STARTING A REGISTERED APPRENTICESHIP PROGRAM

There are four main **STEPS** to building and launching a registered apprenticeship (RA) program, and a variety of **PARTNERS** and **RESOURCES** available to assist with each.

STEP #1

Connect with the PA ATO

- Complete the **RA Information Request Form**
- Attend an online RA Info Session with the **PA Apprenticeship & Training Office (ATO)**
- Get assigned an **Apprenticeship & Training Representative (ATR)**

STEP #2

Develop Apprenticeship Program and Complete Registration Paperwork

- Identify an occupation to apprentice → **Database** of apprenticeable occupations
- Develop a training plan → **Database** of existing work processes
- Identify a training provider →
  - **Community Colleges**
  - **Career Technology Centers (CTCs)**
  - **Online Providers**
- Establish an Apprenticeship & Training Committee (ATC) to manage the program
- Complete Standards & Appendixes A, A-1, A-2, D, and E (for group sponsors) →
  - *Registering an RA Program in PA.***pdf**
  - RA Standards **Template**
  - **Templates** for Appendixes A, A-1, A-2, D, and E
- Create a Job Book to track apprentice outcomes → Job Book **Template**

STEP #3

Register Apprenticeship Program with the State

- Submit completed paperwork to **PA Apprenticeship & Training Office (ATO)** for review
- Get on PA Apprenticeship & Training Council (PATC) Agenda
- Present program for review and approval

STEP #4

Launch and Maintain Program

- Recruit apprentices → **PA CareerLink®**
  - **Community Technology Centers (CTCs)**
  - **Pre-Apprenticeship Programs**
- Access RAPIDS
- Access funding →
  - *Funding for Apprenticeship.***pdf**
  - PA CareerLink® **website**

Your assigned ATR can assist you with every step of the RA process. The ATO can be reached anytime at **apprenticeship@pa.gov.**

STARTING A REGISTERED PRE-APPRENTICESHIP PROGRAM

There are four main **STEPS** to building and launching a pre-apprenticeship (Pre-RA) program, and a variety of **PARTNERS** and **RESOURCES** available to assist with each.

STEP #1

Connect with the PA ATO

- Send initial inquiry email to **pre-RA@pa.gov**
- Complete the **Pre-RA Information Request Form**
- Attend an online Pre-RA Info Session with the **Pre-RA Division of the Apprenticeship & Training Office (ATO)**

STEP #2

Develop Pre-RA Program

- Identify existing RA program sponsor partners → **Database** of current RA programs in your region
- Establish program curriculum alignment and advanced standing agreement → **RA sponsor partners**
- Identify a training provider →
  - ▶ **Community-based organizations**
  - ▶ **Community colleges**
  - ▶ **Career Technology Centers (CTCs)**
  - ▶ **Online providers**

STEP #3

Complete and Submit Registration Paperwork

- Complete Pre-Apprenticeship Registration Packet → *Registering a Pre-Apprenticeship Program in PA.***pdf**
  - ▶ Pre-RA **Registration Packet**
- Complete Appendixes C & D → Appendix C **Template**
- Submit paperwork to the **ATO's Pre-RA Division** for review and approval

STEP #4

Launch and Maintain Program

- Recruit pre-apprentices →
  - **PA CareerLink®**
  - ▶ **Community Technology Centers (CTCs)**
  - ▶ **Community organizations**
- Access funding → *Funding for Apprenticeship.***pdf**
  - ▶ PA CareerLink® **website**

The **Pre-RA Division** can assist you with every step of the Pre-RA process. They can be reached anytime at **pre-RA@pa.gov**.