



**PENNSYLVANIA STANDARDS OF  
REGISTERED PRE-APPRENTICESHIP**

**DEVELOPED BY**

**FOR THE INDUSTRY/SECTOR OF**

**FOR THE OCCUPATION(S) OF**

**APPROVED BY THE APPRENTICESHIP AND TRAINING OFFICE  
OF THE COMMONWEALTH OF PENNSYLVANIA**

**IN COOPERATION WITH THE NATIONAL APPRENTICESHIP PROGRAM  
IN ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP  
ESTABLISHED BY THE SECRETARY OF LABOR**

651 Boas Street | 2nd Floor | Harrisburg, PA 17121-0750 | 717.787.6997 |  
[www.pacareerlink.pa.gov/jponline/Apprenticeships](http://www.pacareerlink.pa.gov/jponline/Apprenticeships)  
Contact [pre-RA@pa.gov](mailto:pre-RA@pa.gov)

Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/Program

## 1. PRE-APPRENTICESHIP (PRE-RA) SPONSOR INFORMATION

**Pre-RA Program Name**

**Program Sector**

*If "Other" or multiple, specify sector(s)*

**Name of Pre-RA Sponsor**

**Organization Type**

**Pre-RA Sponsor Address**

**Pre-RA Sponsor Contact Name**

**Pre-RA Sponsor Contact Title**

**Pre-RA Sponsor Contact  
Business Address**

*Same as above*

**Pre-RA Sponsor Contact Phone**

**Pre-RA Sponsor Contact Email**

**Preferred Communication Type**

## 2. AFFILIATED APPRENTICESHIP PROGRAM INFORMATION

Pre-apprenticeship programs are required to partner with a Registered Apprenticeship Program Sponsor. Please list all RA partners in the table below.

Name of Registered Apprenticeship Program Sponsor Partner	RAPIDS Program Sponsor Number	Occupation	Amount of Advanced Standing Accepted (i.e. credit, hours, etc.)

### 3. DEFINITIONS

**APPROVING AGENCY:** The Director, Apprenticeship and Training Office, Pennsylvania Department of Labor & Industry.

**ARTICULATED CREDIT:** Credit that is provided to a student from a training facility that is transferable to another training facility through a written agreement.

**CANCELLATION:** The termination of the registration or approval status of a program at the request of the sponsor, or termination of an Apprenticeship Agreement at the request of the apprentice.

**PARTIES TO THE PRE-APPRENTICESHIP AGREEMENT:** The Pre-Apprentice, his/her parent or guardian (if necessary), the Approved Pre-Apprenticeship Sponsor, and the Approving Agency, each of whom shall sign the Pre-Apprenticeship Agreement.

**PRE-APPRENTICE:** Any person who is attending classes to learn an apprenticeable occupation, in an approved schedule of related instruction and who is participating in a registered pre-apprenticeship program which is registered with the Director, Apprenticeship and Training Office, Pennsylvania Department of Labor & Industry.

**PRE-APPRENTICESHIP AGREEMENT:** A written agreement between the Pre-Apprentice, his/her parent or guardian (if necessary), and a Cooperating Educational Facility.

**PRE-APPRENTICESHIP PROGRAM SPONSOR:** Pre-apprenticeship Program Sponsors are responsible for the registration and overall operation of the program. Sponsors can be a range of organizations including Individual companies, industry associations, high schools, Career and Technical Centers (CTCs), community-based organizations, labor organizations, and workforce agencies.

**REGISTERED APPRENTICESHIP PROGRAM SPONSOR PARTNER:** Any registered apprenticeship (RA) sponsor, association, committee, or organization operating an apprenticeship program and in whose name the program is registered. Pre-apprenticeship programs are required to have at least one partnered RA program into which successful pre-apprentices will matriculate.

**REGISTRATION OF A PRE-APPRENTICESHIP PROGRAM:** The registration and/or approval by the Agency, as meeting the basic standards and requirements of the Agency, including but not limited to, a written agreement with a registered apprenticeship program.

**CLASSROOM LEARNING:** Indicates an organized and systematic form of instruction designed to provide the pre-apprentice with knowledge of the theoretical and technical subjects related to their occupation.

