

Up to seven (7) documents must be submitted to the PA Apprenticeship and Training Council (PATC) as part of a sponsor's apprenticeship program Registration Packet. Templates for each of these documents have been created and are available on the [PA CareerLink® apprenticeship resource webpage](#).

The following checklist provides a list of the required documents and guidance on what information sponsors will need to complete each. Please refer to the [Registering an Apprenticeship Program in PA](#) guidebook for additional information.

(1) Standards of Registered Apprenticeship (Required, including signatures)

- **Cover Page:** Type of program, sponsor information
- **Section 1:** Sponsor name, JATC information (*if applicable*)
- **Section 23:** Complaint contact information (name, address, phone and email)
- **Section 32:** Sponsor contact information (name, address, phone and email)
- **Section 33:** Sponsor signature and union signature (*if applicable*)

(2) Appendix A – Work Process Schedule, Related Technical Instruction, & Selection Procedures (Required, including signatures)

- **Cover Page:** Sponsor information, program information, occupation information
- **Section 1:** Type of apprenticeship program
- **Section 2:** Term of apprenticeship
- **Section 4:** Workforce numbers
- **Section 5:** Probationary period information
- **Section 6:** Apprentice wage schedule
- **Section 8:** Related Technical Instruction (RTI) information
- **Section 9:** Apprentice qualifications and selection procedures
- **Section 10:** Sponsor signature and union signature (*if applicable*)

(3) Appendix A-1 (Required): Details of the competencies apprentices learn during On-the-job Training (OJT).

(4) Appendix A-2 (Required): Details and hours of RTI.

(5) Appendix D – Program Summary (Required)

- An overview of the apprenticeship program, with specific details provided in nine Sections, including: Summary Information, Sponsor Information, Program Overview, Financial, RTI, OJT, Recruitment, Miscellaneous, and Additional Information for Group Sponsored Programs.

(6) Appendix E – Employer Acceptance Agreement (Group programs only; Signatures required)

- **Introduction:** Occupation and program sponsor
- **Section 1:** Employer information
- **Section 2:** Workforce numbers
- **Section 3:** Apprentice wage scale
- **Section 4:** PATC ratio exemption (*if applicable*)
- **Section 6:** Apprentice qualifications and selection procedures (*if different from what is included in Appendix A*)
- **Section 7:** JATC information (*Joint sponsors only*)
- **Section 9:** Sponsor signature, and union signature (*if applicable*)

(7) Apprenticeability Occupation Checklist (If applicable)

If the occupation has not yet been registered in PA, an Apprenticeability Occupation Checklist should be submitted along with the registration packet. An Apprenticeship and Training Representative (ATR) will take the lead on developing this document for the program sponsor.

