

# Choose Registered Apprenticeship

**Registered apprenticeship** is a time-tested employee training system that combines job-related technical instruction with structured on-the-job learning experiences. Registered apprenticeship prepares Minnesota workers to compete in a global 21st Century economy and develops highly-trained, skilled and motivated employees. Registered apprenticeship is an investment in your workforce and your business.



## explore.

**Explore registered apprenticeship** as a strategy to meet your needs for skilled workers.

Registered apprenticeship is an **employer-driven model** that combines on-the-job learning with related classroom instruction that increases an apprentice's skills level and wages. It is a proven solution for businesses to recruit, train and retain highly skilled workers.

Apprenticeship is a **flexible training strategy** that can be customized to meet the needs of any business. It can be integrated into current training and human resources development strategies. Apprentices can be new hires – or a business can select current employees to join the apprenticeship program. Apprenticeships are a good way to reward high-performing entry-level employees and move them up the career ladder within the business.

Apprenticeship is also an **“earn and learn” model** – apprentices receive a paycheck from day one, so they earn wages while they learn on the job.



### ► APPRENTICESHIP COMPONENTS:

- Employment with a sponsoring employer.
- Structured on-the-job training of at least 2,000 hours.
- Related instruction of 144 hours or equivalent.
- Safety training of at least 50 hours.
- Wages that increase with experience and training.



# partner.

**Partner with key players** to develop a registered apprenticeship program.

**Employers** provide a work environment where registered apprentices can gain experience in all aspects of an occupation.

- Identify skills and knowledge apprentices must learn.
- Select new or current employees to be apprentices.
- Provide structured on-the-job training.
- Designate an experienced mentor to engage apprentices.
- Pay wages that increase with experience and training.
- Can work with an industry association for apprenticeship support and related instruction services.



**Registered Apprentices** work for a sponsoring employer and complete on-the-job training and related instruction. They also keep records to be turned in to the employer.

- Develop competencies identified in the apprenticeship agreement.
- Monitor and log all courses and competencies completed.
- Receive a nationally recognized state certification at the completion of the program.



**Related Instruction Providers** provide apprentices with education to meet the needs of the technical instruction portion of the apprenticeship agreement.

- Develop curriculum for related instruction.
- Deliver related instruction to apprentices.
- May provide college credit for courses successfully completed.



**Public Workforce Systems and Community-Based Organizations** provide employers and apprentices with resources and support.

- Develop sector and/or career pathway strategies utilizing apprenticeship.
- Recruit and screen apprentice candidates.
- Provide basic skills preparation for apprenticeship programs.
- Provide supportive services (such as tools, uniforms, equipment or books).
- Contribute funding for on-the-job training or related instruction.



**Minnesota Department of Labor and Industry** registers programs and apprentices, reviews records for progress and issues completion certifications.

- Provides ongoing assistance to employers and apprentices.
- Guides partners through the steps to develop and register a program.
- Connects businesses with training providers.
- Advises partners on sources of funding to support apprenticeship.

# plan.

**Plan** your registered apprenticeship program.

**Identify an occupation** for which you have a training need.

Determine the **knowledge and skills** needed for the occupation. Apprenticeship programs train occupational competencies. Your registered apprenticeship field representative will be able to tell you if there are existing models that might assist with this process. If you are interested in more than one occupation, you will need to develop the outlines for each career path.

Determine the **qualifications** applicants need to enter your apprenticeship program.

Identify who will **provide supervision and direction** to registered apprentices on the job.

Identify a provider for the **related technical instruction** component of your program.

Identify an individual who will administer your program and **ensure that your training standards are met**. This may include confirming apprenticeship training, handling the selection of apprentices, and administration of any tests of competencies.

Work with the Department of Labor and Industry to **develop your apprenticeship standards**. Apprenticeship Program Standards describe how your program operates.



Registered apprenticeship programs can be designed one of three ways:

1



## Time-based programs

Apprentices complete a required number of hours in on-the-job training and related instruction.

2



## Competency-based programs

Apprentices progress at their own pace. They demonstrate competency in skills and knowledge through proficiency tests, but are not required to complete a specific number of hours.

3



## Hybrid approach

Programs are built using minimum and maximum range of hours and the successful demonstration of identified and measured competencies.

# register.

**Register your program** with the Minnesota Department of Labor and Industry's Registered Apprenticeship Division. Your state registered apprenticeship field representative will assist you with registering your program.



# launch.

**Launch** your new registered apprenticeship program.

- **Recruit candidates** for the program.
- Keep in contact with your **registered apprenticeship field representative**. They are a great resource.
- Begin **training** apprentices.
- Assess and continuously **improve your program**.
- **Share your success!**

## ► QUESTIONS?

**Call:** (651) 284-5090 or 1-800-342-5354

**Email:** [dli.apprenticeship@state.mn.us](mailto:dli.apprenticeship@state.mn.us)

**Online:** [www.dli.mn.gov/Appr.asp](http://www.dli.mn.gov/Appr.asp) and @mndli

## **Write:**

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