

Module 1: Introduction to Apprenticeship Expansion

Session #1 – Getting to Square One: The Basics of Registered Apprenticeship

First Things First:

When it comes to “apprenticeship”...

**Don't believe
everything
you think**



Many Myths Surround Registered Apprenticeship

- **Focus on the Facts:**
 - Registered Apprenticeship is more than the construction trades
 - It's not just a second chance system
 - It's not inconsistent with a college degree
 - There IS a future and pathway to the middle class
 - It's not all union programs



Many Myths Surround Registered Apprenticeship (2)

- **Focus on the Facts:**
 - It's not outdated, outmoded or outlasted its usefulness – it works!
 - There are numerous opportunities across the USA
 - Programs are not just time-based, but competency-based and hybrid as well



Meet Dr. Douglas Posey

- In high school, Doug was a D student. He didn't like school at all.
- In college, Doug was an A student.
- What happened in between??
 - ✓ Registered Apprenticeship
- Today, Doug is the Director of Apprenticeship Programs at Houston Community College
- “The best education I ever received was as an apprentice.”



**Make no mistake!
Registered
Apprenticeship
changes lives and
family legacies!**

What is Registered Apprenticeship?

The Official Definition

- The Brand:



What is Registered Apprenticeship?

Another Take On It



- The best kept secret in talent development
- The “other” credential
- A strategic approach for human resource professionals to create a pipeline of skilled workers
- Likely the most underutilized strategy in our suite of workforce services

Benefits/Value to Employers

- Offers a flexible training strategy that can be customized to meet the needs of any business
- Apprentices can be new hires or current employees
- **RA helps businesses thrive** by:
 - Developing highly-skilled, highly productive employees
 - Reducing turnover rates
 - Increasing productivity
 - Lowering the cost of recruitment
 - Increased safety in the workplace
 - Creating a more diverse workforce and new pool of workers
 - Creating Career Pathways



Benefits/Value to Individuals

- **Hands-On Career Training**
 - Practical on-the-job training in a wide variety of occupations and industries
- **An Education**
 - Technical training that has the potential for college credit
- **Long-term Career and Greater Earnings Potential**
- **Little/No Education Debt**
 - “College without the Debt”
- **National Credential**



Yes, it matters!



Being a
"Registered"
Program makes
all the
difference in
the world!

- ✓ High quality and safe working conditions
- ✓ Rigorous standards set by industry
- ✓ Veterans using GI Bill benefits
- ✓ Automatic designation as ETP under WIOA

5 Core Components of EVERY Registered Apprenticeship Program



Employer Involvement Is Integral

Employer is the foundation for the RA program and must be directly involved and provider of OJT



Structured On-the-Job Training with Mentoring

Minimum of 2,000 hours
Structured and Supervised



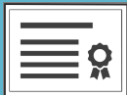
Related Training and Instruction

144 hours recommended per year
Parallel | Front-loaded | Segmented Options



Rewards for Skill Gains

Increases in skills brings about
increases in earnings



National Occupational Credential

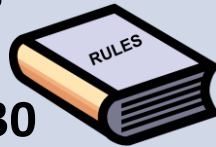
Nationally recognized credential showing job proficiency. Sponsor certifies individual is fully competent

The Quality Difference

Not Your Webster's Dictionary Apprenticeship

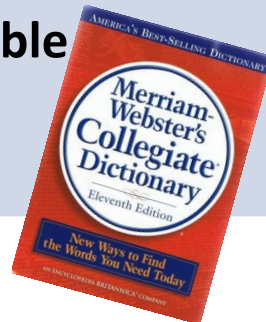
Registered Programs

- 5 core components in *every* program
- Performance evaluation includes:
 - Quality Assurance Assessments
 - EEO Compliance Reviews
 - Completion rates
- 29 CFR Part 29 / 29 CFR Part 30
- “Registered Apprenticeship programs are not subject to the same application and performance information requirements...as other providers because they go through a detailed application and vetting procedure...” (e.g., TEGL 41-14, page 8)



Non-Registered Programs

- Generally do not consist of the same five core components or to the same extent
 - May only have OJT (no RTI)
 - OJT may be less than 2000 hours
 - May not have progressive wage increases
 - Can lack safety and quality standards
 - May not have recognized credential that is portable stackable
 - Etc.



