICE ATTEND RELATED TRAINING?

Most apprentices perform related training after normal working hours. As long as the apprentice is registered in an approved apprenticeship program, wages do not have to be paid.

WHAT ARE THE MINIMUM QUALIFICATION REQUIREMENTS FOR APPRENTICES?

Requirements vary depending upon the apprenticeable trade or craft. The only requirements pertaining to apprentices entering a registered apprenticeship program are that they must be at least 16 years of age. Apprentices must be selected without regard to gender, race, age, sexual orientation or religious affiliation—just like any other employee.

Typically, registered apprentices will need to demonstrate that they have an aptitude and ability for the given occupation, that they meet any minimum educational requirements established by the employer. Most employers require a high school diploma or GED.

WHO SUPERVISES APPRENTICES ON THE JOB?

The Employer is responsible for supervision of the apprentice's on-the-job training. An apprentice is to be under the supervision of a journeyworker. This does not imply that the apprentice must always be in-sight-of a journeyworker, or are journeyworkers required to constantly observe an apprentice. Supervision shall not be of such a nature that prevents the development of responsibility and initiative.

WHAT IF AN APPRENTICE IS NOT WORKING OUT, AM I OBLIGATED TO KEEP THEM?

No. A registered apprenticeship program has an employer-determined probationary period during which either the sponsor/employer, or the registered apprentice may terminate the agreement for any reason. After the probationary period, either party can still terminate the agreement, though the Office of Apprenticeship requests to be informed of the reason for separation only as a tool for seeking to improve the effectiveness of the apprenticeship program. There is nothing within a registered apprenticeship program that conflicts with your employer rights in a right-to-work state such as Idaho.

WHAT TYPE OF CERTIFICATION IS RECEIVED?

Upon completing the apprenticeship program, the employee receives an Apprenticeship Completion Certificate from the U.S. Department of Labor. This Certificate is one of the oldest and most highly portable industry credentials in use today. The Certificate is recognized not only nationally but also globally.



QUESTIONS COMMONLY ASKED ABOUT REGISTERED APPRENTICESHIP

WHAT IS A SCHOOL-TO-REGISTERED APPRENTICESHIP PROGRAM?

Idaho's School-To-Registered Apprenticeship Program, (STRAP), has much to offer young people who are looking for rewarding careers and employers who are looking for good employees. Participating students must be a high school junior or senior. Students are employed part-time as registered apprentices, and their structured on-the-job training is combined with applicable high school classroom studies.

The School-To-Registered Apprenticeship Program is one of the most highly developed forms of work-based learning options identified by the U. S. Department of Labor. It combines paid employment, supervised on-



the-job training and related instruction. This option should be considered only by youth with a serious commitment to training in their chosen occupational area. School-to-

Registered Apprenticeship programs are formal Registered Apprenticeship programs allowing students to begin acquiring career and technical skills while still in high school.

IS REGISTERED APPRENTICESHIP APPROVED FOR VETERANS BENEFITS?

Registered Apprenticeship entitles veterans to collect training benefits from the Veterans' Administration. Registered apprenticeships constitute qualified training for a veteran to receive benefits under the Montgomery GI Bill and Chapter 31, Vocational Rehabilitation. Depending on the branch of service, veteran's survivors may be eligible under Chapter 35, Survivors or Dependents programs.

WHAT ADMINISTRATIVE WORK IS REQUIRED?

There are essentially three types of documents that are required for a registered apprenticeship program. Some of these are one-time "up front" documents and others are maintained on an ongoing basis.

1. [Apprenticeship Standards](#) - These documents are the "formation" documents for the registered apprenticeship program. They contain the parameters of the program and ensure that all requirements are met. They also lay out the program entry requirements, the wage progression, and the training curriculum that will be followed. These documents are compiled and filed with the Office of Apprenticeship before enrolling apprentices in your program. While they may be revised and updated should your training needs change, these are filed once and are not an ongoing administrative issue. Your Office of Apprenticeship representative will help you with the development of these documents.
2. [Apprenticeship Actions](#) - As you accept apprentices into your program, they will need to enter into an Apprenticeship enrollment to show that they understand and accept requirements of the program. You will need to file this form, and keep a copy in the apprentice's personnel file. Apprentice enrollment, and follow up actions, such as completion or cancellation from the program can be done electronically through the USDOL's Registered Apprenticeship Partners Information Data System, (RAPIDS). Once your program is registered you will receive information, including a secure login and password for accessing the system. This not only greatly minimizes the administrative impact on the employer, but is a great tool to monitor program activity.
3. [Monthly Progress Reports](#) - It is also important to have the apprentice maintain a monthly progress report and have it verified by the apprentice's supervisor. An employer can build worker accountability by having a registered apprentice maintain these records; however, an employer must provide a mechanism for verifying that the information is accurate and that adequate progress is being made. These should be maintained in a registered apprentice's personnel file so that a transcript of the training completion is documented.