

# **Registered Apprenticeship 101**

## **WHAT IS REGISTERED APPRENTICESHIP?**

Registered Apprenticeship (RA) is an occupation specific training model focusing on a wide range of skills and knowledge. It is an ideal way for employers to build and maintain a skilled workforce. Registered Apprenticeship combines supervised on-the-job training with Related Technical Instruction (RTI) specific to the apprentice's chosen occupation.

## **WHAT OCCUPATIONS ARE APPRENTICEABLE?**

For a full and accurate listing of apprenticeable occupations, please visit the United States Department of Labor (DOL) Office of Apprenticeship.

<https://www.apprenticeship.gov/apprenticeship-occupations>

## **WHAT IS RELATED TECHNICAL INSTRUCTION (RTI) AND WHO PAYS FOR IT?**

RTI is theory that corresponds to the apprenticeship occupation. RTI is chosen by the employer and approved by DOLI. The employer/sponsor has the choice to pay the full cost of RTI, share the cost with the apprentice, or have the apprentice cover the full cost of RTI. Workforce Development Centers may be able to assist individuals with the cost of RTI.

## **WHAT IS A JOURNEYWORKER'S CREDENTIAL?**

The Journeyworker's Credential includes a Completion Certificate and a Journeyworker's Card. This Certificate, along with the Journeyworker's Card, demonstrates completion of the program and is a national portable credential, and in some cases internationally recognized.

## **HOW DOES REGISTERED APPRENTICESHIP BENEFIT THE COMMUNITY AND THE COMMONWEALTH?**

Apprentices become tax-payers on day one. Strong apprenticeship programs help to keep youth in their communities. Strong programs send a strong message to those looking at Virginia for economic development expansion or relocation that we have an able workforce and a robust employment training model in Registered Apprenticeship.

## **APPRENTICE:**

### **WHO CAN BE A REGISTERED APPRENTICE?**

A Registered Apprentice can be anyone 16 years or older, authorized to work and who is hired or already employed in an apprenticeable occupation with a RA Sponsor. Restrictions may apply to individuals under the age of 18 in certain occupations; DOLI Labor Law representatives are

available to determine compliance in these employment situations. There is no maximum age in which to start an apprenticeship.

### **HOW MUCH PAY CAN I EARN AS A REGISTERED APPRENTICE?**

Registered Apprentices must be paid at least State or Federal Minimum Wage, whichever is higher, and paid according to a progressive wage scale determined by the employer. Once an apprentice completes their program and earns journeyworker status, wages vary by employer, industry and market factors.

### **CAN MY CURRENT EMPLOYER BECOME A REGISTERED APPRENTICESHIP SPONSOR?**

Yes, if the occupation and your employer meet Registered Apprenticeship criteria. Please contact a Registered Apprenticeship Consultant in your area.

<https://www.doli.virginia.gov/apprenticeship/apprenticeship-consultants/>

### **AS THE APPRENTICE, IS THERE A REGISTRATION COST?**

There is no cost to be a participant in Registered Apprenticeship. An employer/sponsor may require tools, uniforms and materials related to the apprenticeship. Additionally, the registered apprentice may have to pay for the cost of related technical instruction (RTI); this will be discussed with your employer.

### **WHAT IS RELATED TECHNICAL INSTRUCTION (RTI) AND WHO PAYS FOR IT?**

RTI is theory that corresponds to the apprenticeship occupation. RTI is chosen by the employer and approved by DOLI. On-line instruction may be available as well as traditional classroom styled delivery. The employer/sponsor has the choice to pay the full cost of RTI, share the cost with the apprentice, or have the apprentice cover the full cost of RTI. Workforce Development Centers may be able to assist individuals with the cost of RTI.

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### **I NEED MORE INFORMATION ON CAREERS. CAN YOU HELP ME?**

Career seekers are encouraged to visit [www.onetonline.org](http://www.onetonline.org) for in depth career exploration, as well as an interest profile quiz to help you decide what kinds of careers you might want to explore. <https://www.mynextmove.org/explore/ip>

### **CAN MY PRIOR WORK EXPERIENCE AND EDUCATION BE CREDITED TOWARDS REGISTERED APPRENTICESHIP PROGRAM REQUIREMENTS?**

Employer/Sponsors, in conjunction with RA Consultants, will determine how many On-the-Job Training hours you may be awarded towards your program based on prior experience. Additionally, Registered Apprenticeship Education Specialists, will determine how many

Related Technical Instruction credit hours may be awarded based on transcripts of prior education.

