## APPRENTICESHIP PROGRAM
### Quick-Start Action Planner

<table>
<thead>
<tr>
<th>STEP</th>
<th>WHAT DO I NEED TO GET STARTED?</th>
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</table>
| 1    | **Determine your workforce needs for skilled talent**  
  - Do you have challenges in finding skilled talent?  
  - What particular occupations?  
  - What are your long-term workforce needs?  
  - Visit [www.doleta.gov/oa](http://www.doleta.gov/oa) for more resources. |
| 2    | **Identify partners and resources you need (Don’t go it alone!)**  
  - Contact your local Apprenticeship Rep  
    (Contact info can be found at [http://doleta.gov/oa/contactus.cfm](http://doleta.gov/oa/contactus.cfm))  
  - Do you want to partner with local workforce agencies or training providers?  
  - Do you want/need to partner with local educational agencies or providers?  
  - Are there CBOs, economic development or other critical partners that you need to be successful? |
| 3    | **Determine your classroom training model**  
  - Will you provide classroom instruction in-house or do you want a partner to provide?  
  - Is it important for you to align your classroom instruction with other industry credentials?  
  - Will you pay for the costs of classroom training or do you need to identify other options? |
| 4    | **Design your program to meet standards for national recognition**  
  - How will you select individuals to participate in your program?  
  - Do you want your program to serve new entrants or incumbent workers?  
  - How long does it take for someone to be fully proficient in their job?  
  - What skills, competencies, and abilities must they possess?  
  - How will I know they are ready? Based on time, based on competency or a mixture of both?  
  - How will I compensate individuals as their skills and competencies increase? |
| 5    | **Marketing and Implementation**  
  - Conduct marketing and outreach for your program.  
  - Recruit and select participants rewarding prior experience as appropriate.  
  - Identify mentors and/or levels of supervision to ensure quality instruction and safety.  
  - Implement and begin training |
| 6    | **Assess and Continuously Improve**  
  - Receive recognition from USDOL for meeting the requirements for national registration.  
  - Assess the program and participants’ success moving forward.  
  - Continuously improve the quality of my program over time. |