**SUPERVISOR OF THE PRE-APPRENTICE:** The person designated to perform the duties as outlined in these Standards.

**STANDARDS OF PRE-APPRENTICESHIP:** This entire document including these definitions and the required attachments.

**TRADE ADDITION:** A trade addition is an additional program curriculum added to a sponsor's existing pre-apprenticeship program. The process for registering additional program curricula is identical to the process for registering a new sponsor.

#### 4. STANDARDS

All registered pre-apprenticeship programs must comply with the following Standards:

- A. The pre-apprenticeship program must have an organized, written plan embodying the terms and conditions of training and supervision of one or more pre-apprentices in an apprenticeable occupation, and a written agreement with a registered apprenticeship sponsor. Agreements with registered apprenticeship sponsors and employers should specify any articulated credit and/or experience graduating pre-apprentices will obtain if they are accepted into the registered apprenticeship program through the program intake procedures.
- B. The related classroom training of the pre-apprentice shall be in a skilled occupation.
- C. The pre-apprenticeship should provide opportunities to earn an industry-recognized credentials where possible.
- D. The hands-on learning shall have a career focus that will lead to employment outcomes. The Apprenticeship and Training Office (ATO) will be collecting employment outcomes and future pre-apprenticeship status may be dependent on outcome data.
- E. The determination of the appropriate curriculum for the program standards will be made by the program sponsor(s), subject to approval by the Director, Apprenticeship and Training Office.
- F. Sponsor will provide instruction in technical subjects related to the occupation. There is no minimum or maximum number of hours for each year of pre-apprenticeship and an agreed upon percentage of those pre-apprenticeship hours will count toward a registered apprenticeship.
- G. The instruction in technical subjects may be accomplished through media such as classroom, occupational or industry courses, electronic media, or other instruction approved by the Director.
- H. Sponsor will periodically review and evaluate the pre-apprentice's performance in related instruction, and maintain appropriate progress records.
- I. Pre-apprentices will have access to support services and career counseling as appropriate to help ensure successful outcomes.
- J. Adequate and safe equipment and facilities will be provided for the training and supervision of pre-apprentices.
- K. A completed Pre-Apprentice Agreement (Appendix B) will be completed for each pre-apprentice that enrolls in the program. These agreements must be kept on file and used to guide regular information requests from the ATO for program and pre-apprentice related data.
- L. Apprentice will receive recognition for successful completion of pre-apprenticeship as evidenced by an appropriate certificate issued by the Apprenticeship and Training Office. In addition, upon completion, there shall be a pathway for the pre-apprentice into the associated registered apprenticeship program.
- M. Pre-apprenticeship programs will be eligible for all services and technical support as provided to registered apprenticeship programs.

## 5. ATTACHMENTS

All pre-apprenticeship sponsors must also complete the following attachments.

- **APPENDIX A:** Provides a comprehensive description of the pre-apprenticeship program. Pre-apprenticeship programs shall identify the following in Appendix A:
  - Program Description, including goals and desired outcomes. Include any tuition or other costs to the trainee.
  - Opportunity to earn an industry-recognized credential.
  - Hands-on learning with a career focus.
  - Assurance of qualified training personnel and adequate supervision of pre-apprentices.
  - Organizational experience relevant to training and industry standards.
  - Outreach and recruitment methods, including those designed to attract women and minorities.
  - Access to support services and career counseling.
- **APPENDIX B:** Pre-apprentice agreement, which must be completed by all registered pre-apprentices when they enroll in the pre-apprenticeship program.
- **APPENDIX C:** Curriculum and Hands-on Learning Overview, which provides additional details on the classroom curriculum that will be provided.
- **APPENDIX D:** Support Letters from classroom training provider(s) and associated RA Program Sponsor Partners.

## 6. OFFICIAL ADOPTION OF PRE-APPRENTICESHIP STANDARDS

I have read the pre-apprenticeship standards and understand my responsibilities relative to the directives contained therein.

