



Apprenticeship Toolkit

FOR BUSINESSES AND ORGANIZATIONS

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DEPARTMENT OF LABOR

Apprenticeship
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What is a Registered Apprenticeship Program?

A U.S. Department of Labor Registered Apprenticeship Program (RAP) is an industry-driven training program where an employee participates in on-the-job learning and receives related technical instruction that is complemented by wage scale increases as an apprentice progresses through the program.

RAPs result in a nationally recognized credential upon completion. There are many different work-based learning programs, but only a RAP offers the widest range of benefits to businesses and employees. Here's how the benefits compare across programs:

Benefits of work-based learning programs:	Internship	Non-Registered Apprenticeship	Apprenticeship with Division of Occupational and Professional Licensing	Registered Apprenticeship Program
On-the-job training	●	●	●	●
Greater recruitment opportunities	●	●	●	●
Improved employee retention		●	●	●
Highly skilled employees		●	●	●
On-the-job learning fulfillment for many state or industry licenses			●	●
School to RAP qualification			●	●
Access to state and federal resources				●
GI Bill approval qualification				●
DBRA wage scale compliance**				●
National occupational credential				●
Quality pre-apprenticeship opportunities				●

*Occupations in Plumbing, HVAC, and Electrical require state registration and monitoring of apprentices, through the Division of Occupational and Professional Licensing. Passing a state licensing exam is required to become a state-licensed journey worker in those occupations. Other occupations that require a state license may require tracking and proof of on-the-job training and instruction.

**The Davis-Bacon and Related Acts (DBRA) requires the payment of prevailing wages on federally funded or assisted construction projects. An approved U.S. Department of Labor Registered Apprenticeship Program is necessary for compliance for contractors and subcontractors who are involved in DBRA projects.

Program benefits

Businesses large and small can use RAPs. There are many Idaho employers who hire and train a small number of apprentices at a time with no training department or training personnel.

RAPs are key to filling talent needs in industries like:

- Automotive.
- Construction.
- Technology.
- Finance.
- Health care.
- Advanced manufacturing.
- Transportation.
- Business and financial services.

Skilled and adaptable workforce



80% of RAP sponsors said RAPs helped in meeting their demand for skilled workers.

Increased safety



Preliminary data shows as much as a 30% drop in the workplace injuries through the employee's career when trained under an apprenticeship program.

Reduced turnover



93% of apprentices retain employment after completing their program, according to Apprenticeship.gov.

Increased productivity



72% of RAP sponsors cite apprenticeship as playing a major role in reliably showing which workers have the necessary skills.

Broad hiring pools



Establishing a RAP includes building a talent recruitment plan to help you diversify talent pipelines and hire the best of the best.

Nationally recognized credentials



Sponsors can motivate new talent with nationally accepted industry credentials only RAPs can provide.

How to get started

Steps for starting a Registered Apprenticeship Program

1. Click the “Start an Apprenticeship” button on ApprenticeshipIdaho.gov.

2. Watch the video tutorial.

3. Choose your path: A, B or C.

A

Find out more — connect with a consultant to determine the right path for you.

B

Connect with a multi-employer sponsor.

- Collaborate with a sponsor to design a RAP.
- Sign participation agreement.

C

Fill out the Ready to Grow RAPs form and start the process to become a sponsor.

- Meet with the assigned apprenticeship consultant.
- Collaborate to design your RAP.
- Review and sign the final draft of the RAP.
- U.S. Department of Labor approval and registration.



Apprenticeship program support

Attend Sponsor Support 101 to start technical assistance and support.

The Apprenticeship Idaho team can also help you:

Recruit candidates for the program

Consultants can help you build and implement a talent recruitment plan to expand reach to qualified candidates.

Improve performance

Consultants can assist you in assessing and identifying productivity gaps and providing tools and resources that can lead to improved performance.

Connect with partners for GI Bill approval

Access military talent pipelines by offering military-specific benefits.

Navigate resources

A consultant can help you identify potential resource opportunities that could benefit your program.



Don't have the time or resources to administer a program?

You can sign up with a multi-employer sponsor who will handle the administrative costs and tasks of an apprenticeship program. Multi-employer sponsors include employers, organizations, colleges, tribes, training vendors, joint apprenticeship and training committees or industry associations that create and hold a RAP sponsorship on behalf of a group of employers.

To view an updated directory of multi-employer sponsors, go to: labor.idaho.gov/apprenticeship-sponsors.