There are over 1,000 Apprenticeable Occupations in the US Today

- Health Care
- Energy
- Advanced Manufacturing
- Information Technology
- Hospitality
- Geospatial
- Biotechnology
- Aerospace
- Transportation
- Finance
- Agriculture

<https://www.doleta.gov/OA/bul15/2015-06.pdf>



What is Apprenticeability?

- **To be “apprenticeable,” the occupation or trade must:**
 1. Involve skills customarily learned in a practical way through a structured, systematic program on on-the-job supervised learning;
 2. Be clearly identified and commonly recognized throughout an industry;
 3. Involve the progressive attainment of manual, mechanical or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
 4. Require related instruction to supplement the on-the-job learning Comprised of related academic instruction to supplement the on-the-job learning (minimum of 144 hours recommended)

Routine Questions We Get

Flexibility is Crucial to Meet Employer Needs

What does
the OJT
look like?

What does
the RTI look
like?

How long is
the
program?

It all depends
on the
occupation!

- **Occupation: Police Officer**
 - *Front-Loaded RTI* (most of instruction is up front before OJT)
- **Occupation: Carpenter**
 - *Parallel RTI* (instruction may be at night after the workday)
- **Occupation: Drilling Rig Operator**
 - *Segmented RTI* (e.g., OSHA training 1 week per year)

The components of Registered Apprenticeship are Flexible and Can be Mixed and Matched to Develop Solutions that Work

“Traditional” Registered Apprenticeship



The components of Registered Apprenticeship are Flexible and Can be Mixed and Matched to Develop Solutions that Work

“Front-loaded” Registered Apprenticeship



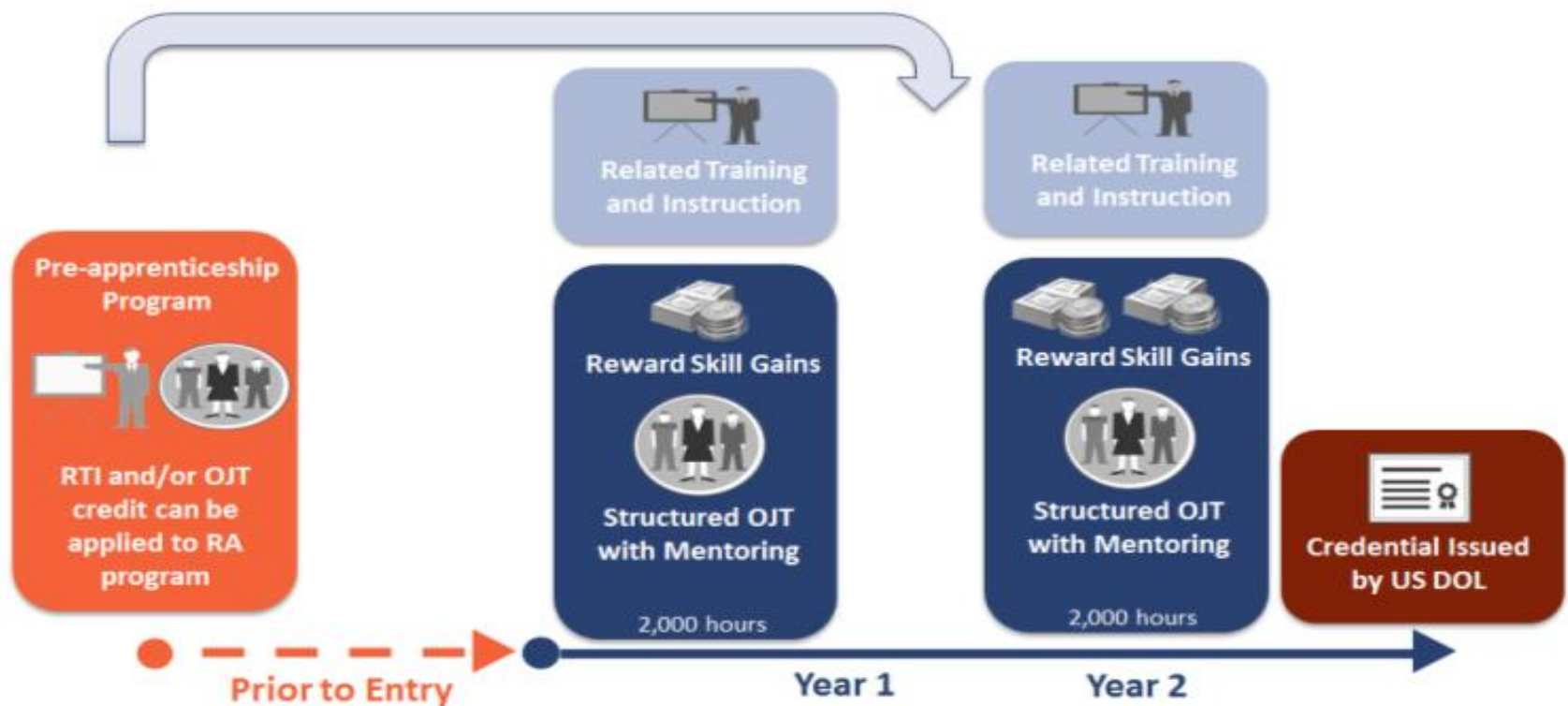
The components of Registered Apprenticeship are Flexible and Can be Mixed and Matched to Develop Solutions that Work

