




Stages to Creating a Registered Apprenticeship Program

Checklist



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| <ul style="list-style-type: none"> <input type="checkbox"/> <u>Engage with Apprenticeship Director</u> <input type="checkbox"/> Determine Employer / Sponsor <input type="checkbox"/> Define specific occupation(s) <input type="checkbox"/> If training provider, identify employer(s) | <ul style="list-style-type: none"> <input type="checkbox"/> Review / Modify work process <ul style="list-style-type: none"> <input type="checkbox"/> Employer to modify OJL <input type="checkbox"/> Employer and training provider agree on RTI <input type="checkbox"/> Determine Wage Progression <input type="checkbox"/> Intake questions from Apprenticeship Director | <ul style="list-style-type: none"> <input type="checkbox"/> Apprenticeship Director will draft paperwork and forward to Sponsor for review <input type="checkbox"/> If Sponsor is not the employer, secure Employment Acceptance Agreement (Appendix D) <input type="checkbox"/> Approve / Sign required paperwork | <ul style="list-style-type: none"> <input type="checkbox"/> Apprenticeship Director will submit the registration to US DOL <input type="checkbox"/> If requested, Sponsor to address any questions from US DOL <input type="checkbox"/> Expect 2-3 weeks for approval | <ul style="list-style-type: none"> <input type="checkbox"/> Receive RAPIDS access <input type="checkbox"/> Register Employers (if applicable) <input type="checkbox"/> Generate 671 form for the apprentice (Appendix B) <input type="checkbox"/> Register Apprentices <input type="checkbox"/> Optional - Host signing day |
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