

<b>No.</b>	<b>Guide 004</b>
<b>Name</b>	<b>Understanding the Responsibilities of a Joint Apprenticeship and Training Committee (JATC) Member</b>
<b>Audience</b>	JATC Members, ANC Consultants
<b>Purpose</b>	To inform JATC members of their responsibilities as sponsors of a Registered Apprenticeship Program (RAP). This document is meant to supplement the JATC's program standards for any of its RAPs.
<b>Effective Date</b>	<b>11.26.24</b>
<b>Last Reviewed By</b>	Dale Yarborough, James Yarley
<b>Date of Last Review</b>	<b>11.26.24</b>
<b>Key Terms</b>	<ul style="list-style-type: none"> <li>• <b>Apprentice/Program participant:</b> A worker, aged 16 or older (CFR 29.2 (e)), who is employed as part of a Registered Apprenticeship Program (RAP). Because not all programs in our state are strictly apprenticeship programs (for example, there are pre-apprenticeship or master craftsworker programs), we may also refer to these workers in general as program participants.</li> <li>• <b>Joint Apprenticeship and Training Committee (JATC):</b> A group of people designated to serve as the sponsor of a registered apprenticeship program (RAP); those group is composed of an equal number of representatives for the employer and employees (the later represented by collective bargaining agents).</li> <li>• <b>Journeyworker:</b> A worker who has gained a level of skills and competencies required for an occupation; every apprentice who completes a RAP will become a "journeyworker" within their occupation (the job the RAP has trained them to do)</li> <li>• <b>Registered Apprenticeship Program (RAP):</b> An apprenticeship program that has been approved to train apprentices in our state; also referred to as a sponsored program</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>ApprenticeshipNC (ANC):</b> The state apprenticeship agency (SAA) in North Carolina, responsible for overseeing the registration and maintenance of our state's Registered Apprenticeship Programs</li> <li>• <b>ANC Consultant:</b> An ANC staff member that provides technical assistance to sponsors with registering and managing their programs; each consultant is responsible for sponsors within a different region of our state</li> <li>• <b>Work Process Schedule (WPS):</b> A template that lays out the skills a participant must learn to complete an apprenticeship program</li> <li>• <b>Supplemental Education (SE):</b> Supplemental classroom or online training that equips a participant with theoretical and technical knowledge to complete their trade; formerly called related instruction (29 CFR 29.2(q))</li> <li>• <b>Wage Schedule:</b> The criteria for what an apprentice should do, or how many on-the-job hours they should complete to receive a wage increase</li> </ul>
--	--

## Table of Contents

Introduction.....	5
<b>What is a Registered Apprenticeship Program (RAP)?</b> .....	6
<b>What is covered in this guide?</b> .....	6
<b>The Four Phases of the Program Lifecycle</b> .....	7
JATC-Specific Tasks.....	8
Mediating Disputes.....	8
Ensuring Union Requirements are Followed .....	8
Overseeing a Training Center.....	8
Contact an ANC Consultant .....	10
Begin Evaluating and Refining Your Organization’s Safety and Recruitment Strategies .....	10
<b>Discuss the “Apprenticeship Program Brainstorming Guide”</b> .....	11
Program Registration.....	13
<b>Overview</b> .....	13
Deciding on Program Specifics .....	15
<b>Creating Program Documents</b> .....	16
Ensuring the Program Documents are Signed .....	17
Promoting and Launching a Program .....	17
<b>Initiating the Veteran Affairs (VA) Approval Process for any Veteran Apprentices</b> .....	18
<b>Why Should I Contact the NC SAA for Veterans and Military Education?</b> .....	18
<b>How Can I Start the VA Approval Process for a Veteran Apprentice?</b> .....	18
<b>Registering with the Division of Workforce Solutions (DWS)</b> .....	19
<b>Why Should I Register My RAP with This Partner?</b> .....	19
<b>How Do I Register My RAP with This Partner?</b> .....	19
Program Enrollment .....	20
<b>Selecting Apprentices through Fair and Equitable Processes</b> .....	22
<b>Assign a Mentor for Each Apprentice</b> .....	23
<b>Free Mentor Training</b> .....	23
Adding and Enrolling a New Apprentice in NCRAN.....	24
<b>Six Important Notes about Program Enrollment</b> .....	25
Providing Copies of the Signed Form to Applicable Parties .....	26
Providing an Apprenticeship Packet .....	27
Collecting a Signed Acknowledgment for the Apprenticeship Packet .....	27

Program Maintenance.....	28
1) Overseeing the Progress and Compliance of all the Sponsor’s Programs.....	28
Logging into NCRAN Monthly .....	29
2) Requesting Program Revision or Participant Change.....	29
Program Revisions .....	30
Participant Changes.....	30
3) Maintaining Participant Records.....	32
Following ANC’s Digital Recordkeeping Policy .....	32
Program Records to Maintain .....	33
4) Participating in Program Reviews .....	34
<b>Provisional Vs. Permanent Status</b> .....	34
<b>The Apprenticeship Program Review (APR) Process</b> .....	35
When Do APRs Occur? .....	35
<b>Providing Necessary Documents and Ensuring Staff Availability for Reviews</b> .....	35
<b>Completing all Corrective Actions</b> .....	36
Conclusion .....	36
Additional Resources.....	37
Appendix A .....	38
Responsibility Matrix for all Tasks .....	38
Appendix B.....	43
Apprenticeship Program Brainstorming Guide .....	43

## Introduction

In this guide, we will explore the main responsibilities a Joint Apprenticeship and Training Committee (JATC) member undertakes to manage a registered apprenticeship program (RAP) in North Carolina. We aim to make this guide informative yet easy to read and understand, offering a comprehensive overview of all you can expect as a JATC member.

A JATC typically consists of equal parts employers and labor. For the purposes of this guide, the group collectively collaborates to serve as the RAP sponsor, the entity responsible for managing the apprenticeship program, so we address any JATC member as “you” or “the sponsor” for the remainder of this guide. Regardless of who handles specific responsibilities for your committee, the responsibilities themselves will remain unchanged.

As the sponsor, the JATC supervises the work of one or more participating employer. Contrast this responsibility with the participating employer, who hires and employs new apprentices, sets wages for apprentices, and assigns mentors to apprentices.

	JATC Committee	Participating Employer
What do they provide?	Education and Oversight	Employment and On-the-Job Management and Reporting
Training and Development	Manages and coordinates <b>supplemental education (SE)</b>	Manages <b>on-the-job learning (OJL)</b> and mentors for every apprentice; may provide SE if this is coordinated with the group sponsor
Compliance	Responsible for meeting state and federal regulations, developing program standards, and reporting for ANC’s program reviews	Responsible for following program standards and tracking the progress of apprentices by providing training records to the sponsor
Responsibilities during Program Registration	Gathers work process schedules and wage schedules from all participating employers  Combines information (with the ANC consultant’s assistance) to place in the program documents  Ensures all participating employers have signed the Employer Acceptance Agreement Form (Appendix D)	Supplies a work process schedule, wage schedule, and supplemental education outline for any target occupations  Provides company demographic information for Appendix D (the Employer Acceptance Agreement Form) and signs this form

## What is a Registered Apprenticeship Program (RAP)?

A Registered Apprenticeship Program (RAP) operates under the registration and approval of **ApprenticeshipNC (ANC)**. ANC, our state apprenticeship agency (SAA), holds the authority from the United States Department of Labor (USDOL) to authorize new apprenticeship programs in North Carolina. Our ANC team ensures that all RAPs adhere to the guidelines outlined in the **Title 29 Code of Federal Regulations (CFR), Part 29** and the **North Carolina General Statute 115D Article 1A (115D-11.5 through 115D-11.14)**. This legislation specifies what a RAP needs to:

- Gain approval as an RAP
- Maintain compliance as an RAP

Many of the JATC member requirements we address here are direct responses to this legislation, and we will highlight references in this guide to the Code of Federal Regulation by including “29 CFR” and the section number in parentheses.

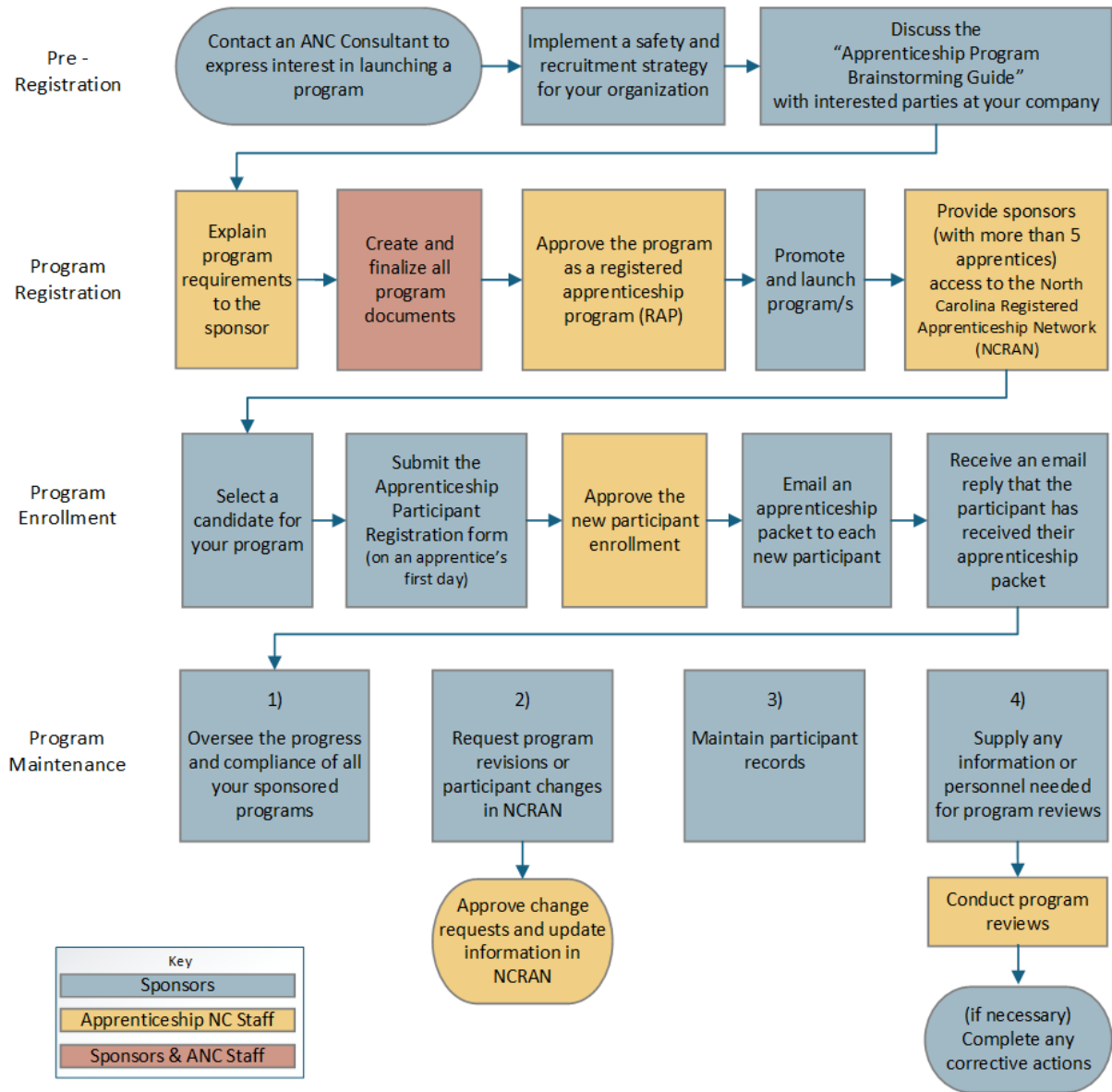
## What is covered in this guide?

