

Required sponsor documents for an apprenticeship program review (APR)

Documentation required from an apprenticeship program sponsor **at least two weeks** prior to the program review meeting. **Documentation needed for selected apprentices (the Minnesota Department of Labor and Industry will provide a list of apprentices).**

| APR supporting documents | Examples of supporting documentation besides standards |
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| 1. On-the-job (OJL) and related instruction (RI) | Program level: OJL tracking of work activities and RI curriculum and course details. |
| 2. Safety training | Program level: Safety training curriculum and course details. Selected apprentices: Transcripts, RI tracking spreadsheets, certificates of completion from trainings. |
| 3. Ratio of apprentices to journeyworkers | Program level: A roster of all supervising journey workers and if the ratio is different than Minnesota Statutes, section 178.036 , supporting documentation for the variance (i.e. CBA, approval by the Apprenticeship Advisory Board). |
| 4. OJL and RI selected apprentices | Selected apprentices: Written observations for both OJL and RI regarding apprentice progression, performance reviews/evaluations from employers, journeyworkers and instructors, transcripts, assessments, grades, results. |
| 5. Apprentice wage increases | Program level: Wage schedule Selected apprentices: Paystubs, proof of wages paid, proof of current wage, and/or notice of wage increases, copy the payroll report, and/or check stubs. |
| 6. Probationary period | Program level: Apprentice handbook and/or HR apprenticeship policy documentation. |
| 7. Credit for previous experience | Program level: Advanced credit tracking, assessments, and/or forms for demonstrated competency acquired experience, skills or training. |

| APR supporting documents | Examples of supporting documentation besides standards |
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| <p>8. Related Instruction</p> | <p>Program level: Related instruction course curriculum, syllabus, RI method.</p> <p>Selected apprentices: Attendance records, transcripts, assessments, RI tracking spreadsheets, certificates of completion.</p> |
| <p>9. Apprenticeship instructor requirements/criteria</p> | <p>Program level: Instructor hiring processes. If instructor does not meet the Minnesota Department of Education instructor requirements then verification that instructor has received training in teaching techniques and adult learning styles.</p> |
| <p>10. Record keeping</p> | <p>Program level: Administrative files relating to monitoring quality of program, tracking and progression status of apprentices and/or apprenticeship committee minutes.</p> <p>Selected apprentices: Selected apprentice records requested above as well as employer applications.</p> |
| <p>11. Responsible staff</p> | <p>Program level: Designated responsible individuals in case a vacancy occurs form, program-specific forms, RAPIDS program contacts.</p> |
| <p>12. Complaints about harassment</p> | <p>Program level: Anti-harassment and discrimination policies, program policies and/or apprentice handbook. Selected apprentices: Anti-harassment training documentation or sign-in sheets.</p> |
| <p>13. EEO pledge and complaint information notice</p> | <p>Program level: EEO pledge and EEO complaints information in publicly available location and in program policies, company handbooks, manuals and similar documents.</p> |
| <p>14. EEO information sessions</p> | <p>Program level: EEO training. Selected apprentices: EEO training tracking, sign-in sheets.</p> |
| <p>15. Universal outreach</p> | <p>List of recruitment outreach and engagement provided, area served (counties served or radius, in miles, from sponsor), dissemination list for apprentice opportunities, social media postings.</p> |
| <p>16. Provision of advanced notice of openings to recruitment sources</p> | <p>Job postings, recruitment process, company handbooks, manuals, CBAs, copy of application announcement.</p> |
| <p>17. Reasonable accommodations</p> | <p>Reasonable accommodation request process and/or form.</p> |

| APR supporting documents | Examples of supporting documentation besides standards |
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| <p>18. External findings or allegations of unlawful discrimination</p> | <p>Complaints and program investigation documentation.</p> |
| <p>19. Selection procedures</p> | <p>Program application form, selection processes (pre-hire processes) interview questions, applicant testing and scoring process (progression and completion processes).</p> |