

APPRENTICESHIP PROGRAM

Quick-Start Action Planner

STEP	WHAT DO I NEED TO GET STARTED?
1	Determine your workforce needs for skilled talent <ul style="list-style-type: none">• Do you have challenges in finding skilled talent?• What particular occupations?• What are your long-term workforce needs?• Visit www.doleta.gov/oa for more resources.
2	Identify partners and resources you need (Don't go it alone!) <ul style="list-style-type: none">• Contact your local Apprenticeship Rep (Contact info can be found at 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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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.