In this guide, we will discuss RAP sponsor responsibilities that are unique to JATCs. Then, we will divide the remaining responsibilities into an RAP lifecycle’s four phases:

1. **Pre-Registration:** The preliminary steps you may want to take before registering an RAP
2. **Program Registration:** The design and the official launch of your RAP
3. **Program Enrollment:** The process of recruiting and admitting participants for your RAP
4. **Program Maintenance:** The tasks that you and ANC must regularly perform to sustain the RAP

On the next page, there is a simplified breakdown of the steps involved in each of these four phases.

## The Four Phases of the Program Lifecycle



## JATC-Specific Tasks

The first thing we wanted to discuss are three tasks that are only specific to sponsors that are JATC members:

JATC Member Specific Tasks	JATC Member	ANC Staff	Participating Employer*	Apprentice/ Participant
Mediate disputes that arise between apprentices and employers	<b>Responsible</b>	<b>Informed</b>	<b>Consulted</b>	<b>Consulted</b>
Ensure all union membership requirements are followed.	<b>Accountable</b>		<b>Responsible</b>	<b>Responsible</b>
Oversees training center (in some cases).	<b>Responsible</b>		<b>Consulted</b>	

*\*Not all JATCs will have participating employers, but many will. The participating employer could be a business or a local union. For this guide's purposes, we will assume you have at least one participating employer, but if that is not the case, any responsibility not given to ANC staff or a participant would be the JATC member's responsibility.*

### **Mediating Disputes**

The JATC should resolve any disputes between an apprentice and an employer. Although our consultants are available as resources, your committee will evaluate and decide on any disputes that arise. If an apprentice is involved, we do ask to be notified of a dispute and told the outcome of any decision for recordkeeping purposes.

### **Ensuring Union Requirements are Followed**

Your participating employers and apprentices must adhere to all union-mandated guidelines, including any fees associated with union membership. The JATC has the ultimate authority to enforce union mandates on apprentices and to determine when any requirement has not been met.

### **Overseeing a Training Center**

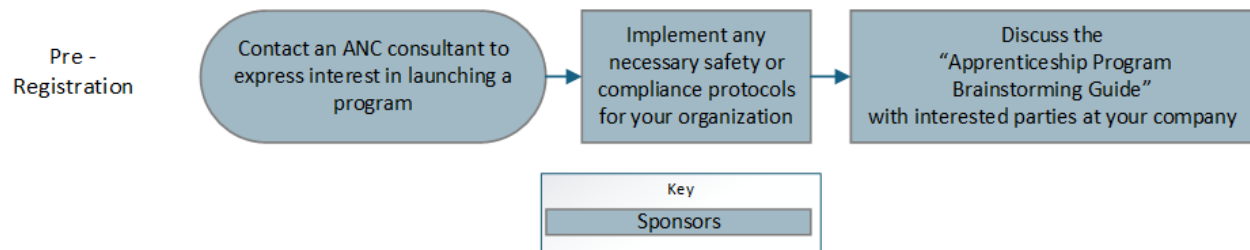
Although this is not the case for all JATCs, some do have their own training centers. Usually, these training centers excel in providing robust training that cultivates highly skilled workers. This is another step where ANC will not be heavily involved and leave it to your team to manage its own training center. However, our team is available as resources should you want additional, supplemental training for your apprentices (say, from the community college system in North Carolina).

Now that we have examined these tasks that are specific to JATCs, let us review the sponsor responsibilities in the four phases of an RAP lifecycle and discuss the responsibilities that you will have in each phase.

## Pre-Registration

As soon as you think you are interested in starting an apprenticeship program, you can contact **an ANC consultant** and take these preliminary steps toward developing and registering your program.

Here is the process flow for the pre-registration tasks:



The following chart shows which role is responsible vs. consulted (*or able to serve as a resource*) for pre-registration tasks (either you or ANC staff members):

Pre-Registration	JATC Member	ANC Staff	Participating Employer
Contact an ANC consultant to express interest in launching a program or programs	<b>Responsible</b>		
Conduct an introductory meeting with the sponsor and schedule the first program design meeting	<b>Consulted</b>	<b>Responsible</b>	
Begin implementing any safety or compliance protocols for your organization	<b>Accountable</b>	<b>Consulted</b>	<b>Responsible</b>
Discuss the "Apprenticeship Program Brainstorming Guide" with interested parties at your organization (one meeting is recommended)	<b>Responsible</b>		

See the complete set of tasks for all phases, separated by responsible party, in [Appendix A](#) of this guide.

## Contact an ANC Consultant

The **ANC Consultant** will be your main guide throughout your RAP's design process. Even if you do not know much about apprenticeship, that is okay. Contact them to express your interest, and they will help you determine if an apprenticeship is the right fit for you.

The contact information for all consultants is in the directory on the right side of this webpage:

<https://www.apprenticeshipnc.com/contact-us>. If you are not sure which region you are in, you can send an email to the **Primary Contact** email address at the top left of that page, and our team will get you in contact with the correct consultant.

The ANC consultant will schedule an initial, introductory call with you, where they will:

- Introduce preliminary steps for you to complete
- Discuss the "Apprenticeship Program Brainstorming Guide" ([Appendix B in this guide](#)) with you
- Schedule the first program design meeting with your team

## Begin Evaluating and Refining Your Organization's Safety and Recruitment Strategies

Having an **extensive recruitment strategy** and a **comprehensive safety strategy** are two fundamental requirements for any RAP:

- **Recruitment Strategy:** Are your employers meeting their recruiting targets? Perhaps there are some sources they have not yet tapped into. Your ANC consultant can help you and your employers connect with a wide range of recruiting sources in your area.
- **Safety Strategy:** Are your employers dedicated to the safety and wellbeing of all employees (including apprentices)? Your employers should ensure every federal and statewide safety protocol for their industry is followed at each of their business locations.

You will want to ensure that you and all participating employers have the following in place:

- Proper safety equipment for all workers:
  - Examples:
    - eye protection
    - gloves
    - hard hats
    - receptacles for the safe disposal of sharps
- Adequate job supervision for all on-the-job work
- Safety training for all employees
  - All apprentices should receive safety training in their RAPs, through on-the-job training and supplemental education (29 CFR 29.5 (b)(9)).
- A plan to ensure all personnel involved with the RAP receive anti-harassment prevention training
  - All apprentices and any mentors or supervisors for apprentices should take anti-harassment training **within 30 days** of beginning their participation in your program (*if this is not already a compliance requirement for your participating employers*).
  - A free online anti-harassment training can be found at this link:  
<https://statics.teams.cdn.office.net/evergreen-assets/safelinks/1/atp-safelinks.html>

## Discuss the “Apprenticeship Program Brainstorming Guide”

Next, the consultant will encourage you to discuss the “Apprenticeship Program Brainstorming Guide” with your team.

You will locate the brainstorming guide in [Appendix B](#) of this document.

We suggest you arrange a meeting at your organization to meet with interested parties and review these questions as a team. This guide will assist you in envisioning your program’s structure and exploring how it will benefit your organization.

And if you struggle to answer many of the questions, don’t worry! **Our ANC consultants will support you in answering these questions while registering your program.** These questions are a conversation starter – not a homework assignment!

These questions will also help you consider the **six components** your RAP must have:

1. **Business involvement:** Apprenticeship involves real work that directly impacts the employers involved in your program.
2. **On-the-job learning (OJL):** Structured, supervised work experience through which a worker gains competency on skills relevant to their occupation. This must be a minimum of 2,000 hours (29 CFR 29.5(b)(2)). OJL is outlined in a **work process schedule**, which shows:
  - a. The on-the-job work activities or skills that apprentices must demonstrate they can perform
  - b. The estimated time for how long it will take the apprentices to learn each skill ((29 CFR 29.5(b)(3))
3. **Supplemental Education (SE):** This training gives apprentices theoretical or technical experience for their occupation. Supplemental education can be offered by a college, a third-party provider, or your organization itself (see the section on JATC Training Centers on the [JATC-Specific Tasks](#) page).
  - a. SE is recommended to be at least **144 hours per year** (29 CFR 29.5(b)(4)).
4. **Rewards for gaining new skills:** Apprentices should be paid in a progressive **wage schedule**. Think of this as a plan that shows your apprentices “the more you learn, the more you earn.” Apprentices will start their program being paid at **50% of a journeyworker’s wage**, the wage your employers determine someone who has all the necessary skills for an occupation would receive at their company. The wage schedule will be included in a RAP’s standards.
5. **An industry-recognized credential:** The apprentice will receive a state certificate of occupational mastery for completing an RAP.
6. **Quality and safety:** As we mentioned before, our focus is ensuring the quality of each program and a safe, productive environment for all apprentices.



