

## Becoming an Apprenticeship Sponsor

### What is Apprenticeship?

Registered Apprenticeship is a highly flexible training system that combines on-the-job learning and related classroom instruction, in which employees receive technical and practical training in numerous occupations in various industries. It offers a proven methodology that allows employers to establish the standards of proficiency required of its professionals.

### How to become an Apprenticeship Sponsor with the D.C. Apprenticeship Council

An apprenticeship sponsor can be an individual employer, employer association or partnership between employers and labor unions (public and private). Employers and organizations applying for apprenticeship registration must develop apprenticeship standards, which is a written plan, embodying the terms and conditions for the employment, training and supervision of apprentices according to apprenticeship regulations. The D.C. Office of Apprenticeship staff is available to provide the necessary guidance and technical assistance in developing the required apprenticeship standards for approval consideration. The Apprenticeship Office staff also will conduct a workforce site analysis of the potential apprenticeship sponsors' facilities and workforce.

### Mandatory Apprenticeship Requirement

Although registering apprenticeship programs is voluntary for all industries, the District of Columbia has a mandatory apprenticeship registration law known as D.C. Law 2-156. Any prime contractor, subcontractors, including tier-subcontractor whose contract amount is \$500,000 or more on a single contract or cumulative contracts within a twelve month period must register an apprenticeship program with the D.C. Apprenticeship Council. The mandatory apprenticeship requirement applies to new construction, renovation and information technology work on all District government assisted projects, including First Source. Thirty-five percent (35%) of apprenticeship hours worked on any government assisted project must be performed by District of Columbia residents.

### What are Apprenticeship Standards?

A set of Apprenticeship standards is an organized and written plan, embodying the terms and conditions for employment, training and supervision of one or more apprentices. Apprenticeship standards also can include one (1) or more occupations along with a work-process, outlining the skilled tasks of the occupation(s) for on-the-job training.

**DOES is an Equal Opportunity Employer/Provider.**

Language interpretation services are available without cost.

Auxiliary aids and services are available upon request for individuals with disabilities.

## Basic Apprenticeship Standards Contents

Below are the 25 minimum basic standard items required for submitting proposed apprenticeship standards. Narratives for each item on the program implementation are also required.

| Apprenticeship Standards  | Items Description  |
|---|--|
| Purpose   | Describes purpose of the proposed apprenticeship program training.   |
| Eligibility Requirements  | Identify requirements for applicants to be eligible for apprenticeship consideration.  |
| Selection Procedure   | Identify notification, recruitment, selection and rating system for applicants.  |
| Term of Apprenticeship  | 2000 hour of on-the-job training per year for any occupation.  |
| Provision for Related Training                                      | Standards must identify type(s) of related instruction or supplemental training apprentices will receive. Sponsor is responsible for apprentice(s) tuition.  |
| Wages for Apprentices   | Standards must show progressive wages in percentage for apprentices during the training period of apprenticeship.  |
| Equal Employment Opportunity Pledge                                 | Apprenticeship standards must include Equal Employment Opportunity Pledge according to D.C. State Plan.  |
| Supervision of Apprentices  | Ensure that apprentices will be under proper supervision   |
| Safety  | Standards must include safety of apprentices, both on-the-job and related instruction.   |
| Registration of Apprentices   | Standards must identify the procedures for official registration of apprentices with the D.C. Apprenticeship Council.  |
| Notification  | Standards must indicate that sponsor will notify the D.C. Office of Apprenticeship (Registration Agency) of all apprentice actions.  |
| Probation Period  | Probationary period for apprentices is 90 days.  |
| Affirmative Action Plan   | Identifies the recruitment and selection of minority and women apprentices according to D.C. State Plan.   |
| Maintenance of Apprenticeship Record                                | All apprenticeship records must be maintained for 5 years. Apprenticeship sponsors must also identify a D.C. street address for maintaining apprenticeship records.  |
| Complaint Procedures  | Procedures for apprenticeship complaints must be included and be in accordance with D.C. Apprenticeship Council Rules and Regulations.   |
| Deregistration of Apprenticeship Program                            | Apprenticeship programs may be voluntarily canceled by the apprenticeship sponsor, or the program can be deregistered by the Apprenticeship Council for cause.   |
| Cancellation of Apprenticeship Agreement                            | Apprenticeship Registration Agreement may be voluntarily canceled by the apprentice, or the sponsor can canceled (terminated) apprentices' Agreement for cause.  |
| Work Process  | Each apprenticeship standards must include a work process that identifies the skilled task areas of the apprentice-able occupation(s).   |
| Periodic Evaluation   | Apprenticeship sponsor identifies assessment of apprentices' performance (on-the-job and related instruction) during the apprenticeship training period.   |
| Completion Requirement  | Apprenticeship sponsor will identify all apprentices, who successfully completes their apprenticeship training and request the Registration Agency to issue apprenticeship completion certificates.  |
| Granting Advance Credit   | Apprenticeship sponsors may grant apprentices credit(s) toward their apprenticeship training up to ¼ the apprenticeship term without D.C. Apprenticeship Council approval. Request to the Apprenticeship Council can be made for additional credits for the apprentice.    |
| Provision for Modification or Amendment to Apprenticeship Standards | Apprenticeship sponsors may submit amendments and modifications to apprenticeship standards at any time during the program registration for approval. All proposed amendments and modifications must receive D.C. Apprenticeship Council approval prior to implementation. |
| Proper Signature(s) to Apprenticeship Standards                     | All apprenticeship standards must have proper signature(s) of the apprenticeship sponsor and Registration.   |
| Apprenticeship Numerical Ratio                                      | The D.C. Apprenticeship numerical ratio requires one (1) apprentice to every three (3) journey-workers employed.   |
| Statement of Compliance   | Standards must include statement indicating that sponsor's program will be operated in accordance with D.C. Rules and Regulations for Apprenticeship and the D.C. State Plan for Equal Employment Opportunity in Apprenticeship and Training.                              |

The D.C. Office of Apprenticeship, Information and Training staff is available to provide technical assistance and guidance during the apprenticeship registration process in the development of apprenticeship standards. There is no cost for this service.