



Getting Started in the Apprenticeship Space



Introductions



Session Outcomes

By the end of this session, participants will be able to:

Understand the apprenticeship landscape and where Registered Apprenticeship fits within in

Identify at least one realistic apprenticeship opportunity at their institution based on existing programs and employer relationships

Leave with a draft registration plan and a clear set of next steps for moving it forward



Resource Planning

Identify at your institution...

An apprenticeship champion (dean or higher)

One department that should be involved

One responsibility already performed on campus

Where is Your Institution Now?

1

No programs yet

Exploring from the outside – haven't formally started conversations or partnership work

2

Exploring/early conversations

Active conversations happening – no registered program or formal partnership yet

3

Registered program

Program exists – needs leadership support, institutional backing, or pathway to grow

Discussion prompts

1. What brought you here today – what's the specific challenge or opportunity you're trying to solve?
2. What does your institution's current relationship with apprenticeships look like?
3. What would need to be true for your institution to take a meaningful next step?

Where are YOU Now?

Raise your hand when each number is called to get a table number card.

1

Just starting

New to apprenticeships. Learning the basics. Where do I start?

2

Learning

Understands the basics. Identified opportunities or ideas. Needs guidance.

3

Applying

Implementing or preparing to launch a program. Looking for strategies to strengthen or scale.



Session schedule

Apprenticeship Fundamentals *(35 minutes)*

The Easiest Place to Start *(20 minutes)*

Break *(10 minutes)*

Table Discussion: Refining Your Apprenticeship Opportunity *(15 mins)*

Guided Workshop: Building Your Registered Apprenticeship *(60 mins)*

Break *(10 minutes)*

Resources That Accelerate Your Progress *(10 minutes)*

Action Planning *(10 minutes)*



Apprenticeship Fundamentals



Internship vs Apprenticeship

Characteristic	Registered Apprenticeship	Internship
Primary purpose	Develop a skilled workforce for long-term employment	Provide short-term career exploration or work experience
Employment	Paid employee	May be paid or unpaid
Length	1-6 years	Weeks to months
Training	Structured on-the-job learning tied to specific competencies	May or may not include formal instruction

Internship vs Apprenticeship

Characteristic	Registered Apprenticeship	Internship
Education	Includes related technical instruction	May or may not include formal instruction
Credential	Nationally recognized Certificate of Completion	Typically no credential
Career Outcome	Designed to lead to long-term employment	May or may not lead to employment

What is Registered Apprenticeship?

An employer-driven talent development model that combines paid employment, structured on-the-job training, and related instruction.

Registered Apprenticeship is the gold standard because it provides nationally recognized credentials, federal recognition, and access to most apprenticeship funding.

Apprenticeship Fundamentals



What is Registered Apprenticeship?

paid
employment

related
technical
instruction

structured
on-the-job
learning

nationally
recognized
credential

experienced
workplace
mentor

Apprenticeship Fundamentals



Why is Apprenticeship growing nationally?

1. Employers need skilled workers
2. Skills matter more than ever
3. Students want earn-and-learn opportunities
4. Public investment continues to grow
5. Apprenticeship has expanded beyond the skilled trades
6. Accelerated path to upward mobility

Apprenticeship Fundamentals



National Apprenticeship System

U.S. Dept of Labor
Office of
Apprenticeship (OA)

Apprenticeship
Training
Representatives
(ATRs)

sponsors and
intermediaries

State Apprenticeship
Agencies (SAAs)

training providers

workforce and
industry partners

Apprenticeship Fundamentals



Three Models of Apprenticeship

Time-based

Competency
-based

Hybrid

Apprenticeship Fundamentals



Types of Apprenticeship

ECOSYSTEM TYPES

Education-aligned

In-house
(employer-run)

Third-party/
intermediary

COMMUNITY COLLEGE TYPES

Non-credit

Certificate

Degree

Non-credit + credit

REGISTRATION STATUS

USDOL Registered
Apprenticeship (RAP)