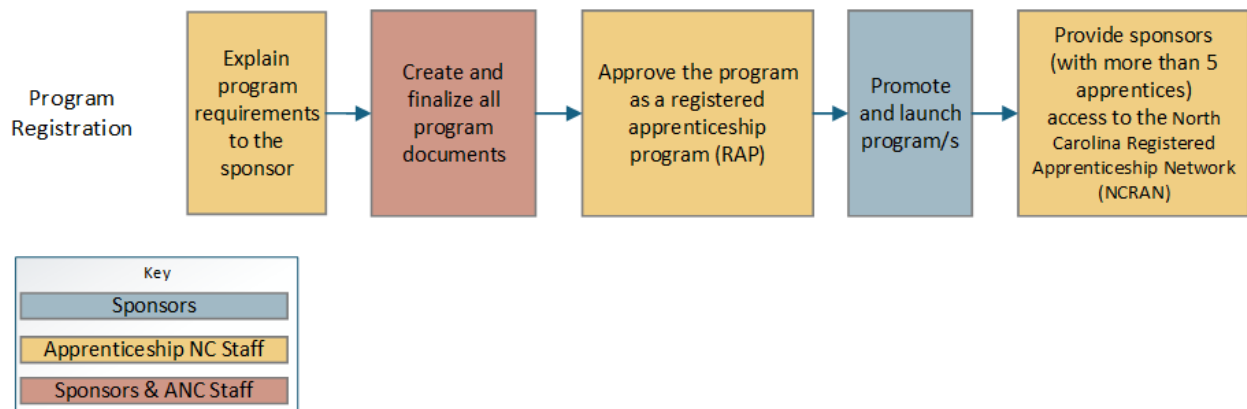
## Program Registration

### Overview

The registration process involves designing the Registered Apprenticeship Program (RAP) and launching it. During this phase, **the ANC consultant will collaborate with you to create your program standards** (your program's guidelines). These will also be the standards that each participating employer will agree to follow when they decide to participate in your program.

Please note that the time required to design and launch a program varies based on the level of structure and pre-work completed by you and each of your participating employers.

Here is the process flow for the program registration tasks:



Below is a more detailed table with all the program registration tasks and the entity responsible for each task. Most of the task responsibility rotates between you and ANC staff members:

Program Registration	JATC Member	ANC Staff	Participating Employer
Explain program requirements to prospective JATC members (during the first program design meeting)	<b>Consulted</b>	<b>Responsible</b>	
Decide on program specifics with the guidance of the ANC consultant (typically, 1-3 meetings)	<b>Responsible</b>	<b>Consulted</b>	<b>Consulted</b>
Ensure the program's standards conform to all federal regulations for RAPs	<b>Consulted</b>	<b>Responsible</b>	
Create the following documents: Work Process Schedule (OIL Checklist), Wage Schedule, Supplemental Education, and Appendix D (wage scale appears here)	<b>Accountable*</b>	<b>Responsible</b>	<b>Consulted</b>
Create all program documents and review them with the prospective JATC members	<b>Consulted</b>	<b>Responsible</b>	
Collect all signatures and submit the program documents for approval; ensure all employer agreements are signed	<b>Accountable*</b>	<b>Responsible</b>	<b>Responsible</b>
Contact the JATC members to let them know the program has been approved	<b>Consulted</b>	<b>Responsible</b>	
Promote and launch the program	<b>Responsible</b>	<b>Consulted</b>	
Provide any sponsor (with 5 or more employees) access to the North Carolina Registered Apprenticeship Network (NCRAN)	<b>Consulted</b>	<b>Responsible</b>	
Initiate the Veteran Affairs (VA) approval process for any veteran apprentices (recommended)	<b>Responsible</b>	<b>Consulted</b>	
Register your program with the NC Commerce - Division of Workforce Solutions (recommended)	<b>Responsible</b>	<b>Consulted</b>	

*\*The term "Accountable" indicates an entity that ultimately owns the task and ensures the parties responsible to complete that task do so. In this case, ANC staff will send the program documents to your designated signer but you, as the JATC, should **ensure that whoever you have designated as a representative has signed that paperwork** and returns it to the consultant. You must also ensure all participating employers have signed their employer agreements, so your application can be processed.*

## Deciding on Program Specifics

In the first program design meeting, your team will meet with the **ANC consultant** to learn about program expectations and begin designing your RAP. Do not be surprised if it takes you an additional one to three meetings to fully design your program. Your ANC consultant will work with you to fully answer these main questions from the brainstorming guide ([this guide's Appendix B](#)):

- What will be the main goals of your program?
- Which companies will be involved as participating employers in your program?
- What target occupation/s will your program train participants to do?
- What should participants do to complete your program (on-the-job learning and supplemental education)?
- What incentives will participants receive to participate in your program?
- What should participants do to qualify for your program?
- What safety or compliance requirements will affect your program?

## Creating Program Documents

Once you have decided how you will structure and manage your program, it is time to create the program documents, which spell out how your program will be designed and managed. While your ANC consultant will take the lead with creating and compiling information for each document, they may need your help collecting information from your participating employers.

All program documents are listed below:

Program Document	Description	Is information needed from the participating employer?
The Program Request Form	A form that requests the approval of a new program from ANC's leadership team	No
The Program Standards	The guidelines that you as the sponsor establish for how your program will be run	No
The Requirements for Program Sponsors Reference Guide	A more detailed explanation of the information found in the program standards	No
Program Standards - Appendix A	Critical information on what apprentices must do to enroll in the program (selection procedures), earn a wage increase (the wage schedule), and complete the program (the work process schedule and supplemental education outline)	Yes, the participating employers may send their own OJL checklists, wage schedules, and supplemental education (especially if it involves the employer providing its own supplemental education).
Program Standards - Appendix B	A copy of the Apprenticeship Participant Registration Form, which you can use to enroll new apprentices in your program	No
Program Standards - Appendix D	The Employer Acceptance Agreement Form, which all participating employers will sign to participate in your program. This includes the employer's wage schedule for apprentices (which can change from the information in Appendix A), the probationary period for participants, and the minimum qualifications for participants.	Yes, each participating employer will sign this form. The employer may indicate its own wage scale, probationary period, and qualifications for new apprentices.

## Ensuring the Program Documents are Signed

Each program document will be signed by the ANC Consultant, a member of ANC's leadership team, and your designated representative (someone at your organization with the authority to sign the program documents). The consultant will create a program package with all documents that require signatures, send it to your representative (usually a lead employer that will be a member of the JATC), and then email the signed documents to ANC leadership for final approval.

It is possible that your representative **could be someone who was not heavily involved in the design process and might not be expecting an email from ANC**. If that is the case, please communicate to your representative that they will be receiving program documents to evaluate and sign.

Lastly, every participating employer will need to sign Appendix D – The Employer Agreement Form. This form will allow you to add participating employers to your RAP. These employers agree to follow the standards you have created for your program. Ensure all participating employers have chosen a representative to sign the form and quickly return it to the ANC consultant. **We do not want you to experience any delays that could affect your program's start date.**

## Promoting and Launching a Program

Once ANC's leadership has approved the program, the program can be launched, and you and your participating employers can follow your approved selection procedure to recruit new participants for your program. After the program is approved, ANC staff will put the program documents in the North Carolina Registered Apprenticeship Network (NCRAN), which is the system ANC uses to track all programs and participants.

**Note:** If you have *more than 5 participants*, ANC will set up a user account for you on **the NCRAN Community Site**. This will allow you to submit change requests and enroll participants within our database. If you have 5 or more participants in your program, our team will send you the account information *within 2 weeks* of approving your program. Please ensure the appropriate members of the JATC are given access to this site.

## Initiating the Veteran Affairs (VA) Approval Process for any Veteran Apprentices

The [North Carolina State Approving Agency \(NC SAA\) for Veterans and Military Education](#) is an agency that reports to the NC Department of Military and Veteran Affairs (NCDMVA). Since 1947 it has been evaluating and approving programs and courses, so veterans or eligible people can use their GI Bill benefits with those approved programs.

### Why Should I Contact the NC SAA for Veterans and Military Education?

- The GI Bill pays a percentage of all educational tuition and fees until training is complete or the VA benefit runs out for a veteran participating in an RAP. Because many veterans will want to take advantage of this funding, they will prefer an RAP with which they can use their military education benefits.
- Veterans serve in many of our apprenticeship programs. Because they are known for their work ethic and high retention rates, many sponsors actively seek to recruit veterans for their programs.
- Sponsors may receive the Work Opportunity Tax Credit (WOTC) for hiring qualified veterans.
- This agency can also help your participating employers recruit new veterans for future program vacancies.

### How Can I Start the VA Approval Process for a Veteran Apprentice?

To start the VA approval process:

1. Contact your ANC consultant to say you have a veteran enrolling in your RAP.
2. The ANC consultant contacts the ANC supervisor, who sends the program documents to NC SAA for Veterans and Military Education.
3. A program specialist from NC SAA for Veterans and Military Education will contact you to complete paperwork for the approval process.

Please see **SOP 013** for more details on this process.

## Registering with the Division of Workforce Solutions (DWS)

The [Division of Workforce Solutions](#) (DWS), part of the NC Department of Commerce, helps 1) employers find highly skilled employees and 2) job seekers find employment. DWS oversees job-creating grants and (in conjunction with local workforce development boards) operates dozens of NCWorks Career Centers throughout our state.

