



## A Toolkit for Idaho Businesses to Start a Registered Apprenticeship

This toolkit provides helpful steps and resources to start and register an apprenticeship program, from exploring the apprenticeship model as a workforce strategy to identifying partners to launching a new program.

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## Building a Registered Apprenticeship in Idaho

### Where do you start?

Identify your workforce challenges. Do you have:

- Difficulty finding workers with the right skills?
- Positions with high turnover?
- Occupations where a highly skilled workforce is retiring soon?
- Challenges helping workers keep pace with continuing industry advances?
- Positions requiring skills that can be learned on the job?
- Difficulty in attracting new and more diverse talent pools?

A Registered Apprenticeship is one strategy that has helped many organizations. Employers who use apprentices report higher productivity, higher retention rates and a substantial return on investment.

An Idaho Department of Labor apprenticeship specialist will guide your organization through the process and connect you with resources and experts so you can establish a Registered Apprenticeship.

## EXPLORE

### What is a Registered Apprenticeship?

Registered Apprenticeship is a structured system of employee training that combines on-the-job training with related technical instruction. It is designed to produce craft-workers that are fully competent in all aspects of an occupation, including: knowledge, skill and proficiency on the job.

### What Types of Businesses Have Apprenticeship Programs?

A variety of types and sizes of businesses have apprenticeship programs. Automotive, construction, technology, finance, health care, advanced manufacturing, transportation benefit greatly from apprenticeship programs. In fact, without a continuous flow of apprentices becoming skilled journey workers, quality industrial standards would be severely affected.

### Who Can Sponsor an Apprenticeship Program?

- Individual employers
- A group of employers
- Combinations of employers and unions
- Federal, state and local governmental agencies
- The military

In Idaho, program sponsors represent all types of business and industry throughout the state. Most Idaho sponsors are individual employers employing less than 50 employees, are locally owned, and train one to four apprentices at one time. Most have no training department or training personnel.

## PARTNER

Successful apprenticeships are born from collaboration among partners:

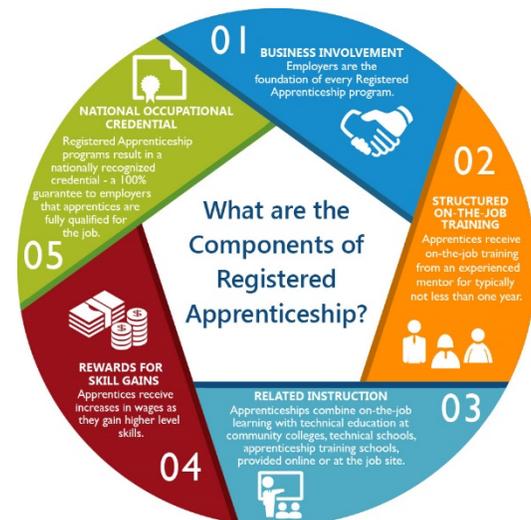
- Business partners
- Workforce intermediaries
- Educational institutions
- Public workforce system
- Apprenticeship system

At no cost to your organization, an Idaho Department of Labor Apprenticeship Specialist will work with you and other partners throughout the process.

## BUILD

With a strong partnership in place, the next step is to design and build your apprenticeship program. Apprenticeship programs consist of five core components:

- **Direct business involvement** - Employers are the foundation of every Registered Apprenticeship program. ([Sample Standards](#))
- **On-the-job training** - Apprentices receive on-the-job training from an experienced mentor typically for not less than one year.
- **Related instruction** - Apprenticeships combine on-the-job learning with technical education at community colleges, technical schools, apprenticeship training schools, provided on-line or at the job site. ([Sample Standards](#))
- **Rewards for skill gains** - Apprentices receive increases in wages as they gain higher level skills.
- **National occupation credential** - Registered Apprenticeship programs result in a nationally recognized credential – a 100 percent guarantee to employers that apprentices are fully qualified for the job. ([See certificate](#))



For each component, the partners will develop the details of that component, leverage the resources needed and decide which partners will carry out that part of the program. The apprenticeship office in Idaho will help you design the key aspects of your apprenticeship program to meet the standards for registration.

## REGISTER

Once you have built your apprenticeship, the next step is to register the program to become part of the ApprenticeshipUSA network. ApprenticeshipUSA programs are those that have met national standards for registration with the U.S. Department of Labor. ([Program registration form \(Word doc\)](#))

Businesses that register their apprenticeship programs can access many benefits, including:

- A nationwide network of expertise and support at no cost.
- National credential.
- Quality standards.
- Funding and other resources from federal programs provided by Idaho Department of Labor.

## LAUNCH

With the program registered, you are now ready to move forward to launch your apprenticeship program. The partnerships formed as you were exploring the possibilities of Registered Apprenticeship are critical now – partner collaboration is essential to successfully launching and sustaining your apprenticeship program!

- Conduct marketing and outreach for your apprenticeship program to build its image, attract high quality candidates and reach community stakeholders that are not part of your core partnership.
- Recruit candidates for the program, screen for any minimum skills required, hire apprentices and register your apprentices.
- Keep in contact with your Idaho Department of Labor apprenticeship office. Your apprenticeship specialist is an important resource, who will be there to provide ongoing support and technical assistance when you need help.
- Begin training apprentices. With these key pieces in place, you are ready to start training your apprentices. As the program continues, track your apprentices' progress as they advance through the apprenticeship and increase their skills.
- Continue to assess its performance and continuously improve to meet your changing needs.
- The online one-stop source for all things apprenticeship can be found at [Apprenticeship.gov](http://Apprenticeship.gov).

**Contact your local Labor office to learn more about Apprenticeship Idaho and all the services available to businesses or job seekers in your area:**

Apprenticeship Idaho, John Russ ----- (208) 332-3570 ext. 3303  
Northern, Vicki Isakson ----- (208) 457-8789 ext. 3917  
North Central, Sage Stoddard ----- (208) 799-5000 ex.t 3527  
Southwestern, Dan Holmes ----- (208) 332-3575 ext. 3775 or  
Derek Harris ----- (208) 364-7781 ext. 3295  
South Central, Megan Beyer ----- (208) 735-2500 ext. 3311  
Southeastern, Kandi Rudd ----- (208) 236-6710 ext. 3677  
Eastern, Connie Gardner ----- (208) 557-2500 ext. 3547

For a listing of Labor's 25 local offices please visit [labor.idaho.gov/officedirectory](http://labor.idaho.gov/officedirectory) or call (208) 332-3570.