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Signature of Pre-Apprenticeship Program Sponsor

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Date

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Signature of ATO Director

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Date

**PRE-APPRENTICESHIP STANDARDS – APPENDIX A**

**PROGRAM DESCRIPTION**

This attachment is part of the approved pre-apprenticeship standards and should adequately address how the proposed program will connect and align with a Registered Apprenticeship program and the potential career pathways available to participants.

**A. PROGRAM OVERVIEW**

**Pre-Apprenticeship Program Name**

**Pre-Apprenticeship Program Sponsor**

**Pre-RA Sponsor FEIN**

**Program Website/Page** *(if applicable)*

**Program Location**

**Organization Type**

**Occupation(s)**

**Program Sector**

*If 'Other' or multiple, specify sector(s)*

**Occupation Addition?**

**Total Program Hours**

**Registered Apprenticeship Program**

**Sponsor Partner(s)**

**RAPIDS Program Sponsor**

**Partner Number(s)**

**Available to high school students?**

**Is there an application process?**

**Are pre-apprentices paid?**

**B. PROGRAM DESCRIPTION**

**1. Provide an overall description of your program (i.e. what is being taught, program duration, the workforce needs the program is addressing, the perceived community and/or economic impact of this program, etc.).**

**2. What are the social goals of the pre-apprenticeship program? How will it affect your community (i.e. increase supply of skilled labor for a specific sector, etc.)?**

**3. What are the desired outcomes for pre-apprentices (i.e. entry into a registered apprenticeship program, full time employment, post-secondary education, etc.)?**

**4. What industry-recognized credentials are earned during the course of the program?**

**5. What support services are offered and how are they made available to participants (e.g. assistance with transportation, child care and dependent care, housing, needs-related payments, linkages to community services, etc.)?**

**6. How much does your program cost?**

**7. Are there tuition expenses to the pre-apprentice? What way is your organization working to mitigate all costs for the pre-apprentices (i.e. tuition, materials, supplies)?**

#### **C. EMPLOYMENT OUTCOMES**

**8. Discuss what employment outcomes may look like outside of a connection to a registered apprenticeship program? In what ways are the skills being taught transferable to other employment opportunities? What additional employer relationships do you have outside of registered apprenticeship?**



**9. Discuss how the pre-apprenticeship program will connect successful pre-apprentices to registered apprenticeship program employer(s). Discuss the potential pathways toward employment from pre-apprentice to apprentice (i.e. guaranteed interview, opportunities for internships and co-ops with employers, etc.).**

**10. Describe any career counseling that takes place during or at the end of the program (e.g. Individual assessments of skill levels, provision of relevant workforce and labor market information, development of an individual employment plan, job search and placement assistance, etc.).**

**11. How do you ensure follow through on the pre-apprentices' employment/career goals after they complete their pre-apprenticeship program?**

**D. CURRICULUM AND HANDS-ON LEARNING**

**12. Discuss how the pre-apprenticeship program’s classroom curriculum and hands-on learning will align with the RTI curriculum of the registered apprenticeship program(s) and the needs of the involved employers. Please attach a brief outline of the pre-apprenticeship curriculum and hands-on learning as Appendix C that includes specific details on training topics and hours, and the competencies, skills, or knowledge that the pre-apprentices will gain through training.**

**13. Describe any agreements in place for RA credit awarded to successful completers of the pre-apprenticeship program. Affiliated employers should reference these agreements in their Letters of Support, included in Appendix D.**

**E. OUTREACH AND RECRUITMENT**

**14. What is the target population of your pre-apprenticeship program, and who is eligible to participate?**

**15. Discuss your outreach and recruitment methods. Specifically, how do you market the pre-apprenticeship program (outside of existing programming, if applicable)? What methods are you using to specifically attract women and people of color?**

**16. How does entry into the pre-apprenticeship program work? Is it rolling or cohort-based? If cohort-based, how many students are in each cohort? How many individuals do you aim to serve annually?**

#### **F. EXPERIENCE**

**17. Describe your organizational experience relevant to training and industry standards.**

**18. List the education and/or training providers that will be involved in this program. Describe the role each provider will play. A Letter of Support from each training provider should be included in Appendix D that includes details about the extent of the provider's commitment to these outcomes. (If the program sponsor is the only training provider, there is no need for a Letter of Support.)**