### Why Should I Register My RAP with This Partner?

- A case manager at a NCWorks Career Center can help you screen new candidates and let you know funding or tax benefits you could receive by hiring those apprentices.
  - Employer incentives include WOTC (a federal tax credit) and the Workforce Innovation and Opportunity Act, or **WIOA**.
- If an apprenticed employee is qualified for WIOA funding, this grant may reimburse you for up to 50 percent of an apprentice's wages (for approximately 6 months) and reimburse the apprentice for some of the apprentice's supplemental education costs. The apprentice may also qualify for supportive services throughout their tenure in your program.
- If you are providing your own supplemental education to apprentices, WIOA funds may reimburse some of those training costs, too.
- If your program is registered with this partner, you may be placed on the **Eligible Training Provider List (ETPL)**. Your program will be visible on the NCWorks website to newcoming job seekers.
- This organization can provide labor market research and others supportive services: working with you to develop your strategic planning, allowing you to post job openings for free on the NCWorks system, and screening applicants in advance to see if they pre-qualify for funding.

### How Do I Register My RAP with This Partner?

To register with this organization, you will need to "opt in" for your program to be added to the **Eligible Training Providers List (ETPL)**. By being approved as an RAP, you are already qualified to submit your program to be included on this list. You just need to take the following steps:

1. Complete the online registration (about a 30-minute process).
  - a. Here is a [link](#) to the ETPL FAQ page in NCWorks.
2. Be approved by your local workforce development board.
3. Complete any annual reporting requirements for DWS.

See **SOP 011** for more details on opting in to the ETPL.

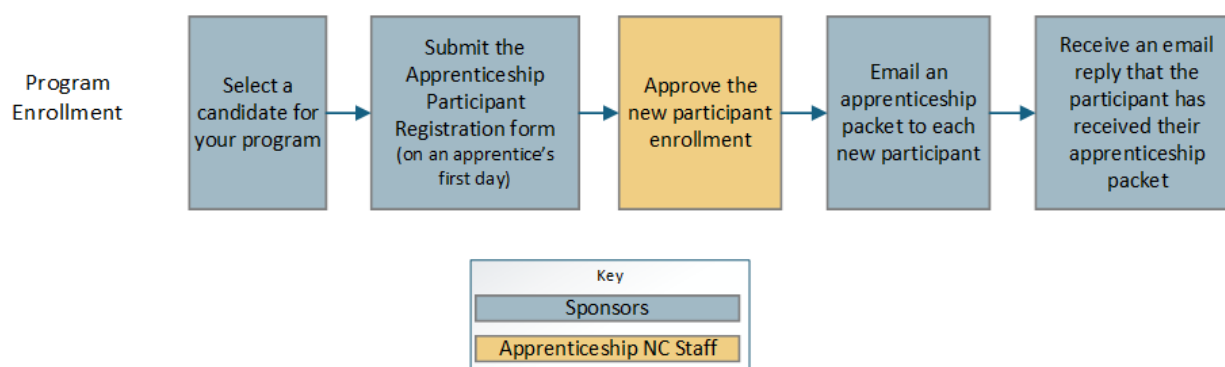
## Program Enrollment

Once your program has been registered, it is time to recruit participants and enroll them in your program through a signed apprenticeship agreement\* (29 CFR 29.5 (b)(11)):

- If your program has *5 or more* participants, you will complete the steps to add a participant and enroll them in your program within the NCRAN Community Site.
- If your program has *less than 5* participants, you will contact your ANC consultant to add any new participants for your program.

*\*The full name for the apprenticeship agreement is the Apprenticeship Participant Registration Form.*

Here is the program enrollment process flow:



## Probationary Period

In your program standards, you will list the probationary period, if any, for any new apprentices. Usually, this probationary period will be 25% of the total amount of the program (CFR 29.5(b)(8)):

- *During* the probationary period, you or the apprentice may terminate the apprenticeship agreement without documenting the cause of the termination.
- *After* the probationary period, the apprentice may cancel the apprenticeship agreement without stating the cause, but you as the sponsor may not. You must document the cause of termination from the participating employer and include the reason for it when you submit a participant change request for the apprentice.
  - See this guide's section on [Requesting Program Revisions or Participant Changes](#).

All the OJL hours the apprentice accrues during the probationary period count toward the hours an apprentice needs to complete their program.

The table below shows you the program enrollment tasks:

Program Enrollment	JATC Member	ANC Staff	Participating Employer	Apprentice/ Participant
Recruit, interview, and select apprentices through fair and equitable processes; maintain records on candidates	<b>Accountable</b>	<b>Consulted</b>	<b>Responsible</b>	
Assign a mentor to each apprentice	<b>Accountable</b>	<b>Consulted</b>	<b>Responsible</b>	
Add a new participant in NCRAN and enroll them in a program by submitting the Apprenticeship Participant Registration Form	<b>Responsible</b>	<b>Consulted</b>	<b>Consulted</b>	
Ensure the Apprenticeship Participant Registration Form includes a parent/guardian's signature if the participant is under 18 years of age	<b>Responsible</b>	<b>Consulted</b>		
Ensure all people (the sponsor, apprentice, consultant, legal guardian) have signed the form (within 21 days of the participant's start date)	<b>Accountable*</b>	<b>Responsible</b>	<b>Responsible</b>	<b>Responsible</b>
Approve the program enrollment and contact the sponsor to let them know about the approval or rejection of the enrollment	<b>Consulted</b>	<b>Responsible</b>		
Send a copy of the signed Apprenticeship Participant Registration Form to applicable parties: the NC State Approving Agency for Veterans or Military Education, the union, and the participating employer	<b>Responsible</b>	<b>Consulted</b>		
Provide an apprenticeship packet to each new apprentice	<b>Responsible</b>	<b>Consulted</b>		<b>Informed</b>
Collect a signed acknowledgement from the apprentice that they have received their apprenticeship packet	<b>Accountable*</b>	<b>Consulted</b>		<b>Responsible</b>

*\*As the sponsor, you own the signature collection process, ensuring each apprentice signs their Apprenticeship Participant Registration Form within this 21-day window.*

*\*\*You will email the participant an apprenticeship packet after their enrollment within 21 days of an apprentice's start date.*

## Selecting Apprentices through Fair and Equitable Processes

You will outline your **selection procedures** (how participating employers will select apprentices for your program) as part of your program standards. You and your employers will want to frequently evaluate these procedures to ensure they are supporting your business needs.

Here are some best practices for ensuring your recruiting and candidate selection processes are fair:

- **Recruiting:**

- Advertise job openings in a variety of locations to increase your employers' candidate pools.
  - For example, Indeed, LinkedIn, and NCWorks  
(<https://www.ncworks.gov/vosnet/Default.aspx>).

- **Interviewing:**

- Remind your participating employers not to overemphasize a candidate's experience over passion. Sometimes a candidate may just need the opportunity, and apprenticeship could be:
  - The apprentice's bridge to a sustainable income that fits well with their skills
  - Your employer's way of gaining a dedicated employee who fits well with their company culture
- The best practice is to **ask each applicant the same set of questions**. This is a helpful way to ensure they are judging each candidate on the same criteria. Great sample questions for your employers to ask are:
  - What makes you a good candidate for this apprenticeship?
  - Apprenticeship involves a full-time job in addition to taking classes. How would you balance your time to be successful in this apprenticeship?
  - What do you hope to achieve by participating in this apprenticeship program?

- **Selecting:**

- Ensure employers are following the selection procedure laid out in your standards.
- Be consistent in the way you evaluate candidates (test scores, education and work experience, interview questions).
- Keep all candidate information, including selection criteria, for your and your employer's records (see this guide's section on [Maintaining Participant Records](#)).

## Assign a Mentor for Each Apprentice

Each employer should select one of the following options:

- A mentor for each apprentice
- Multiple mentors to work with apprentices on a set of competencies that **matches each mentor's own likes and abilities** (this option considers your mentors' own skills and interests)

Either approach is fine, but **your employer should make it clear who the apprentice's mentor will be on Day 1**. Mentorship and close on-the-job instruction will be some of the biggest benefits for your RAP's apprentices, so help your apprentices to quickly recognize these benefits.

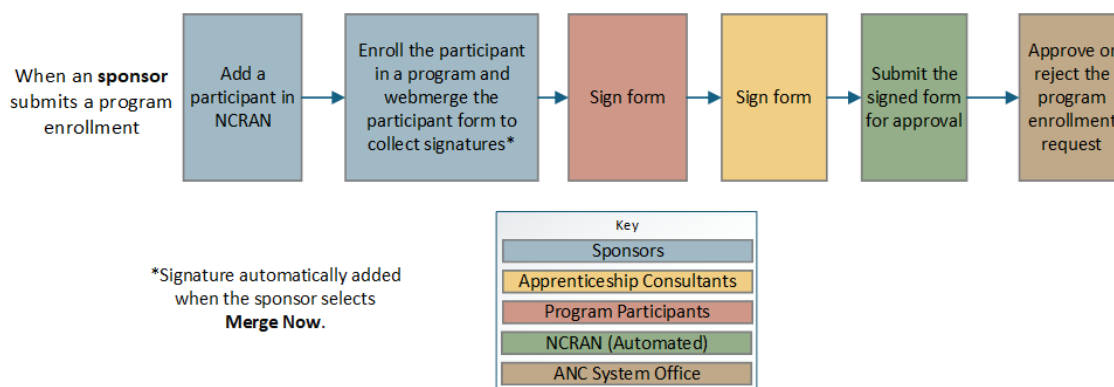
## Free Mentor Training

Share this [South Dakota DOL link](#) with your participating employers and encourage them to share it with prospective mentors. It provides a free course, teaching them how to be effective mentors to apprentices.

