

Frequently asked questions

Program Reviews for Registered Apprenticeship for Minnesota

Updated May 16, 2025

What is a registered apprenticeship program?

Registered apprenticeship is a successful and innovative employee training model that can be designed to meet employers' needs to recruit, train and retain 21st century talent. From day one, an apprentice earns, learns, and works for their employers as they receive structured on-the-job learning and related classroom instruction. Registered apprenticeship programs (RAPs) help businesses develop highly skilled and motivated employees, reduce turnover rates, increase worker productivity and lower the cost of recruitment.

What is RAPIDS?

Registered Apprenticeship Partners Information Database System. RAPIDS is the primary system for managing registered apprenticeship program information. Sponsors can work directly with Apprenticeship Minnesota staff as well as leverage the [Program Sponsor User Guide - DRAFT](#) with any system questions.

[Welcome](#) | [Login.gov](#)

What is the goal of program reviews?

Program reviews assess the overall condition of a sponsor's program and compliance with registered standards and the relevant regulations at 29 Code of Federal Regulations (CFR) part 29 and part 30, and Minnesota Statutes §178 and Minnesota Rules 5200.0320. The goal of program review meetings is to ensure that the sponsor is operating according to its approved standards and current regulations, and, if necessary, to provide technical assistance to help the sponsor do so.

What are the different types of program reviews?

Apprenticeship Program Reviews (APR)

- All **provisional** programs complete two program reviews during the one-year provisional period using the RAPIDS APR review checklists at three and seven months after program registration.
- All **permanent** registered programs complete this annual program review using RAPIDS APR review checklists.

Extended Apprenticeship Program Review (EAPR).

- Complete both APR and EAPR checklists.

- Only for programs with **five or more apprentices** two years after the date a program is registered.

What is the process for program reviews?

DLI first contacts the program to review and confirm the program review date and request documentation to support their registered apprenticeship program administration responsibilities.

DLI will provide a list of apprentices to prepare and securely send documentation for. We will request that the sponsor's representative [provide the specified documentation](#) before the due date, which will be prior to the established program review.

DLI senior field representatives will complete a desk audit followed by a program review meeting to ask and complete questions using the RAPIDS Review Checklists (APR and EAPR). As findings of fact, yes/no responses are entered by the field representative based on the evidence from RAPIDS, supporting documents and information obtained at the in-person audit. If the question criteria are satisfied, the question will be answered "yes." If there is a deficiency in the requirement, the question will be answered "no," with an added explanation. Sponsors are informed of their program review results through Notice of Program Review Findings letter.

What questions are asked during program reviews?

The Apprenticeship Program Review reviews all aspects of a program's performance and are listed in the [APR Checklist](#).

Programs that have five or more apprentices, two years after the date a program is registered, must complete both the APR and EAPR assessment questions in the [EAPR Checklist](#). Sponsors must create a written Affirmative Action Plan and conduct an annual review of the personnel process related to the administration of their program to ensure they are operating their programs free from discrimination and are inviting all applicants and apprentices to self-identify whether they have a disability.

What is included within the Notice of Program Review Findings letter?

Within 45 days after completion of the program review, sponsors will receive a Notice of Program Review Findings letter which includes:

- Program highlights and/or review findings
- Program deficiencies and corrective actions
- Improvement plan
- Recommendations
- YOY participation results
- Next program review date
- DLI senior field representative contact information

How long should sponsors keep apprenticeship program records?

Sponsors must maintain all records for five years from the making of the record or from the personnel action involved (whichever occurs later).

Are there any tips to help with apprenticeship record management?

Start early and stay organized. Try not to procrastinate and wait until program review time to update and locate records; rather implement a recordkeeping process, routine and schedule that best fits your registered apprenticeship program. Stay organized and keep copies of program sponsor apprenticeship records and documents together. Set calendar reminders based on your defined process and schedule. Conduct internal reviews of apprenticeship records which will also prepare you for your annual program review.

Will there be informational training sessions for program reviews?

Yes. In-person training was provided at the Apprenticeship Summit on April 22, 2025. Webinars were hosted April 4 and May 2, 2025, from noon to 1 p.m. and June 6, 2025, from 10 to 11 a.m.

Our organization didn't participate or attend the program review trainings. Will there be another opportunity?

Apprenticeship Minnesota is available for one-on-one technical support to assist with program reviews. Also, a [recording of the training is available](#).

What is Apprenticeship Minnesota?

Apprenticeship Minnesota at DLI helps employers develop and register apprenticeship programs. Employers design their own RAP that provides apprentices with specific skills, training and job-related instruction tailored to the company's needs. Apprenticeship Minnesota is responsible for guiding and promoting the expansion and compliance of all RAPs across the state. As a State Apprenticeship Agency (SAA), we are responsible for overseeing the development and registration of all RAPs, agreements, policies, and ensuring compliance of all these registered programs in accordance with both federal and state statutes.

Where can a listing of "apprenticeable" occupations be found?

The U.S. Department of Labor provides a [list of all "apprenticeable" occupations](#). This list is updated on a regular basis.

For help with questions, contact either your assigned senior field representative or Annie Jenkin at Annie.Jenkin@state.mn.us.