



Registered Apprenticeship FAQs

What is a Registered Apprenticeship?

It is a structured system of employee training that combines on-the-job training with related technical instruction tied to attaining national skill standards. The program is designed to produce workers who are fully competent in all aspects of an occupation, including knowledge, skill and proficiency on the job.



How Does a Registered Apprenticeship Program Benefit Employers?

In an increasingly tough marketplace, successful businesses know that, to continue to grow and thrive, they need to maintain a skilled and motivated workforce. Apprenticeship sponsors develop highly skilled employees. Once established, Apprenticeship programs have proven to also reduce turnover rates, increase productivity, lower the cost of recruitment and increase safety in the workplace/job site.

What Types of Businesses Have Apprenticeship Programs?

Many types and sizes of businesses have apprenticeship programs - automotive, construction, culinary, technology, health care, advanced manufacturing and transportation - are just a few examples. In Idaho, program sponsors represent all types of business and industry throughout the state. Most Idaho sponsors are individual employers with fewer than 50 employees, are locally owned and train one to four apprentices at one time. Most have no training department or training personnel.



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More than 1,000 occupations are recognized by the U. S. Department of Labor, Office of Apprenticeship as being apprenticeable. More are added from year to year.

How Long do Apprenticeships Last?

They can last from one to six years, depending on the sponsor and the job, though the majority are two to four years of work and study.

What is Pay Rate for an Apprentice?



Average starting wage is approximately 40 percent to 50 percent of a journey worker's rate of pay, though that can vary from industry to industry. The only federal requirement is that you do not pay an employee less than the federal minimum wage at any time during their apprenticeship. The employer can build wage progression from that point.

What are the Minimum Qualifications for Registered Apprentices?

- The apprentice must be at least 16 years of age upon entering the apprenticeship.
- Apprentices must be selected without regard to gender, race, age, sexual orientation or religious affiliation—just like any other employee.
- Typically, registered apprentices will need to demonstrate that they have an aptitude and ability for the given occupation, that they meet any minimum educational requirements established by the employer.

What is an Employer's Role in Registered Apprenticeships?

Employers play a critical and necessary role. Employers drive the design of a program. An individual business or a consortium of businesses often serves as the sponsor of a Registered Apprenticeship, making significant investments to design and execution, providing jobs to apprentices, overseeing training development and providing hands-on learning and technical instruction for apprentices.

Who Supervises Apprenticeship on the Job?

The employer is responsible for supervision of the apprentice's on-the-job training and should be under the supervision of a journey worker.

What if an Apprentice is Not Working Out?

The employer establishes the probationary period during which either the sponsor/employer or the registered apprentice may terminate the agreement for any reason. After that time, either party can still terminate the agreement, though the Office of Apprenticeship should be informed of the reason for separation only as a tool for seeking to improve the effectiveness of the apprenticeship program. **There is nothing within a registered apprenticeship program that conflicts with employer rights in a right-to-work state such as Idaho.*

What Administrative Work is Required?

Three types of documents are required for a registered apprenticeship program. Your ApprenticeshipIdaho representative will help you with these.

1. **APPRENTICESHIP STANDARDS** - These are the “formation” documents for the program, which are filed with the Office of Apprenticeship before you enroll apprentices in your program.
2. **APPRENTICESHIP ACTIONS** – Apprenticeship enrollment establishes the apprentice in the program. Any follow-up actions such as completion or cancellation can be done electronically through RAPIDS – the Registered Apprenticeship Partners Information Data System. The system minimizes administrative tasks for the employer.
3. **On-the-Job Learning and Related Instruction Progress Reports.**



Who is the Office of Apprenticeship?

It is a service agency of the U.S. Department of Labor responsible for registering apprenticeship programs that meet federal and state standards, issuing Certificates of Completion to apprentices, encouraging the development of new programs through marketing and technical assistance, protecting the safety of and welfare of apprentices and assuring that all programs provide high quality training to their apprentices.

What Services does the Office of Apprenticeship Provide?

- Job profiling and task analysis.
- Customizing standards and work processes to meet a company’s needs.
- Assisting in development of competency based training.
- Coordinating related instruction with colleges or other approved training providers.
- Assisting in developing recordkeeping systems.
- Offering technical assistance on a continual basis.
- Coordinating Veterans Administration approval for eligible veterans for VA benefits.
- Issuing nationally recognized credentials to completers of the apprenticeship program.

For more information about registered apprenticeships, contact John Russ at (208) 332-3570 ext. 3303 or john.russ@labor.idaho.gov