## Adding and Enrolling a New Apprentice in NCRAN

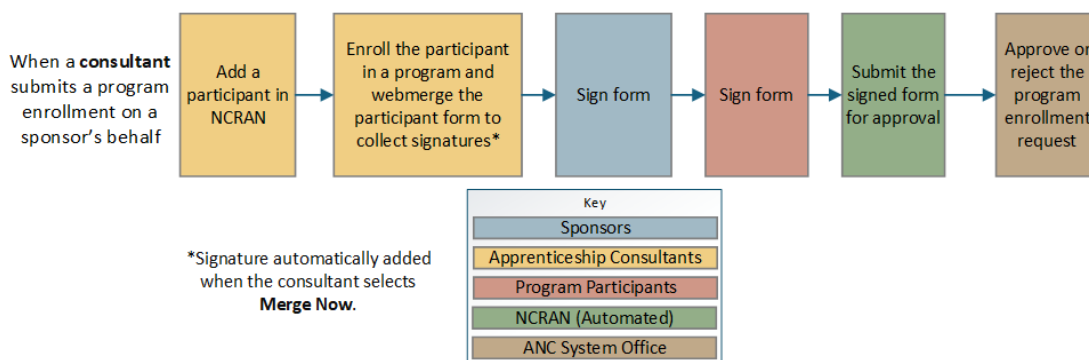
If you have been granted access to NCRAN, you will create a new participant and enroll them in your program. You will do this whenever a participating employer tells you a new person will be enrolling in your program.

When you fill in the new participant information, you will webmerge that information into the Apprentice Participant Registration Form. Don't be alarmed by the term "**webmerge**". This is a **simple two-click process that autofills the information you entered in the system into a new Apprenticeship Participant Registration Form**. At the same time, it attaches your signature and through a third-party provider, **Formstack**, sends the form first to the apprentice and then the ANC consultant to sign. After both signatures have been collected, you will receive an email from Formstack letting you know all signatures have been collected. Once all signatures have been collected, NCRAN will automatically submit the program enrollment for approval by the ANC System Office processors.



See **SOP 003** for steps on creating Apprenticeship Participant Registration Forms in the NCRAN Community Site.

If you do not have access to NCRAN, you will contact the ANC consultant to complete the Apprenticeship Participant Registration Form on your behalf. The basic flow will remain the same, but you will supply the consultant with the information which they will enter into the system. Your primary task in this flow is to ensure your representative signs this form when it is emailed.



## Six Important Notes about Program Enrollment

Here are six important notes about the program enrollment process:

1. **The Start Date:** This is the date (ideally, the apprentice's first day) when you submit the form in NCRAN *or* send the form to your consultant. Ensure your participating employers understand this expectation and **immediately contact you** when they decide to hire a new apprentice.
2. **Prior Credit for OJL Hours:** The participating employer may determine how much experience to award a participant for any on-the-job learning (OJL) hours the participant completed *before* enrolling in your program. However, the amount of OJL prior credit they may **award** a participant:
  - a. **Should not exceed 50%** of the total OJL hours of your sponsored program.
    - i. Ex. You could award up to 3,000 OJL hours for a 6,000-hour program.
  - b. Should still require the participant to complete at least 1,000 hours of OJL for a time-based or hybrid program *or* remain in the RAP for at least six months for a competency-based program (your consultant can explain these program types to you). In other words, you need enough time to vet a new apprentice to ensure they have learned the proper skills to earn their certification.
3. **Supplemental Education (SE) Hours** - The only stipulation for SE hours is that the program requires the participant to have **at least 144 SE hours per year**. However, the employer may give prior credit for any amount of SE *if* the participant has documentation to show they have completed relevant coursework.
  - a. Ex. You have a new apprentice joining your machinist RAP, who already has an associate degree in Applied Tech for Machining. In this case, the participating employer could give the apprentice credit for the courses the apprentice took while earning their associate degree.
4. **Missing Information:** You should ensure the entire form is filled out. **Any missing information could prevent ANC from approving the form** and require you to rewrite and resubmit the form.
5. **Participants aged 16 or 17:** These forms must include the signature of the participant's parent or legal guardian. Currently, a guardian's signature cannot be entered through Formstack, but you can download the form from NCRAN and follow either of these options:
  - a. A guardian may handwrite their signature, and you can scan the form into a digital copy
  - b. A guardian's signature may be digitally signed through Adobe Acrobat
6. **Signatures:** It is your responsibility to ensure the program participant signs the form **within 21 days of the participant's start date**. **If the participant does not sign the form within that 21-day window, NCRAN will immediately reject that form; and you will be forced to rewrite and resubmit the form for signatures.**

## Providing Copies of the Signed Form to Applicable Parties

When the form is digitally signed by all signers, your representative will receive an alert that all parties have signed the form from our third-party, digital signing tool we use called Formstack. This email will include an attachment with the signed participant form. You will need to ensure a copy of this form goes to:

- The union
- The participating employer
- (If the apprentice is a veteran interested in using VA benefits) The [NC State Approving Agency for Veterans and Military Education](#)
  - Again, this organization can work with your veteran apprentices to ensure they receive benefits to which they are entitled (see this guide's [Registering with the NC State Approving Agency for Veterans and Military Education](#) section).

You do not need to wait for the program enrollment request to be approved to send copies of the signed form to these entities.

## Providing an Apprenticeship Packet

You should also email each participant **an apprenticeship packet *within 21 days of their start date***. This packet includes important program-related documents and clearly lays out the program criteria for participants.

If the following documents apply to you, please include them in your apprenticeship packet:

- **The Competency Checklist / Work Process Schedule** – The work activities a participant must demonstrate proficiency in to complete the RAP
- **Program Standards** – The main guidance document for how an RAP will be run
- **The Requirements for Apprenticeship Sponsors Reference Guide** – This helpful guide clarifies the information in the program standards
- **Appendix A** – Includes the work process schedule, the wage schedule, and supplemental education plan
- **Appendix D** – The participating employer agreement, which includes the wage scale, minimum qualifications, and supplemental education specific to that employer
- **Additional Company Policies** – May include your employer’s employee handbook or additional legal or HR-related information that would affect the participant

Including all this information in a single email ensures the participant has a “one-stop shop” for the documents they will be referencing throughout their time in your RAP.

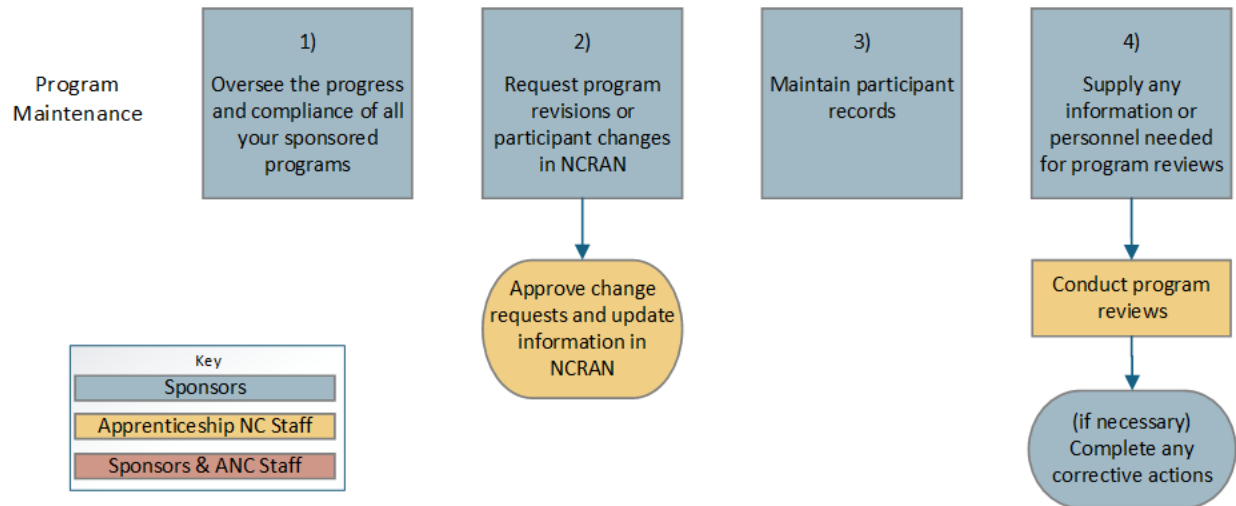
## Collecting a Signed Acknowledgment for the Apprenticeship Packet

It is best practice to request apprentices to send your employer a reply by email that they received their apprenticeship packet. The employer can forward this email on to you afterwards. That way, you have confirmation that the apprentice received all vital documentation within the first 21 days of their apprenticeship, including the information about your RAP’s probationary period should an employer need to release the apprentice during this time.

## Program Maintenance

Other than enrolling new participants, there are four tasks you must complete for your program to stay in compliance and run smoothly.

Here is an overview of these four tasks:



### 1) Overseeing the Progress and Compliance of all the Sponsor's Programs

This table shows your responsibilities when it comes to overseeing your RAP:

Program Maintenance - Program Growth and Compliance Oversight	JATC Member	ANC Staff	Participating Employer
Log into NCRAN monthly	<b>Responsible</b>	<b>Consulted</b>	
Oversee the progress of all program participants	<b>Responsible</b>	<b>Consulted</b>	
Follow up with all documents awaiting signatures	<b>Responsible</b>	<b>Consulted</b>	

## Logging into NCRAN Monthly

If you have more than 5 apprentices in your sponsored programs, you will receive access to the North Carolina Registered Apprenticeship Network (NCRAN). If this is the case, please **log in to NCRAN monthly** and check the dashboard on your homepage. This dashboard shows:

Dashboard Panel	Purpose
Active Participants Past Their Completion Date	You can view participants over 30 days past their expected completion date. These participants may require a reasonable extension (through a participant change request), but they might also need your support and encouragement in getting across the finish line. Please communicate with your participating employers about how to best support these overdue participants.
Documents Waiting for Digital Signature	This will alert you to any documents that require an apprentice's or your representative's signature.

Lastly, you are responsible for ensuring your program's participant data in NCRAN is current and accurate. You should be **updating the information on your participant's progress monthly**, including any:

- New competencies completed
- Wage increases for participants
- Completed supplemental education
- Disciplinary action (ex. verbal or written reprimands) for that participant

## 2) Requesting Program Revision or Participant Change

There are two requests that you can make:

- (Macro-level) **A program revision request** – These are requests to revise your program standards or associated appendices, changes that could affect every participant or supervisor in your program.
- (Micro-level) **A participant change request**: These are requests to change an apprentice agreement (the Apprenticeship Participant Registration Form) after it has been signed and approved.

