Stages to Creating a Registered Apprenticeship Program

Checklist

Stage 1 Planning
- Engage with Apprenticeship Director
- Determine Employer / Sponsor
- Define specific occupation(s)
- If training provider, identify employer(s)

Stage 2 Drafting
- Review / Modify work process
- Employer to modify OJL
- Employer and training provider agree on RTI
- Determine Wage Progression
- Intake questions from Apprenticeship Director

Stage 3 Reviewing
- Apprenticeship Director will draft paperwork and forward to Sponsor for review
- If Sponsor is not the employer, secure Employment Acceptance Agreement (Appendix D)
- Approve / Sign required paperwork

Stage 4 Registering
- Apprenticeship Director will submit the registration to US DOL
- If requested, Sponsor to address any questions from US DOL
- Expect 2-3 weeks for approval

Stage 5 Launching
- Receive RAPIDS access
- Register Employers (if applicable)
- Generate 671 form for the apprentice (Appendix B)
- Register Apprentices
- Optional – Host signing day

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