

**The Commonwealth of Pennsylvania**

**Apprenticeship and Training Office  
Labor & Industry Building  
651 Boas Street, 12<sup>th</sup> Floor  
Harrisburg, PA 17121**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Program Sponsor)

**APPLICATION FOR APPROVAL**



**pennsylvania**

DEPARTMENT OF LABOR & INDUSTRY

**APPLICATION FOR APPROVAL OF STANDARDS OF APPRENTICESHIP**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address (if different from above)**

**Name and address of person Responsible for the Program:**

<b>Name of the Registered Apprenticeship Sponsor</b>	<b>Program Number</b>	<b>Occupation</b>	<b>Credit Type &amp; Amount</b>

**Attach Copy of the Memorandum of Agreement for each Occupation**

**The Commonwealth of Pennsylvania**



**pennsylvania**

DEPARTMENT OF LABOR & INDUSTRY

**Apprenticeship and Training Office  
Labor & Industry Building  
651 Boas Street, 12<sup>th</sup> Floor  
Harrisburg, PA 17121**

**Pre-Apprenticeship Standards**

**FORMULATED BY:**

---

**PROGRAM SPONSOR**

---

**ADDRESS**

## **DEFINITIONS**

**"APPROVING AGENCY"** shall mean the Director, Apprenticeship and Training Office, Pennsylvania Department of Labor & Industry.

**"ARTICULATED CREDIT"** means credit that is provided to a student from a training facility that is transferable to another training facility through a written agreement.

**"CANCELLATION"** means the termination of the registration or approval status of a program at the request of the sponsor, or termination of an Apprenticeship Agreement at the request of the apprentice.

**"PARTIES TO THE PRE-APPRENTICESHIP AGREEMENT"** shall mean the Pre-Apprentice, his/her parent or guardian (if necessary), the Approved Pre-Apprenticeship Sponsor, and the Approving Agency, each of whom shall sign the Pre-Apprenticeship Agreement.

**"PRE-APPRENTICE"** means any person who is attending classes to learn an apprenticeable occupation, in an approved schedule of related instruction and who is participating in a registered pre-apprenticeship program which is registered with the Director, Apprenticeship and Training Office, Pennsylvania Department of Labor & Industry.

**"PRE-APPRENTICESHIP AGREEMENT"** shall mean a written agreement between the Pre-Apprentice, his/her parent or guardian (if necessary), and a Cooperating Educational Facility. Every Pre-Apprenticeship Agreement shall be approved by and filed with the Director, Apprenticeship and Training Office, Pennsylvania Department of Labor & Industry.

**"PRE-APPRENTICE SPONSOR"** means any registered apprenticeship sponsor, association, committee, or organization operating a pre-apprenticeship program and in whose name the program is (or is to be) registered or approved.

**"PROGRAM SPONSOR"** means the local Apprenticeship Sponsor in whose name these Standards will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program. The registered apprenticeship program sponsor will work with the pre-apprenticeship sponsor to ensure that there is a viable pathway to registered apprenticeship.

**"REGISTRATION OF A PRE-APPRENTICESHIP PROGRAM"** means the registration and/or approval by the Agency, as meeting the basic standards and requirements of the Agency, including but not limited to, a written agreement with a registered apprenticeship program.

**"RELATED INSTRUCTION"** indicates an organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her occupation.

**"SUPERVISOR OF THE PRE-APPRENTICE"** shall be the person designated to perform the duties as outlined in these Standards.

**"STANDARDS OF PRE-APPRENTICESHIP"** shall mean this entire document including these definitions.

# **Standards for Pre-Apprenticeship Programs**

(1) All registered pre-apprenticeship programs must comply with the following standards:

(a) The pre-apprenticeship program must have an organized, written plan embodying the terms and conditions of training and supervision of one or more pre-apprentices in an apprenticeable occupation, and a written agreement with a registered apprenticeship sponsor. The agreement with the registered apprenticeship-training sponsor and employer must provide that graduating pre-apprentices will obtain with a predetermined form of articulated credit and/or experience if they are accepted into the registered apprenticeship program through the program intake procedures.

(b) The pre-apprenticeship program standards must contain provisions that address:

(1) The related classroom training of the pre-apprentice in a skilled occupation.

(2) The determination of the appropriate curriculum for the program standards is made by the program sponsor(s), subject to approval by the Director, Apprenticeship & Training Office, of the determination as appropriate to the apprenticeable occupation for which the program standards are registered.

(3) Provision for organized, related instruction in technical subjects related to the occupation. There is no minimum or maximum number of hours for each year of pre-apprenticeship and an agreed upon percentage of those pre-apprenticeship hours will count toward a registered apprenticeship. A pre-apprentice will not be penalized if they leave a pre-apprenticeship program to become an apprentice. This instruction in technical subjects may be accomplished through media such as classroom, occupational or industry courses, electronic media, or other instruction approved by the Director.