## Program Revisions

The following chart details the subtasks that involve a program revision request:

Program Maintenance - Program Revision Requests	JATC Member	ANC Staff
Communicate any desired program revision to your ANC consultant	<b>Responsible</b>	<b>Consulted</b>
Meet with the sponsor to understand the specific changes that need to be made	<b>Consulted</b>	<b>Responsible</b>
Create a new change request in NCRAN to update the program standards	<b>Consulted</b>	<b>Responsible</b>
Obtain signatures for the program revision request and approve the final document	<b>Consulted</b>	<b>Responsible</b>

In summary, you must contact the consultant to let them know a program revision needs to be made. After that initial request, the consultant will create a new program request to revise your original program documents. Then, your representative, the ANC consultant, and ANC leadership will sign the new program documents.

**Note:** If you *do not have access to NCRAN*, you will **follow these same steps for a participant change request** (described on the next page).

## Participant Changes

If you have access to NCRAN, you can submit a participant change request within the system. This would be for any change that would affect a participant's signed Apprenticeship Participant Registration Form (in other words, the apprenticeship agreement). You should submit this request **within 45 days of a participant change occurring** (29 CFR 29.5 (b)(17)), so please communicate with your participating employers that they must let you know immediately when a participant change occurs.

A participant change falls into three buckets:

- **A cancellation:** The participant or participating employer has decided to discontinue their participation in your program.
- **A completion:** The participant has met all requirements to complete your program and earn their certificate.
  - A cancellation or completion requires the ANC consultant's and your representative's signatures.
- **A revision:** Not to be confused with a program revision, this is an umbrella term for any other change that needs to be made to the apprenticeship agreement. Usually, this involves the participant **needing more time** to complete their on-the-job learning or supplemental education hours.
  - A revision requires the ANC consultant's, the participant's, and your representative's signatures.

The following chart shows the process for participant change requests:

Program Maintenance - Participant Change Requests	JATC Member	ANC Staff	Participating Employer	Apprentice/ Participant
Report any change to the Apprenticeship Participant Registration Form within 45 days of the change occurring	<b>Responsible</b>	<b>Consulted</b>	<b>Accountable</b>	
Respond to the participant change request by creating a revision, cancellation, or completion record in NCRAN	<b>Consulted</b>	<b>Responsible</b>		
Ensure all signatures have been added to the participant change request within 21 days of the change request submission	<b>Accountable</b>	<b>Responsible</b>		<b>Responsible</b>
Approve the final document	<b>Consulted</b>	<b>Responsible</b>		

To recap, there are two important steps you must complete for participant change requests:

1. You must report a participant change in NCRAN (or to your consultant) within 45 days of the change occurring. Your employers should let you know immediately when a participant change occurs.
2. You must ensure all necessary signers (your representative, the ANC consultant, and in the case of a revision, the participant) have signed the form within 21 days of the form being submitted.
  - a. Sponsors can view their **Documents Waiting for Digital Signatures dashboard** in NCRAN to see any participant revisions that still lack signatures.

See **SOP 007 - Creating a Participant Change Request in NCRAN** for detailed instructions on completing a participant change request.

### 3) Maintaining Participant Records

The next two tasks are related. It is essential that ANC holds high standards for all RAPs and validates that each program has met the federal requirements for RAPs.

Whereas it is ANC's responsibility to review a program and ensure it is in compliance, it is you and your participating employers' responsibilities to store the necessary records for these reviews:

Program Maintenance – Recordkeeping	JATC Member	ANC Staff	Participating Employer
Maintain digital documents monthly for each participant monthly (for five years after the apprentice transferred, canceled, or completed the program)	Accountable	Consulted	Responsible
Back up all digital records to prevent any data loss through technical or human error	Responsible	Consulted	
Provide any records to ANC when requested	Responsible	Consulted	

#### Following ANC's Digital Recordkeeping Policy

There are four parts to ANC's digital policy that you and your employers should follow:

1. You should update program-related documents (see next page) as needed.
2. You should **maintain records for up to five years** after a participant leaves a program by:
  - a. Transferring from your program to another program
  - b. Cancelling their enrollment in your program
  - c. Completing your program
3. You should **back up all digital copies** to prevent any data loss through technical errors.
4. You should be able to **provide either physical or digital records when requested** by ANC.

## Program Records to Maintain

You should store the following documents:

Static Documents	Documents You Should Update <b>as Needed</b>
<ul style="list-style-type: none"><li>Any RAP-related signed forms<ul style="list-style-type: none"><li>Ex. program standards, Apprenticeship Participant Registration Forms, Program Request Forms</li></ul></li><li>Information on candidates to the program</li><li>Documentation for any OJL or SE prior credit that you are giving an apprentice</li><li>Certifications for any in-house SE providers (proof of training they received, their degree, or applicable job experience)</li><li>Any apprentice reviews or actions (disciplinary actions, terminations, or promotions)</li></ul>	<ul style="list-style-type: none"><li>Your current list of active apprentices</li><li>Competency checklists (if applicable) or current OJL hours for each apprentice<ul style="list-style-type: none"><li>This shows each apprentice's current progress in your program.</li></ul></li><li>Supplemental education (SE) hours for each apprentice*:<ul style="list-style-type: none"><li>Student transcripts (if the apprentice is taking SE from a college)</li><li>Attendance reports and any testing information (if the apprentice is taking SE from your organization or a third-party provider)</li></ul></li><li>Attendance and completion records for anti-harassment or safety training</li><li>Any information related to recruiting or selecting candidates<ul style="list-style-type: none"><li>Ex. Applications, test scores, interview scores, interview questions and summaries of candidate answers, ranking lists of qualified applicants, notifications to candidates, demographic information on candidates</li></ul></li><li>Your apprentice's grant-related information (if applicable)<ul style="list-style-type: none"><li>Ex. Receipts for reimbursement</li></ul></li><li>Current pay for apprentices and any past changes to pay</li><li>Current rate of pay for each occupation</li></ul>

Regardless of what document management system you or your employers use to store records, you must ensure the files are backed up to prevent data loss through technical issues or human errors. **It is your responsibility that all the applicable files in this list are preserved for program reviews.**

\*[Workhands](#) is a mobile-friendly tool that helps apprentices track their OJL and SE hours.

#### 4) Participating in Program Reviews

ANC will periodically review your program to ensure that you and your participating employers are:

- Following the standards and compliance regulations you agreed to follow
- Maintaining all essential program-related records (see previous page)
- Willing to make any changes (corrective actions) necessary to address any deficiencies that the review may uncover

Program Maintenance – Program Reviews	JATC Member	ANC Staff	Participating Employer
Schedule the review	<b>Consulted</b>	<b>Responsible</b>	
Provide all necessary documents or information to the ANC consultant	<b>Responsible</b>	<b>Consulted</b>	<b>Responsible</b>
Allow your staff and any apprentices to be available for interviews as part of the review	<b>Accountable</b>	<b>Consulted</b>	<b>Responsible</b>
Conduct the Apprenticeship Program Review (APR) either on-site or remotely (approx. 2-8 hours)	<b>Consulted</b>	<b>Responsible</b>	<b>Consulted</b>
Present the findings of the review and list any deficiencies as well as corrective actions to take	<b>Consulted</b>	<b>Responsible</b>	<b>Informed</b>
Make a good faith effort to complete all corrective actions during the specified time limit	<b>Responsible</b>	<b>Consulted</b>	<b>Responsible</b>

#### Provisional vs. Permanent Status

Your RAP will be in a provisional status until your first-year anniversary (or until your first training cycle has ended). At that time, ANC will review your program and determine if it can become a permanent RAP.

A permanent RAP demonstrates that you have run a successful program. Permanent RAPs are then **reviewed once every five years**.

## The Apprenticeship Program Review (APR) Process

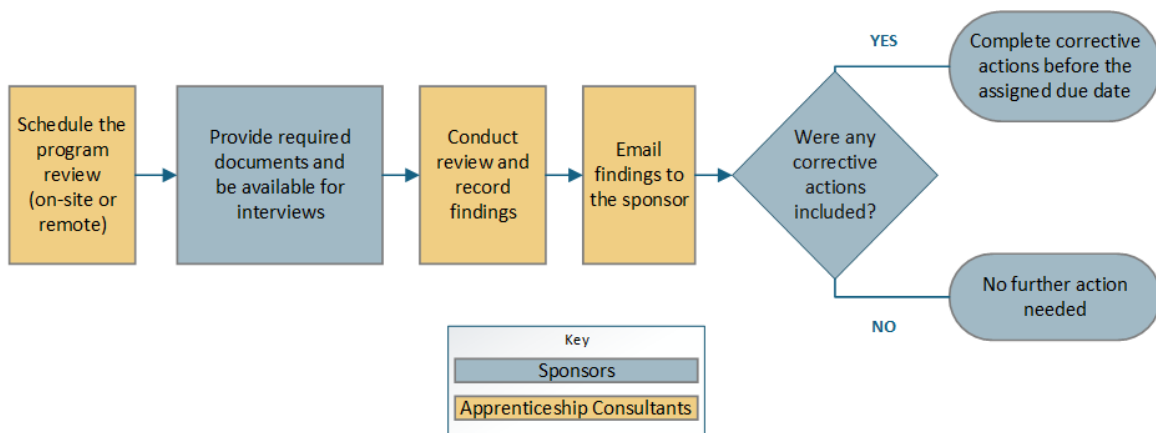
APRs determine if you are following your program standards. These reviews would help answer questions like:

- Is on-the-job training present in all phases of your program?
- Do apprentices receive their scheduled wage increases (from your wage schedule)?
- Is supplemental education delivered in the same manner outlined in the standards?