## **I AM A VETERAN. WHAT BENEFITS ARE AVAILABLE TO ME AS A REGISTERED APPRENTICE?**

If you are eligible, your GI Bill benefits can provide a monthly housing allowance and stipend for books and supplies in addition to your registered apprenticeship wages. Your RA Consultant can connect you to your Virginia Department of Veterans Services Representative for information or you may visit their website at <https://www.dvs.virginia.gov/>. Credits2Careers translates your military service into college credits to give you a head-start on your degree - saving you time and money. For more information visit <https://www.credits2careers.org/>

## **WHERE CAN I FIND A LIST OF PARTICIPATING EMPLOYER/SPONSORS, AND HOW DO I APPLY?**

DOLI does not assist in job placement. It is up to you to connect with employers and apply accordingly. The links below allow you to search for sponsors by occupation and location, as well as see who may be hiring in your area.

Active sponsor list : <https://www.doli.virginia.gov/apprenticeship/sponsor-list/>

Active Job Postings : <https://www.doli.virginia.gov/apprenticeship/job-postings/>

## **WHO CAN I CONTACT FOR MORE INFORMATION?**

Contact the Registered Apprenticeship Consultant in your area:

<https://www.doli.virginia.gov/apprenticeship/apprenticeship-consultants/>

## **Employers Section**

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## **EMPLOYER**

### **WHAT IS THE COST TO REGISTER WITH THE DIVISION OF REGISTERED APPRENTICESHIP?**

There is no cost to be a Sponsor of Registered Apprenticeship; this is a voluntary, state sponsored program.

### **WHAT ARE THE BENEFITS FOR EMPLOYERS/SPONSORS USING THE REGISTERED APPRENTICESHIP TRAINING MODEL?**

DOLI consultants provide free registration and personalized program development services. RA's mentorship model lets you clone your best employee and create a clear pathway and career growth for employees. RA boosts retention and fosters loyalty. Successful completion of the RA Program earns the apprentice nationally recognized certification as a journeyworker.

## **ARE REGISTERED APPRENTICESHIPS ONLY AVAILABLE FOR UNION MEMBERS?**

No! While many union programs do run Registered Apprenticeship programs in Virginia. Most of the sponsors are private companies. The Department urges all employers, union, private, state and local government to take a new look at Registered Apprenticeship. It is an employment training model that delivers results.

## **WHAT IS A REGISTERED APPRENTICESHIP SPONSOR AND HOW DO I REGISTER?**

A Registered Apprenticeship Sponsor is an employer or business or association operating a Registered Apprenticeship Program. Each program is administered by the sponsor and registered in the sponsor's name.

## **WHAT IS RELATED TECHNICAL INSTRUCTION (RTI) AND WHERE CAN MY APPRENTICES RECEIVE IT?**

Related Technical Instruction is the theory that corresponds to the Apprenticeship occupation. Related Technical Instruction may be provided by high schools, career and technical education centers, local community colleges, universities, associations, private instruction, providers or sponsor delivered. On-line instruction may be available as well as traditional classroom styled delivery. Theory options are evolving as technology and business needs change. Education Specialists will work to help meet the needs of your company and industry.

## **CAN I OFFER PART-TIME REGISTERED APPRENTICESHIPS?**

Yes. Although full time work is preferred, speak with your Registered Apprenticeship Consultant to make sure all requirements will be met. The term for completion will be extended as needed.

## **IS GRANT FUNDING AVAILABLE TO REGISTERED APPRENTICESHIP SPONSORS?**

Contact your Registered Apprenticeship Consultant for information.

## **I AM READY TO ADOPT THE REGISTERED APPRENTICESHIP MODEL. WHAT ARE THE NEXT STEPS?**

Contact your local Registered Apprenticeship Consultant. Your Registered Apprenticeship Consultant will come to your place of business and explain the details of the program and help you with the steps to becoming a sponsor.

<https://www.doli.virginia.gov/apprenticeship/apprenticeship-consultants/>