“One-Year” Registered Apprenticeship



The components of Registered Apprenticeship are Flexible and Can be Mixed and Matched to Develop Solutions that Work

Pre-apprenticeship to Registered Apprenticeship – Direct Entry Model



Time-Based vs. Competency vs. Hybrid

- **Time-based programs** assume competencies will be developed but those competencies may not be clearly delineated; time allocations may be arbitrary
- **Competency-based programs** provide detail about exactly which job functions an individual must demonstrate their ability to accomplish – might have minimum time requirements

Time-Based vs. Competency vs. Hybrid (2)

- **Hybrid programs** could exist in a number of forms
 - Program is competency-based but there may be minimum and maximum hours associated with its completion
 - State licensing may require tracking hours even if the program is competency-based
 - Some elements of a program could be competency-based (e.g., OJT is competency-based but RTI is likely to be time-based)

Some Benefits of Competency-Based Programs

- Acknowledges what individual already knows and can do
- Creates learning efficiencies (eliminates extraneous material)
- Pace aligns with individual learner
- Potentially reduces time to productivity
- Focus is on filling gaps rather than repeating what is already known
- Makes it easier to justify college credit for work experience

Competencies vs. Skills

- You must have skills to be competent; however... you're not necessary competent just because you have skills
- Competencies are about *applying* the appropriate knowledge, skills, tools, judgment, and attitudes toward accomplishing a particular job function
- Although we hear a lot about competency-based higher education, what we see in practice is actually self-paced learning
- It's important to distinguish between knowledge, skills and competencies when looking at program design

Examples: Taking blood pressure is a skill. Determining patient's current health status is a competency. Similarly, welding is a skill. Reinforcing a chassis is a competency.

The Players

Flexibility Here as Well!

1	2	3	4
Program Sponsor	Employer(s)	Provider of RTI	Workforce System
• Responsible for administering the program (they do the paperwork and data entry) • Can be the employer or another entity such as a community college	• Provider of OJT • Often the program sponsor • Can be group of employers • Foundation and driver of the program	• Can be employer, community college, joint apprenticeship training committee, or other entity	• Multiple opportunities for the workforce system to partner with programs – both before and after an individual becomes an apprentice

Many Types of Program Sponsors

- Employers
- Industry Associations
- Joint Labor-Management Organizations
- Institutions of Higher Education
- Community Based Organizations
- Other Workforce *Intermediaries*



Question:

- Could a Local Workforce Development Board be a Registered Apprenticeship program sponsor?