### *When Do APRs Occur?*

- Initially – on your one-year anniversary OR once your first training cycle has completed
- After your program is permanent – once during a five-year cycle
- As needed – for example, when there is a concern about the safety of your apprentices

The APR process is as follows:



## Providing Necessary Documents and Ensuring Staff Availability for Reviews

Reviews can take place on-site or if necessary, remotely. There are advantages to on-site reviews, however:

- On-site is more personal – our consultants can talk with your employers and apprentices face-to-face.
- On-site can also be far less cumbersome than requiring you and your employers to send mounds of digital paperwork through a file-sharing service or email.

**Our consultants will work with you to schedule a day for the program review.** Each review involves:

- A review of records which you and your employers provide (see the [Program Records to Maintain](#) page in this guide)
- Interviews with apprentices and people responsible for running your program

Depending on the number of participants in your program, the program reviews <b>typically take 2-8 hours.</b>
---

## Completing all Corrective Actions

If the ANC consultant notices any deficiencies (ways in which the program standards or federal legislation for RAPs are not being followed), they will report these to the ANC Deputy Director. If the Deputy Director agrees with the findings, they will provide corrective actions in the email they send you with the review findings. The email will include a reasonable timeline for you to implement these actions.

There are two important notes about corrective actions:

- Our team is looking for you and your employers to make a good faith effort to implement these actions. Deficiencies identified must be corrected or the program will face de-registration.
- **Our ANC consultants are here to help!** Our team wants you to have a successful program, so please reach out to us if you need support and guidance with taking these corrective actions.

## Conclusion

We hope this document clearly lays out your responsibilities as a JATC member throughout your RAP's lifecycle. If you have questions or need clarification about material in this guide, please **contact your ANC consultant.**

Send any feedback you have on improving this guide to [apprenticeshipnc@nccommunitycolleges.edu](mailto:apprenticeshipnc@nccommunitycolleges.edu).

## Additional Resources

- Sponsor training that comes from the Office of Apprenticeship:
  - [Registered Apprenticeship Sponsors | Apprenticeship.gov](#)
  - The information about RAPIDS would not apply to our state, but this website contains training on affirmative action plans, mentorship, and legislation that affects RAPs.
- **SOP 003** - Creating an Apprenticeship Participant Registration Form in the NCRAN Community Site
  - This ANC guide walks sponsors with NCRAN access through completing their own program enrollment requests in NCRAN.
- **SOP 006** – Reporting Issues in the NCRAN Community Site
  - An ANC guide walks sponsors through submitting a case for any issue they encounter in NCRAN.
- **SOP 007** - Submitting a Participant Change Request in the NCRAN Community Site
  - This SOP guides sponsors through submitting a participant change request in the North Carolina Registered Apprenticeship Network (NCRAN) Community Site.
- **SOP 011** - Opting in to the Eligible Training Providers List (ETPL)
  - This SOP educates program sponsors and other interested parties on the Workforce Innovation and Opportunity Act (WIOA) and the Eligible Training Providers List (ETPL) as well as providing information on how program sponsors “opt in” their programs to be included on the list.
- **SOP 013** - Registering a Registered Apprenticeship Program (RAP) with the VA
  - This SOP guides sponsors and ANC staff through the steps a sponsor should take for the NC State Approving Agency (NC SAA) for Veterans and Military Education to approve their program for use with VA education benefits. This guide also gives an overview of the next steps a sponsor must take to remain in compliance with the VA.

## Appendix A

### Responsibility Matrix for all Tasks

JATC Member Specific Tasks	JATC Member	ANC Staff	Participating Employer	Apprentice/ Program Participant
Mediate disputes that arise between apprentices and employers	<b>Responsible</b>	<b>Informed</b>	<b>Consulted</b>	<b>Consulted</b>
Ensure all union membership requirements are followed.	<b>Accountable</b>		<b>Responsible</b>	<b>Responsible</b>
Oversees training center (in some cases).	<b>Responsible</b>		<b>Consulted</b>	

Pre-Registration	JATC Member	ANC Staff	Participating Employer
Explain program requirements to prospective JATC members (during the first program design meeting)	<b>Responsible</b>		
Conduct an introductory meeting with the sponsor and schedule the first program design meeting	<b>Consulted</b>	<b>Responsible</b>	
Begin implementing any safety or compliance protocols for your organization	<b>Accountable</b>	<b>Consulted</b>	<b>Responsible</b>
Discuss the “Apprenticeship Program Brainstorming Guide” with interested parties at your organization (at least one meeting is recommended)	<b>Responsible</b>		

Program Registration	JATC Member	ANC Staff	Participating Employer
During the first program design meeting, explain program requirements to the prospective JATC members	<b>Consulted</b>	<b>Responsible</b>	
Decide on program specifics with the guidance of the ANC consultant (typically, 1-3 meetings)	<b>Responsible</b>	<b>Consulted</b>	<b>Consulted</b>
Ensure the program's standards conform to all federal regulations for RAPs	<b>Consulted</b>	<b>Responsible</b>	
Create the following documents: Work Process Schedule (OJL Checklist), Wage Schedule, Supplemental Education, and Appendix D (wage scale appears here)	<b>Accountable*</b>	<b>Responsible</b>	<b>Consulted</b>
Create all program documents and review them with the prospective JATC members	<b>Consulted</b>	<b>Responsible</b>	
Collect all signatures and submit the program documents for approval; ensure all employer agreements are signed	<b>Accountable*</b>	<b>Responsible</b>	<b>Responsible</b>
Contact the JATC members to let them know the program has been approved	<b>Consulted</b>	<b>Responsible</b>	
Promote and launch the program	<b>Responsible</b>	<b>Consulted</b>	
Provide any sponsor (with 5 or more employees) access to the North Carolina Registered Apprenticeship Network (NCRAN)	<b>Consulted</b>	<b>Responsible</b>	
Initiate the Veteran Affairs (VA) approval process for any veteran apprentices (recommended)	<b>Responsible</b>	<b>Consulted</b>	
Register your program with the NC Commerce - Division of Workforce Solutions (recommended)	<b>Responsible</b>	<b>Consulted</b>	

Program Enrollment	JATC Member	ANC Staff	Participating Employer	Apprentice/ Participant
Recruit, interview, and select apprentices through fair and equitable processes; maintain records on candidates	<b>Accountable</b>	<b>Consulted</b>	<b>Responsible</b>	
Assign a mentor to each apprentice	<b>Accountable</b>	<b>Consulted</b>	<b>Responsible</b>	
Add a new participant in NCRAN and enroll them in a program by submitting the Apprenticeship Participant Registration Form	<b>Responsible</b>	<b>Consulted</b>	<b>Consulted</b>	
Ensure the Apprenticeship Participant Registration Form includes a parent/guardian's signature if the participant is under 18 years of age	<b>Responsible</b>	<b>Consulted</b>		
Ensure all people (the sponsor, apprentice, consultant, legal guardian) have signed the form (within 21 days of the participant's start date)	<b>Accountable*</b>	<b>Responsible</b>	<b>Responsible</b>	<b>Responsible</b>
Approve the program enrollment and contact the sponsor to let them know about the approval or rejection of the enrollment	<b>Consulted</b>	<b>Responsible</b>		
Send a copy of the signed Apprenticeship Participant Registration Form to applicable parties: the NC State Approving Agency for Veterans or Military Education, the union, and the participating employer	<b>Responsible</b>	<b>Consulted</b>		
Provide an apprenticeship packet to each new apprentice	<b>Responsible</b>	<b>Consulted</b>		<b>Informed</b>
Collect a signed acknowledgement from the apprentice that they have received their apprenticeship packet	<b>Accountable*</b>	<b>Consulted</b>		<b>Responsible</b>

Program Maintenance - Program Growth and Compliance Oversight	JATC Member	ANC Staff	Participating Employer
Log into NCRAN monthly	<b>Responsible</b>	<b>Consulted</b>	
Oversee the progress of all program participants	<b>Responsible</b>	<b>Consulted</b>	
Follow up with all documents awaiting signatures	<b>Responsible</b>	<b>Consulted</b>	

Program Maintenance - Program Revision Requests	JATC Member	ANC Staff
Communicate any desired program revision to an ANC consultant	<b>Responsible</b>	<b>Consulted</b>
Meet with the sponsor to understand the specific changes that need to be made	<b>Consulted</b>	<b>Responsible</b>
Create a new change request in NCRAN to update the program standards	<b>Consulted</b>	<b>Responsible</b>
Obtain signatures for the program revision request and approve the final document	<b>Consulted</b>	<b>Responsible</b>

Program Maintenance - Participant Change Requests	JATC Member	ANC Staff	Participating Employer	Apprentice/ Participant
Report any change to the Apprenticeship Participant Registration Form within 45 days of the change occurring	<b>Responsible</b>	<b>Consulted</b>	<b>Accountable</b>	
Respond to the participant change request by creating a revision, cancellation, or completion record in NCRAN	<b>Consulted</b>	<b>Responsible</b>		
Ensure all signatures have been added to the participant change request within 21 days of the change request submission	<b>Accountable</b> *	<b>Responsible</b>		<b>Responsible</b>
Approve the final document	<b>Consulted</b>	<b>Responsible</b>		

Program Maintenance – Recordkeeping	JATC Member	ANC Staff	Participating Employer
Maintain digital documents monthly for each participant monthly (for five years after the apprentice transferred, canceled, or completed the program)	<b>Accountable</b>	<b>Consulted</b>	<b>Responsible</b>
Back up all digital records to prevent any data loss through technical or human error	<b>Responsible</b>	<b>Consulted</b>	
Provide any records to ANC when requested	<b>Responsible</b>	<b>Consulted</b>	

Program Maintenance – Program Reviews	JATC Member	ANC Staff	Participating Employer
Schedule the review	<b>Consulted</b>	<b>Responsible</b>	
Provide all necessary documents or information to the ANC consultant	<b>Responsible</b>	<b>Consulted</b>	<b>Responsible</b>
Allow your staff and any apprentices to be available for interviews as part of the review	<b>Accountable</b>	<b>Consulted</b>	<b>Responsible</b>
Conduct the Apprenticeship Program Review (APR) either on-site or remotely (approx. 2-8 hours)	<b>Consulted</b>	<b>Responsible</b>	<b>Consulted</b>
Present the findings of the review and list any deficiencies as well as corrective actions to take	<b>Consulted</b>	<b>Responsible</b>	<b>Informed</b>
Make a good faith effort to complete all corrective actions during the specified time limit	<b>Responsible</b>	<b>Consulted</b>	<b>Responsible</b>

