



# REQUIREMENTS FOR REGISTERING AN APPRENTICESHIP PROGRAM

Registered Apprenticeship benefits employers by providing them with a pipeline of skilled workers with industry-specific training and hands-on experience. Registered Apprenticeship programs are customizable to match the employer's need, and highly flexible in order to always meet the employer's changing requirements.

The basic steps to creating a Registered Apprenticeship Program are:

- ✓ *Identify an occupation(s) for which you would like to establish an apprenticeship.*
- ✓ *Review the set of standards associated with the occupation(s).*
- ✓ *Customize the On-the-Job Learning and Related Classroom Training components to meet your needs.*
- ✓ *Secure a provider for the related classroom training component of the apprenticeship.*
- ✓ *Develop a progressive pay schedule for the program.*
- ✓ *Submit your overall training plan to the Apprentice Training Representative (ATR).*
- ✓ *The ATR will move the employer's training plan through the Regional approval process.*
- ✓ *Once the program is approved, the employer may begin the recruitment and selection process for apprenticeship.*

#### **FOR ADDITIONAL INFORMATION, CONTACT:**

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