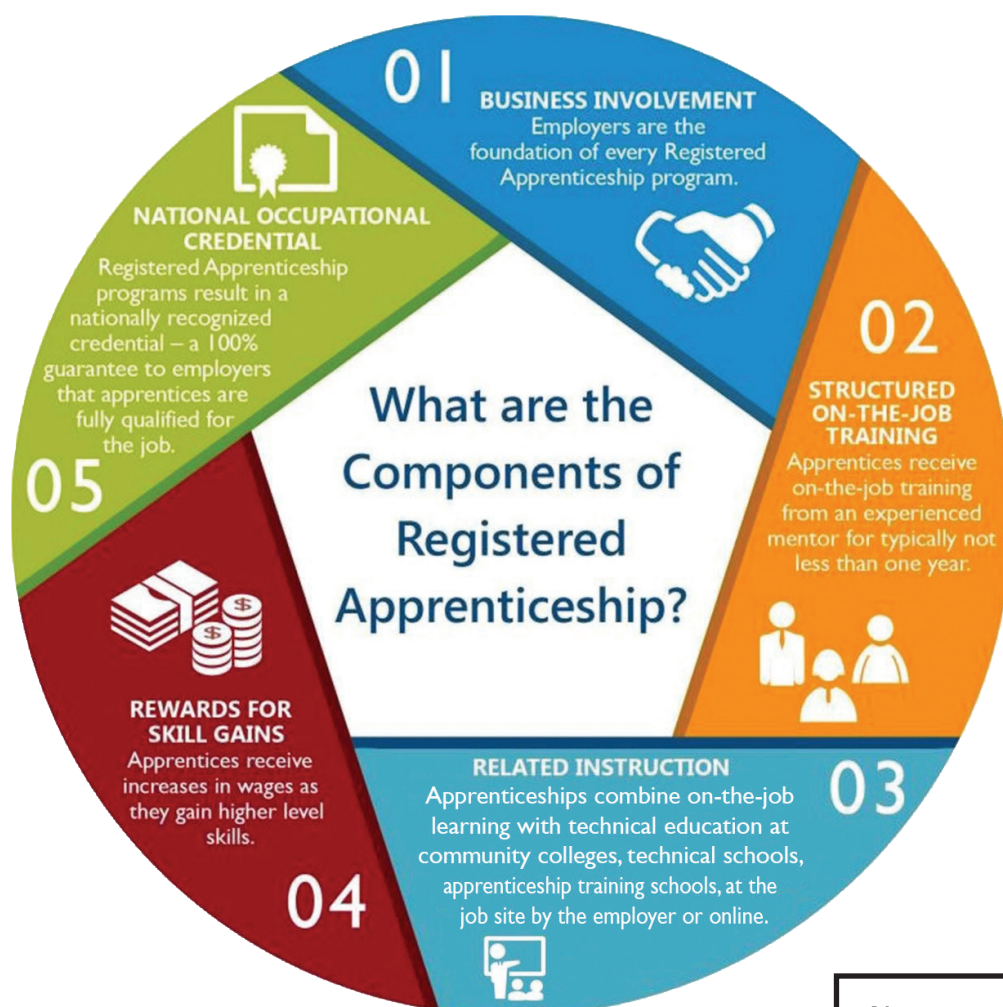


# Developing a Registered Apprenticeship program

Explore. Partner. Build.  
**REGISTER. LAUNCH.**



At no cost to your organization, a Regional Business Connection Specialist will work with you and other partners to:

- Explain the registered apprenticeship training model.
- Identify existing models for your occupations of interest.
- Connect you with appropriate resources to assist with your program.
- Connect you with experts to draw up your Standards and Training & Education outline based upon your input.
- Assist you with program updates as your workforce needs evolve.

To locate your nearest job center go to:  
**[jobs.alaska.gov/offices/index.html](http://jobs.alaska.gov/offices/index.html)**

Name:

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**Creating a strong Alaska workforce**

# Checklist for designing apprenticeship programs to meet national standards

Use these topics and questions as a guide to design the key aspects of your apprenticeship program to meet national standards for registration with the U.S. Department of Labor.



## OCCUPATIONS AND SKILL NEEDS

- In which skilled occupations do you have challenges finding skilled workers? What occupation(s) will be the focus of your apprenticeship program?
- How long does it take for new workers to become proficient and fully skilled?
- What will be the duration of the apprenticeship? Is it generally at least a year to become fully proficient?
- Is this an occupation that is widely recognized in the industry or is this a new occupation?



## PROGRAM DESIGN

- How will you determine when apprentices are proficient in required job duties?
- How will you assess progress and performance on the job? Will your apprenticeship program be time-based, competency-based, or a combination of the two (known as the hybrid)?
- How will apprentices be compensated as their skills and knowledge increase?



## ON-THE-JOB TRAINING

- What are the competencies that apprentices must learn on the job?
- How long will each competency take to learn?
- Who will teach and supervise the apprentices on the job?



## TECHNICAL INSTRUCTION

- Will you provide the technical instruction or will you partner with an education provider (college, online program, AVTEC)?
- What is the necessary level of instruction for apprentices to learn technical subjects related to the occupation? A minimum of 144 hours for each year is recommended.
- Are you able to pay for the costs of technical instruction, or do you need to identify other options to fund this instruction?



## PROGRAM ADMINISTRATION

- How will you ensure that the trainers are qualified to instruct, mentor and supervise apprentices?
- How will you ensure the safety of equipment and facilities and that apprentices receive the appropriate safety training for the industry?
- How will you select individuals to participate in the apprenticeship program?
- What minimum qualifications must applicants meet to enter the program?
- How will you promote inclusion and diversity in recruitment, selection and retention of apprentices?

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