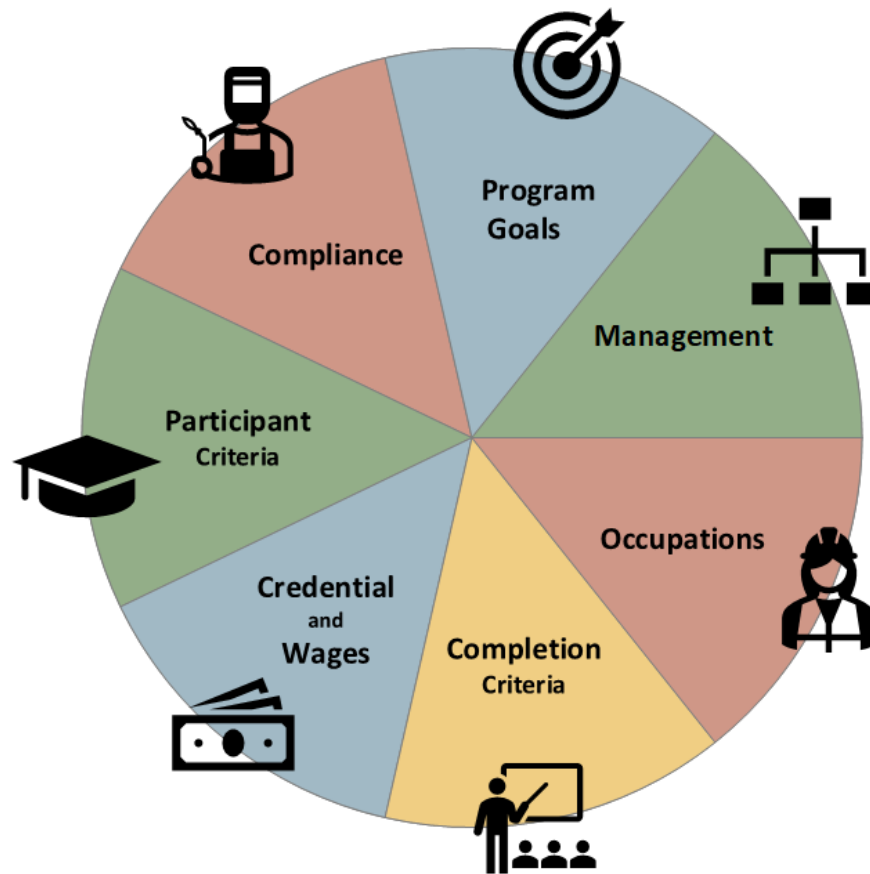
*\*The term “Accountable” indicates an entity that owns the task and ensures the parties responsible to complete that task do so. As the sponsor, you should ensure that your representative has signed the program registration paperwork, participating employers have signed their employer agreements, and each new apprentice has signed their Apprenticeship Participant Registration Form within 21 days of their start date.*

*\*\* You will email the participant an apprenticeship packet after they have signed their Apprenticeship Participant Registration Form.*

## Appendix B

### Apprenticeship Program Brainstorming Guide

When you, as the sponsor, begin working with an ApprenticeshipNC (ANC) consultant to develop a Registered Apprenticeship Program (RAP), there are a lot of questions to answer. Fortunately, these questions fall into seven categories:



In this guide, we will provide you with questions from each category. You may want to discuss these questions with your internal team and stakeholders to get a better understanding of how your RAP will be set up before you begin building the program with your ANC consultant.

## Program Goals

As business author Simon Sinek would suggest, “Start with your ‘why’”. Why do you want to start an apprenticeship program? What do you hope it will achieve for your company? Starting at that foundational level will anchor this process and guide future decisions concerning your program.

Primary Question	Secondary Questions to Consider
<b>What are our needs, and how will an apprenticeship program help to meet our needs?</b>	<ul style="list-style-type: none"><li>• Will our program extend to more than 2-3 counties in North Carolina?</li><li>• Will our program extend to multiple states? If so, will the program in North Carolina be a test run for a national program?</li><li>• When is the ideal start date for our program?</li><li>• Do we want to use apprenticeship as an opportunity to collaborate with other employers?</li></ul>

## Management

As the sponsor, your company will educate participating sponsors on your program guidelines. Now, it is important to think through *whom* specifically at your company and for your participating employers will have this responsibility:

Primary Question	Secondary Questions to Consider
<b>Who will run our program?</b>	<ul style="list-style-type: none"><li>• Who will the primary contact/s be for any participating employers, and what is their contact information (best phone number, email, billing/shipping addresses)?</li><li>• How can we ensure our program continues if there is turnover with the people managing our program?</li></ul>

## Occupations

You must decide what job you will train your participants to do. We call this your **target occupation** (ex. chemical technician, graphic designer, aerospace engineer).

Primary Question	Secondary Questions to Consider
What should our target occupation/s be?	<ul style="list-style-type: none"><li>• Do we need to focus on more than one target occupation? If so, what should they be?</li><li>• What are the most critical occupations at our company or for our participating employers?</li><li>• What are our current occupations with the biggest recruiting or retention challenges?</li></ul>

### *The Office of Apprenticeship (OA) Website*

Many new sponsors do not realize the United States Department of Labor has an Office of Apprenticeship (OA). The OA, on its website, has approved thousands of occupations for apprenticeship. It is worth searching on [this website](#) to see if the OA has already approved your target occupation, or a similar occupation.

If that is the case, this site can provide you with templates of the work activities and key skills typically done for that occupation (this is called a **work process schedules**, or WPS). In short, the WPS templates save you time getting started with your program by providing an outline of what work an apprentice should normally do for that occupation.

## Completion Criteria

Every apprenticeship program must involve **on-the-job learning (OJL)** and **supplemental education** (additional learning, outside of regular working hours, that can be taught by the employer, a college, or a third-party provider). Your participating employers may tweak their own on-the-job learning or supplemental education to fit their company needs and resources.

Primary Question	Secondary Questions to Consider
What must participants do to complete our program?	<ul style="list-style-type: none"><li>• What should participants do to demonstrate they can perform all the necessary skills for our target occupation?</li><li>• Should our criteria be based on whether the participant can demonstrate they have learned a skill (allowing an apprentice to “test out of” a skill) ...or should each skill be given a set amount of time for the participant to learn that skill? *</li><li>• What restraints do our participating employers have with educational or training resources?</li></ul>

*\*These are three types of apprenticeship approaches. Your consultant can discuss these options with you in more detail when you meet with them.*

### Suggestions for Exploring Completion Criteria Further

- Look at the OA website (previous page) and see if a WPS exists for your target occupation. The WPS gives you a structured layout for the on-the-job learning an apprentice should do for that occupation.
  - If you do not see your occupation, we encourage you to **briefly list 5-10 of the main job tasks** an apprentice will need to perform to have success in that occupation.
- For *supplemental education*, type “NCCCS” and your occupation (ex. electrician) in a search engine. See if a local community college already offers a program that trains students for your occupation. Note any prerequisite courses participants should take before entering a program. **Remember**, you and your employers have options with whether to use the community college, a third-party provider, yourselves, or a mixture of any of the above, for supplemental education.

## Credential and Wages

An apprentice will earn a nationally recognized certificate of occupational competency upon completion (a journeyworker credential). Often, they may also receive other certificates or even a degree as they complete their supplemental education.

Primary Question	Secondary Questions to Consider
What will a participant receive for completing this program?	<ul style="list-style-type: none"><li>• What is the current hourly wage a journeyworker receives for our target occupation with our different participating employers? Should there be more consistency with this wage for all employers?</li><li>• Do any employers want to pay apprentices for the time they will spend taking supplemental education?</li><li>• What do we want our participants to receive for completing their supplemental education? (a certificate, diploma, or associates) *</li></ul>

*\* Some college programs offer a diploma or associate degree if the student takes general education courses.*

### Notes on Wages

- The **journeyworker's wage** is the wage a skilled employee would typically receive for this occupation at your organization. The apprentice starts at a wage that must 1) be above the minimum wage and 2) be *at least 50%* of the journeyworker's wage.
- While all apprenticeships are paid, *pre-apprenticeships* (programs which equip an apprentice for an apprenticeship) may or may not be paid.

## Participant Criteria

Consider the target audience you will recruit for your program.

Primary Question	Secondary Questions to Consider
What participants do we want to recruit for our program?	<ul style="list-style-type: none"><li>• What level of education will our participants need before they enter our program?</li><li>• Will we recruit high school students? *</li><li>• Do we want to recruit military veterans for our program? **</li><li>• What recruiting method do we currently use, and will it need to be adjusted for our apprenticeship program?</li></ul>
<p><i>* High school apprentices must be a minimum of 16 years of age to enroll in an apprenticeship program.</i></p> <p><i>**Qualifying military veterans can use their GI Bill to pay for educational expenses or as a housing allowance in addition to their salary.</i></p>	

## Compliance

Compliance involves the fairness of your policies and the safety and well-being of your participants.

Primary Question	Secondary Questions to Consider
What compliance requirements will affect our program?	<ul style="list-style-type: none"><li>• Do we offer regular anti-harassment training to our employees?</li><li>• How many initial participants are we considering for our program? *</li><li>• What Occupational Safety and Health Administration (OSHA) requirements for our industry will affect our program?</li><li>• What is our grievance policy for handling employee concerns? Is it clearly laid out for our employees? **</li></ul>
<p><i>* Please note that you will define the ratio of apprentices to journeyworkers at your company. Limiting the number of apprentices when compared to journeyworkers ensures there are sufficient supervisors to help apprentices with their work. (CFR 29.5 (b)(7))</i></p> <p><i>**You should have your own grievance procedure in place to handle concerns raised by your apprentices. This grievance procedure will be included in your program standards.</i></p>	