

## PA REGISTERED APPRENTICESHIP PROGRAMS

- Registered apprenticeship programs are structured, occupational training programs that combine on-the-job training with related technical instruction that increases an apprentice's skill level and wages. They are approved and registered by the Pennsylvania Apprenticeship and Training Council (Council) that can be used to train current employees or new hires. After the program is completed, the apprentice becomes a journey person and is issued a certificate of completion of apprenticeship which is a nationally recognized credential.
- There are four different models of programs. Group, Non-Joint and Joint as well as Individual, Non-Joint and Joint. Group means that there is more than one employer included in the program. Individual is just a one-on-one relationship with the employer and apprentice. Joint means that there is union representation for the employer.
- Every program has a sponsor. The sponsor is responsible for the overall operation of the program working in collaboration with partners. A sponsor can be any person, association, committee or organization. A group model type of sponsor can reduce the burden on employers.
- Programs must be a minimum of 2,000 hours which is one year of on-the-job training identified as a work process. Every 2,000 hours of on-the-job training is supplemented by a minimum of 144 hours of related technical instruction that should complement the training. Most programs last about four years, but can range from one to six. Apprenticeships can be designed to be time-based, competency-based or a hybrid of both.
- Employers identify the skills and knowledge that will be learned and provide the on-the-job training. Employers can also provide the related technical instruction in house or by a third-party training provider such as a career technical center or community college. Related instruction can be based at a school, provided at the job site or completed on line. Both on-the-job training and related instruction need to include instruction on safe and healthy work practices.
- Apprentices start working from day one with incremental wage increases as they become more proficient on the job. Apprenticeships can be found in all industries, from traditional sectors like construction and manufacturing to emerging sectors like energy, information technology and health care. Currently, PA works with a list of over 1,374 apprenticeable occupations that have been acknowledged by the federal government. The Council also approves occupations that are not included on the federal list.
- Program sponsors will develop a set of standards that will need presented to and approved by the Council. Standards are a written plan designed to move an apprentice from a low or no skill entry-level position to full occupational proficiency. Standards must meet parameters established under the National Apprenticeship Act and the PA Apprenticeship and Training Act that are designed to protect the welfare of the apprentice.
- Two important sections of the standards include a well-developed work process and a related technical instruction outline. These highlight the tasks and courses that will be followed by each apprentice to completion. They are captured by hours or competencies.

- It is possible for a sponsor to grant credit to a new apprentice for work experience and education. The employer decides how much credit will be given towards the program. Up to 80 percent of the on the job hours and up to 100 percent of the instruction hours may be credited.
- Apprentices are mentored by experienced workers which have been identified by the employer. Programs that do not have union involvement can mentor from a 1:4 ratio which means 1 apprentice to 1 - 4 mentors. That increases in increments of 5 as more apprentices are brought into the program. The next range would be 2 apprentices to 5 - 9 mentors and then 3 apprentices to 10 – 14 mentors. Union programs follow a mentor/supervision ratio that is agreed to in their collective bargaining agreements.
- Apprentices receive increases in pay as their skills and knowledge increase. Individual employers decide what wage their apprentice will begin and end at with increases throughout the apprenticeship as skill benchmarks are attained.
- Registered apprenticeship programs can align with pre-apprenticeship programs to provide the fundamental skills needed to enter and succeed in a program and to create a pipeline for recruiting.
- Local workforce boards and Pennsylvania CareerLink Offices® can develop career pathway strategies, recruit and screen candidates, provide supportive services and contribute funding for the on-the-job training or related instruction.
- The Apprenticeship and Training Office will provide technical assistance to develop standards and register a program. The office can be reached at [ra-liato-appr-train@pa.gov](mailto:ra-liato-appr-train@pa.gov).
- To see if a registered program has current openings, visit the federal Department of Labor apprenticeship website at <https://www.careeronestop.org/Toolkit/Training/find-apprenticeships.aspx>.

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