

# NCCER and Apprenticeship

## Your Guide for Building USDOL Registered Programs

The return on investment of setting up a Registered Apprenticeship Program is significant but the process can be difficult to navigate. This guide outlines the benefits of apprenticeship programs, explains how NCCER can help you meet the requirements, and highlights resources that will help you build your program.

### What is an apprenticeship?

Apprenticeships combine paid on-the-job training with related technical instruction to prepare workers for highly skilled careers<sup>1</sup>. Registered Apprenticeship Programs have two parts, each component has a minimum number of hours required:

- 2,000 Hours Minimum Per Year of On the Job Learning (OJL)
- 144 Hours Per Year of Related Technical Instruction (RTI)

In addition to the time-based training structure described above, NCCER assists in building hybrid and competency-based apprenticeship models.

### Benefits of Apprenticeship



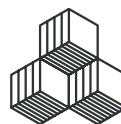
Develops a skilled workforce tailored to your needs



Fosters a safer work environment



Builds a steady pipeline of skilled craft professionals



Increases productivity, reduces turnover and rework



Photo Credit: McCarthy

**Need additional help?** NCCER can help you develop your registered program and provide recommendations.

**Call or email your state's workforce development team member for more information.**

<sup>1</sup> U.S. Department of Labor

# Steps for Building an Apprenticeship Program with NCCER



Starting a Registered Apprenticeship Program is a great way to build your construction craft workforce. Here's a breakdown of the key steps involved and how NCCER can help.

## Step 1: Identify Your Program's Focus

Start with deciding which specific construction crafts your program will deliver. The Department of Labor (DOL) has a [helpful tool](#) to find approved occupations for apprenticeship programs.

→ [Contact the DOL to see if your state is a federal or state office of apprenticeship](#)

## Step 2: Build Your Network

Partner with educational institutions like community colleges, workforce boards, and associations to tap into local resources and build awareness for your program. Connect with NCCER's workforce development managers for guidance and support throughout the registration process.

→ [Connect with NCCER](#)

→ [Find Program Partners \(DOL\)](#)

## Step 3: Develop the Program Structure

Outline the various components of your program:

- **Curriculum:** Develop a structured plan combining on-the-job training with required technical instruction that progressively builds the apprentices' skills towards journey-level competency. NCCER can assist in building all models of programs. [NCCER's curriculum](#) is structured to meet the registered apprenticeship RTI hours requirement and can be used to build your Standards and Appendix A.
- **Mentorship:** Assign experienced journey-level craft professionals to guide and provide feedback to the apprentices throughout the program. The quick, online [Mentoring for Craft Professionals course](#) is a great way to prepare seasoned craft professionals to fill these roles.
- **Compensation:** Implement a competitive wage structure that increases as apprentices gain skills and experience. NCCER Certificates are earned for each level completion and reflect educational progress.

## Step 4: Registration and Recruitment

- **Registration:** Work with your local apprenticeship agency to register your program with the Department of Labor.
- **Recruitment:** Develop a plan to attract qualified candidates. NCCER's [CareerStarter](#) platform is a great place to post openings and connect with job seekers.

## Step 5: Launch and Maintain

- **Apprentice Selection:** Implement a fair and effective screening process to select qualified participants for your program.
  - **Monitoring and Improvement:** Track your apprentices' progress and gather feedback to continually improve your program's effectiveness. Data tracking is critically important to meet the federal and state requirements.
- [Learn how one company built their program to meet the IRA requirements.](#)

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# NCCER Apprenticeship Solutions

## Tools and Resources to Build Your Apprenticeship Program

NCCER has craft curricula in over 40 construction crafts and disciplines. The content is developed, reviewed, and revised with support from subject matter experts within each craft. Additional hallmarks of the curricula include:

- **Modular Format:** Each craft level is made up of individual modules.
- **Instructor Resources:** Pre-built lesson plans and PowerPoints are included.
- **Online Curriculum:** NCCERconnect Courses are available in some crafts and are helpful for hybrid apprenticeship programs.
- **Instructor Training:** Program director and craft instructor training helps to ensure program success and consistent delivery.
- **Automated Remote Proctoring:** Services are available to remotely proctor module tests.
- **Performance Evaluators:** Training is available for individuals to evaluate hands-on performance.