Every Registered Program Has “Standards of Apprenticeship”

- Includes the **Work Process Schedule**, which is where the description and details pertaining to OJT and RTI ‘live’



OJT and RTI Live in the 'Work Process Schedule' (1)

- **Example of OJT—Occupation of *Medical Assistant***

OJT Schedule – O*NET-SOC Code 31-9002.00 (4000 Hours)	Hours
Orientation and Safety	100
Maintain the Patient Environment	500
Vitals	500
Patient Care (Assist with Medical Procedures)	2000
Collection, recording and disbursement of non-medical data	100
Maintenance and use of filing systems and cross-references	400
Acquisitions and retrieval systems for medical data	300
Operation of office equipment	100

OJT and RTI Live in the 'Work Process Schedule' (2)

- **Example of
RTI for
*Medical
Assistant***



Course Outline	Hours
Community Health Centers History & Foundation	5
Customer Service & Cultural Sensitivity	30
Patient Financial Assistance Programs for Community Health Centers	5
Federally Qualified Health Centers – 19 Core Requirements	5
The Patient Centered Medical Home – PCMH Requirements and impacts on the community	5
Basic Medical Terminology	5
Spanish Medical Terminology	10
Pharmacy and the Community Health Center	5
Complete Cardiopulmonary Resuscitation - CPR/First Aid Training—Obtain certification	10
Medical Ethics and the Community Health Center	5
Safety and OSHA/Regulations	15
Health Center Office Management	5
Applied Math - Conversions	5
Patient Education, Disease/Medical Conditions	10
Introduction to Human Behavior – Conflict Management	5
Stress Management	5
Insurance, coding	10
CPT Medical Office Coding	30
ICD-10-CM Medical Office Coding	30
Vital signs – The story: taking, documenting, verify	10
Electronic Health Record (eHR) for the Health Center	40
Community Health Center Assisting Procedures I	30
Community Health Center assisting Procedures II	30
Total Hours	310

Sample Progressive Wage Schedule

Also Part of Work Process Schedule



Period of Apprenticeship	Requirement for Advancement (Medical Assistant)	Wage
1 st period	2000 OJT hours + 1 st 12 months curriculum	\$16.00 per hour
2 nd period	2000 OJT hours + 2 nd 12 months curriculum	\$16.15 per hour
At completion	All of the above hours and curriculum	\$18.29 per hour (minimum)

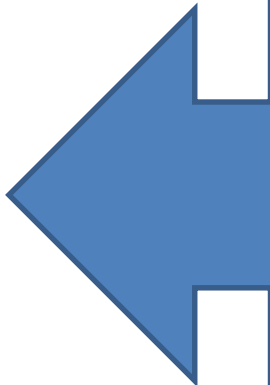
Another Sample Progressive Wage Schedule

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$38.00.

3-Year Term

1 st	6 months + 1000 OJL hours = 50%
2 nd	6 months + 1000 OJL hours = 60%
3 rd	6 months + 1000 OJL hours = 70%
4 th	6 months + 1000 OJL hours = 80%
5 th	6 months + 1000 OJL hours = 90%
6 th	6 months + 1000 OJL hours = 95%



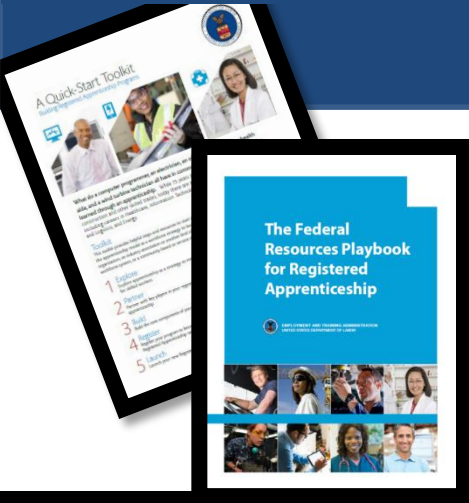
The Medical Assistant sample wage schedule has only two incremental wage increases. Here is another wage schedule with five incremental increases.

