

Apprenticeship and Training Office:
A guide to Registered Apprenticeship

<https://www.pacareerlink.pa.gov/jponline/Apprenticeships/>

PA Registered Apprenticeship

>> Steps to Establishing a Program

1. Identify an objective and engage the interested parties
2. Contact the ATO and/or US DoL Apprenticeship
3. **Develop Work Processes for the On the Job Training**
4. **Identify Sources for Related Instruction**
5. Develop Selection Procedure/ Requirements
6. Institute Affirmative Action Plan when necessary
7. Submit the Program to the reviewing Agency (State or Federal ATO)
8. Submit the Program to the PA State Apprenticeship and Training Council
9. Register Program and Apprentice with PA Apprenticeship and Training Office



PRE-APPRENTICE AND APPRENTICESHIP GRANT PROGRAM
CLEAR CAREER PATHWAYS TO SUCCESS.

APPRENTICESHIP GRANTS
The Pennsylvania Department of Community and Economic Development (DCED) Pre-Apprentice and Apprenticeship Grant Program (Apprenticeship Program) provides financial support for registered apprenticeships. Apprenticeships provide job seekers with a structured career pathway that enables them to concurrently earn money and acquire skills. Registered apprenticeships are part of a workforce development model that enables employers to provide customized training developed to address their talent needs.

ELIGIBLE APPLICANTS
DCED will accept grant proposals from sponsors representing an employer or consortium of employers that are actively involved in every step of designing the apprenticeship and includes:

- A Single Employer
- Employer Consortiums
- Workforce Development Boards
- Economic Development Organizations
- Labor Organizations
- Local Career Technical Education Institutions
- Pennsylvania Community Colleges
- Community Organizations or Associations

ELIGIBLE USES
Eligible expenses must be related to instruction that complements on-the-job learning and may include:

- Salary of an in-house instructor(s) for actual hours in training that complements on-the-job learning
- Costs of books and training materials
- Contracted professional services directly related to the academic competency that apply to the job of each apprentice
- General education requirements towards a college degree and credit courses towards completion of degree work directly related to the apprenticeship
- Sustaining training that complements on-the-job learning included in existing apprenticeship programs, as well as developing new and creative initiatives to meet the evolving needs of the employer

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<https://dced.pa.gov/programs/pre-apprentice-apprenticeship-grant-program/>

REGISTRATION AGENCY - PENNSYLVANIA APPRENTICESHIP AND TRAINING COUNCIL
APPRENTICESHIP AGREEMENT BETWEEN EMPLOYER, PROGRAM SPONSOR AND EMPLOYEE
APPENDIX B

This Appendix B, along with Appendix A and the Agreement, defines the responsibilities of each party to the agreement and the terms of the agreement. Both the sponsor and the employer will distribute to the apprentice and the apprentice will distribute to the sponsor. Both the sponsor and the employer will distribute to the apprentice and the apprentice will distribute to the sponsor. Both the sponsor and the employer will distribute to the apprentice and the apprentice will distribute to the sponsor.

1. NAME OF EMPLOYER
2. NAME OF PROGRAM SPONSOR
3. NAME OF APPRENTICE
4. DATE OF AGREEMENT
5. DURATION OF AGREEMENT
6. PURPOSE OF AGREEMENT
7. EMPLOYER'S OBLIGATIONS
8. EMPLOYEE'S OBLIGATIONS
9. PROGRAM SPONSOR'S OBLIGATIONS
10. APPRENTICE'S OBLIGATIONS
11. DISPUTE RESOLUTION
12. SIGNATURES

<https://www.pacareerlink.pa.gov/jponline/Comm on/Apprenticeships>

Develop Program - Steps 3,4

Each Registered Apprenticeship Program must have...

- **2000 hours of on-the-job training**
 - Most programs last ~4 years, but can range from 1 to 6 years.
- **A minimum of 144 related instruction hours**



Apprenticeships

Registered or Non-Registered

RACC/STTC delivers the training & education to match your work processes.

<p>Business Involvement Develop Work Processes</p> <p>3. Identify workforce skills >> Timeframe for OJT skill building and talent pipeline</p> <p>4. Identify theory / instruction requirements >> RACC</p>	↓ Initiate On-the-Job Training*		Registered	
	Structured OJT skills and knowledge to be fully proficient at the job. Rotational Assignments.	Most programs last about 3 years, but range from 1 to 6 years.		<p>*A minimum of 2000 hours of OJT is required.</p> <p>** A minimum of 144 hours of related instruction for every 2,000 hours of on-the-job training.</p> <p>*** Apprentices receive increases in pay as their skills and knowledge increase. Every graduate receives a nationally-recognized credential.</p>
	↓ Integrate Related Instruction**			
	Apprentices receive related instruction that complements on-the-job learning.	RACC provides flexible, self-paced, competency based learning options.		
	↓ Reward Apprentices for Skill Gains***			
	Structured pay increases tied to OJT proficiency and completion of related instruction requirements.	Company rewards employee productivity.		

Benefits for Business

- Highly-skilled employees
- Reduced turnover costs
- Higher productivity

Benefits for Workers

- Increased skills
- Higher wages