## Our Team

NCCER's Workforce Development team is available to assist with building your program.



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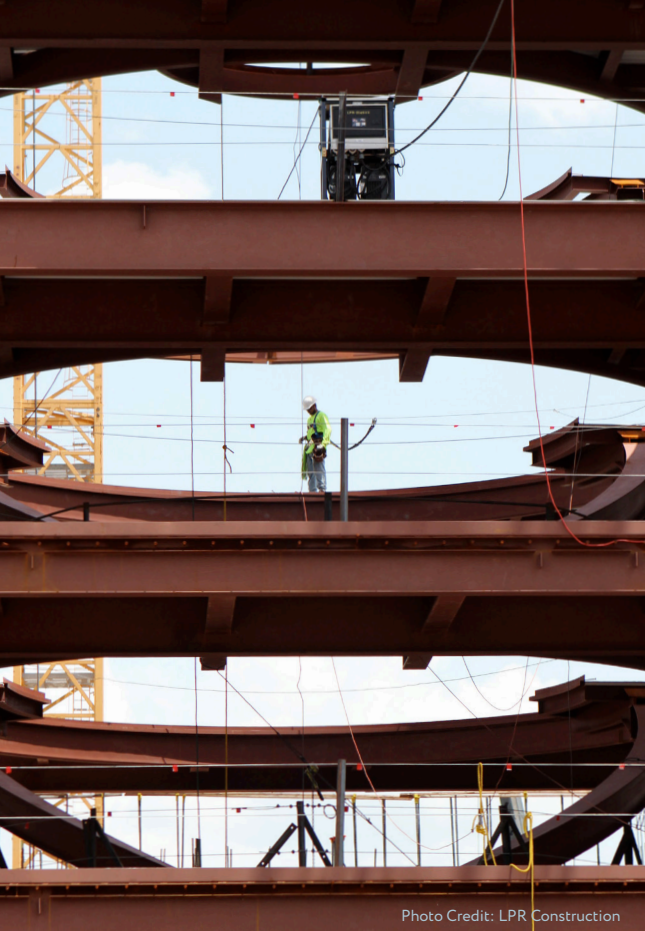
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# Helpful Online Resources

There are many additional resources available online through credible organizations that guide you throughout the apprenticeship building process. Some of these websites include:

- DOL's ApprenticeshipUSA Website: [www.apprenticeship.gov](http://www.apprenticeship.gov)
  - [DOL Apprenticeship Standards Builder](#)
  - [Registered Apprenticeship Academy](#)
  - [Registered Apprenticeship Industry Intermediaries](#)
  - [State Apprenticeship Contacts](#)
  - [State Incentives to Promote and Support Apprenticeship](#)
  - [State vs. Federal Apprenticeship Programs](#)
- BlueRecruit's Apprenticeship Programs Webpage: [blurecruit.us/apprenticeship-programs/](http://blurecruit.us/apprenticeship-programs/)
- Association Websites:
  - Associated Builders and Contractors: [www.abc.org](http://www.abc.org)
  - Associated General Contractors: [www.agc.org](http://www.agc.org)
  - Association for Career and Technical Education: [www.acteonline.org](http://www.acteonline.org)
  - Coalition on Adult Basic Education: [www.coabe.org](http://www.coabe.org)
  - Steel Erectors Association of America: [www.seaa.net](http://www.seaa.net)

## Terminology

- **Related Technical Instruction (RTI):** An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the the apprentice's occupation.<sup>1</sup>
- **On-The-Job Learning (OJL):** A practical method of training where the employees learn skills and knowledge while performing their job.<sup>1</sup>
- **Department of Labor's (DOL) Office of Apprenticeship (OA) and State Apprenticeship Agency (SAA):** Both the Office of Apprenticeship and SAAs provide technical assistance and support to program sponsors, answer questions about the apprenticeship model, guide partners on each phase of developing a program, connect businesses to training providers, and advise partners on available funding sources to support apprenticeships. While both entities function similarly, there are some key differences that may apply.<sup>1</sup>

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