



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.

Almost 80% of jobs now require some postsecondary education and training. Over 62% of the new jobs require on-the-job learning and experience. That approach, coupled with occupation-specific instruction, represents the defining principles of Registered Apprenticeship. An apprenticeship sponsor's investment in building a strong workforce delivers a powerful economic boost to the company, the community and to our nation.

WHAT ARE THE BENEFITS TO EMPLOYERS?

- Employers have a proven process for imparting the knowledge and skills of experienced personnel to new employees;
- Establish a greater workforce competency and productivity;
- Establish partnerships with certification and licensing agencies;
- Establish a valuable asset in the recruitment and retention of a highly qualified workforce;
- Access to technical assistance from an Apprenticeship Training Representative.

WHAT ARE THE BENEFITS TO EMPLOYEES?

- Receive on-the-job learning under the guidance of experienced and qualified skilled-workers.
- Receive occupation-specific education/technical instruction.
- Receive training and certifications that meet industry/business standards.
- Have opportunities to receive education, develop skills, and gain experience that enable them to advance in their careers;
- Access to resources that support a quality training experience.

WHAT'S AN APPRENTICESHIP TRAINING REPRESENTATIVE (ATR)?

The Office of Apprenticeship, Information and Training is committed to expanding the availability of apprenticeship to more businesses and workers. The District of Columbia's apprenticeship program is focused on scaling apprenticeship, providing technical assistance and guidance during the apprenticeship registration process in the development of apprenticeship standards in the District. There is no cost associated with this service.

The Apprenticeship Training Representative is here to:

- Assist employers with the knowledge and resources on how to register an apprenticeship program;
- Coordinate sponsors and employers statewide and serves as an advisor;
- Coordinates potential employee referrals to sponsors, employers and the workforce development system;
- Assists employers with promotion and development of apprenticeship and other training opportunities;
- Conducts periodic compliance reviews to assure compliance with applicable Federal statues, regulations, and policies and provide technical assistance to registered apprenticeship sponsors

HOW TO BECOME AN APPRENTICESHIP SPONSOR?

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 Office of Apprenticeship staff also will conduct a workforce site analysis of the potential apprenticeship sponsors' facilities and workforce.

Final approval is granted through the D.C. Apprenticeship Council. These council meetings are held bi-monthly for consideration of registered apprenticeship sponsor approval.

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-subcontractors, whose contract amount is \$500,000 or more on a single contract or cumulative contracts within a twelve month period to perform work on new construction, renovation and information technology must register an apprenticeship program with the D.C. Apprenticeship Council. This law also requires that thirty-five percent (35%) of apprenticeship hours must be performed by D.C. residents. However, sixty percent (60%) of apprenticeship hours must be performed by D.C. residents on District government assisted construction projects under the District government new First Source law for projects that are at \$5 million dollars or more.

WHAT ARE APPRENTICESHIP STANDARDS?

Potential apprenticeship sponsors must develop apprenticeship standards that conform to the District of Columbia Apprenticeship Registration Agency Rules and Regulations. 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-learning.

Basic Apprenticeship Standards Contents:

Below are the 26 minimum basic standard items required for submitting proposed apprenticeship standards. Please contact an ATR for assistance with preparing the below:

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	Apprenticeship occupations require 2000 hours of on-the-job learning per year. One (1) of three (3) training models can be used for applicable apprenticeship training: time-based, competency-based and Hybrid.
Provision for Related Instruction	Standards must identify the type(s) of related instruction or supplemental training apprentices will receive, including provider. The sponsor is also responsible for apprentice(s) tuition, including books and materials.
Wages for Apprentices	Standards must show progression of wages in percentage to be paid 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 during both on-the-job-learning and related instruction.
Safety	Standards must include safety of apprentices for 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 Registration Agency.
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 must be 25% term of apprenticeship or 1 year, whichever is shorter.
Numerical Ratio of Apprentices	Apprentices are required to work under the supervision of skilled workers, who can be journey workers, mentors, technicians, etc. The number ratio for construction industry is 1 apprentice to 3 journey workers employed. For non-traditional (construction) industries, the number ratio can be 1 apprentice to 1 journey-worker/mentor/technician.
Affirmative Action Plan	Identifies the recruitment and selection of minority and female apprentices and submit Affirmative Action Plan 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	Apprenticeship standards must identify procedures for apprentice complaints in accordance with D.C. Apprenticeship Registration Agency Rules and Regulations.
Deregistration of Apprenticeship Program	Apprenticeship programs may be canceled voluntarily by the apprenticeship sponsor, or the sponsor's program can be deregistered by the Apprenticeship Council/Apprenticeship Agency for cause.
Cancellation of Apprenticeship Agreement	Apprenticeship Registration Agreement may be voluntarily canceled by the apprentice, or the sponsor can cancel (terminate) the apprentices' Agreement for cause.

APPRENTICESHIP STANDARDS	ITEMS DESCRIPTION
Work Process	Each apprenticeship standards must include a work process that identifies the skilled task areas of each of the apprentice-able occupation(s) that is part of the standards.
Periodic Evaluation	Apprenticeship standards must include sponsor's accountability to evaluate apprentices' performance (on-the-job-learning and related instruction) during the apprenticeship training period and actions to be taken for deficiencies of apprentices.
Completion Requirement	Apprenticeship sponsor will identify all apprentices, who successfully completes their apprenticeship training and submit request to the Registration Agency to issue apprenticeship completion certificates to named graduating apprentices.
Granting Advance Credit	Apprenticeship sponsors may grant apprentices credit(s) towards their apprenticeship training up to the apprenticeship term without D.C. Apprenticeship Agency's approval. Request to the Apprenticeship Registration must be made for additional credits for the apprentices.
Transfer of Apprentices	Apprenticeship sponsors shall allow the transfer of apprentices between apprenticeship programs and within an apprenticeship program without adverse impact on the apprentice or the apprenticeship program sponsor.
Provision for Modification or Amendment to Apprenticeship Standards	Apprenticeship sponsors may submit amendments and/or modifications to apprenticeship standards at any time during the program registration period 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.
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.