(4) Periodic review and evaluation of the pre-apprentice's performance in related instruction; and the maintenance of appropriate progress records.

(5) Adequate and safe equipment and facilities for training and supervision, and safety training for pre-apprentices and in related instruction.

(6) The placement of a pre-apprentice under a written Pre-Apprenticeship Agreement as prescribed by the Director, Office of Apprenticeship & Training Office.

(7) Program sponsors must provide assurance of qualified training personnel and adequate supervision as part of their proposal for partnering with or developing a pre-apprenticeship program.

(8) Recognition for successful completion of pre-apprenticeship evidenced by an appropriate certificate issued by the pre-apprenticeship program sponsor. In addition, upon completion, there shall be a pathway for the pre-apprentice into the associated registered apprenticeship program.

(9) Contact information (name, address, telephone number, and e-mail address if appropriate) for the appropriate individual with authority under the program to receive, process and make disposition of complaints.

(10) The conditions under which the apprentice program may discontinue its relationship with the pre-apprenticeship program.

(2) The pre-apprenticeship sponsor shall provide a listing of the pre-apprenticeship program graduates for each class to the Director, Apprenticeship & Training Office, which shall include, for each of the graduates, the Name, Address, Date of Birth, Beginning and End Dates of Training, and, on a voluntary basis, Social Security Number.

(3) The Director, Apprenticeship & Training Office, will assign a unique ID number and enter each pre-apprentice into the Division's Apprentice Tracking Database to track future migration into a registered apprenticeship program.

(4) At any time during the period of the pre-apprenticeship program registration, the Director of the Apprenticeship & Training Office may cancel the pre-apprenticeship program where he or she deems appropriate.

(5) Pre-apprenticeship programs will be eligible for all services and technical support as provided to registered apprenticeship programs.

(6) Pre-apprenticeship programs shall identify the following:

- (a) Outreach and Recruitment methods, including those designed to attract women and minorities
- (b) Organizational Experience relevant to training and industry standards
- (c) Program goals and desired outcomes
- (d) Program Description (describe in detail, be specific. Include any tuition or other costs to the trainee.)

---

Signature of Sponsor

---

Date

**APPROVED AND ACCEPTED BY  
APPROVED SPONSOR**

**APPROVED BY AND FILED WITH THE  
PA APPRENTICESHIP AND TRAINING  
OFFICE**



--

<b>FOR OFFICE USE, ONLY</b>
<b>Sponsor Name:</b>
<b>Sponsor Number:</b>

**PRE-APPRENTICE DATA SHEET**

**Registered Pre-Apprenticeship Agreement between Pre-Apprentice and Pre-Apprentice Sponsor**

Name of Pre-Apprentice _____ / _____	Address _____
SS#: _____ - _____ - _____ (Date of Birth) _____ (Phone) _____	
Optional	
SPONSOR NAME: _____	

OCCUPATION: \_\_\_\_\_ (RAPIDS CODE) \_\_\_\_\_ PROBATION PERIOD: \_\_\_\_\_

TERM OF PRE-APPRENTICESHIP: \_\_\_\_\_ HRS. AND OR COMPETENCIES

SEX	ETHNIC GROUP		VETERAN STATUS	DISABLED
1. Male 2. Female	1. White 2. Black 3. American Indian or Alaskan Native	4. Asian or Pacific Islander 5. Hispanic 6. Other	YES    NO	YES    NO
CAREER LINKAGE OR DIRECT ENTRY	1. NONE	2. ADULT	3. YOUTH	4. JOB CORP
	5. INCUMBENT WORKER	6. SCHOOL-TO-REGISTERED APPRENTICESHIP	7. HUD/STEP-UP	8. DISLOCATED WORKER
HIGHEST EDUCATION LEVEL	8 <sup>TH</sup> GRADE OR LESS	9 <sup>TH</sup> TO 12 <sup>TH</sup> GRADE	GED	HIGH SCHOOL OR GREATER
CREDIT FOR PREVIOUS EXPERIENCE	OJT EXPERIENCE		RTI EXPERIENCE	

\_\_\_\_\_  
(Signature of Parent or Guardian)

\_\_\_\_\_  
(Address of Program Sponsor)

Approved by the Apprenticeship and Training Office: \_\_\_\_\_

Date: \_\_\_\_\_

The information will remain confidential and will be used for aggregate statistical data only.

**TO: Pre-Apprenticeship Program Sponsors**

**FROM: Director**

**Re: Regulation Requirement**

**I have read the pre-apprenticeship standards; I understand my responsibilities relative to the directives contained therein.**

**Please sign, date and enclose this copy with your application.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Pre-Apprentice

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Pre-Apprenticeship Coordinator