Some National Stats



- 87% of apprentices are employed after completing their programs
- Average starting wage is above \$50,000 per year
- Return on investment for employers – for every dollar spent on apprenticeship, employers get an average of \$1.47 back in increased productivity, reduced waste and greater front-line innovation
- Return on investment for taxpayer dollars – for every dollar invested in apprenticeship, there's a \$27 return

www.DOL.GOV/Apprenticeship



Quick-Start Toolkit

5 Step Format to take you from “exploring” to “launching” a Registered Apprenticeship Program.

http://www.doleta.gov/oa/employers/apprenticeship_toolkit.pdf

Federal Resources Playbook for Registered Apprenticeship

Guide to resources from the Departments of Labor, Education, Veterans Affairs, Agriculture, Transportation, and Housing and Urban Development to support Registered Apprenticeship

<http://www.doleta.gov/oa/federalresources/playbook.pdf>



DOL Registration Site

An electronic apprenticeship standards builder that allows potential new sponsors to build and register their program online.

<http://www.doleta.gov/oa/registration/>



RACC Site

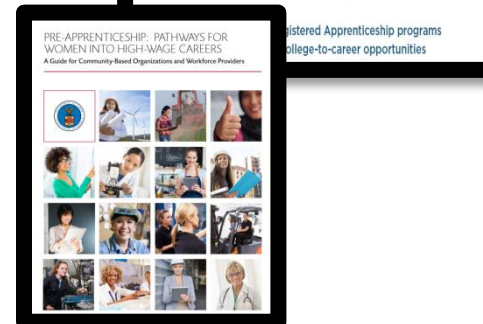
Find information on becoming a RACC member and a database of college members and sponsors.

<https://www.doleta.gov/oa/racc.cfm>

Pre-Apprenticeship information

https://wdr.doleta.gov/directives/attach/TEN/TEN_13-12.pdf

[https://doleta.gov/oa/preapp/pdf/Pre Apprenticeship GuideforWomen.pdf](https://doleta.gov/oa/preapp/pdf/Pre_Apprenticeship_GuideforWomen.pdf)



Question #1

- There are five core components to every Registered Apprenticeship program. Can you name three?



Question #2

- State Expansion Grants must focus exclusively on *registered* apprenticeship programs. What is one difference between a registered and a non-registered program?

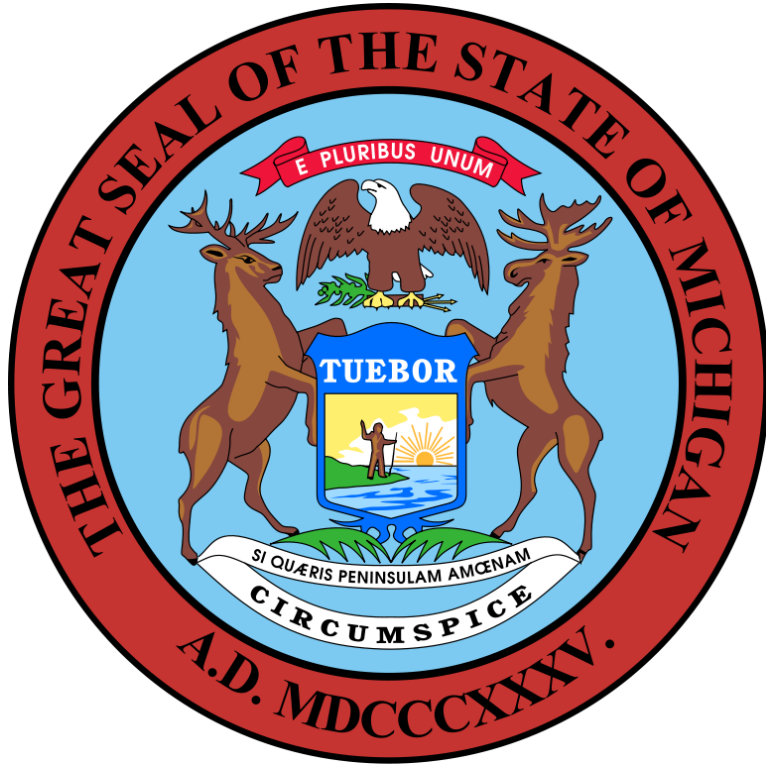


Question #3

- Besides the traditional time-based approach to completing a registered apprenticeship program, there are two other approaches. What are they?



Stay Tuned!



A discussion of
registered
apprenticeship
in Michigan is
next!