Non-registered
apprenticeship

Community Colleges' Roles in Apprenticeship

RTI provider

Intermediaries

Group sponsor

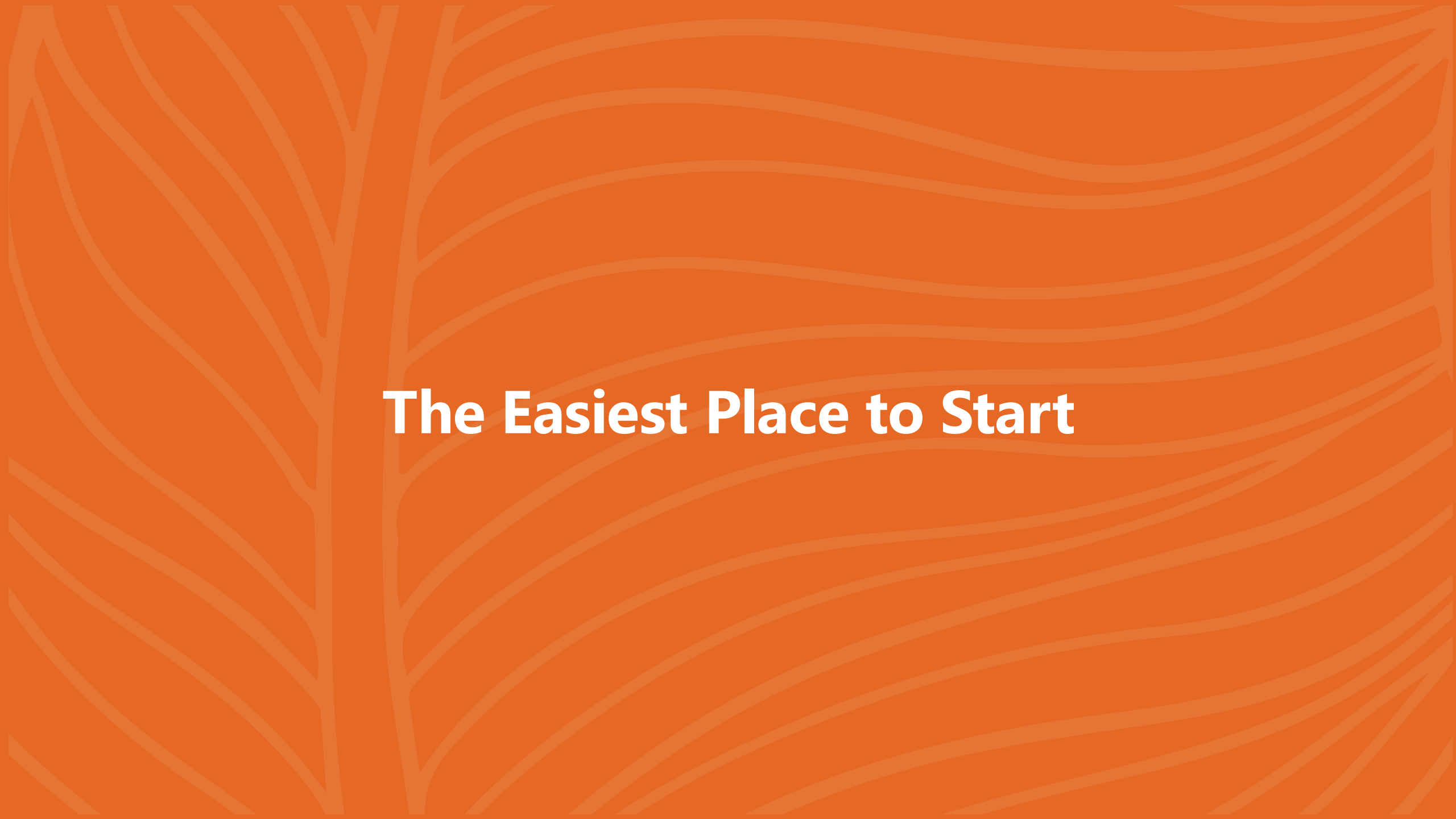
Student & industry
partner recruiter

Wrap-around
support provider

Grant recipient

Apprenticeship Fundamentals



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The Easiest Place to Start



Don't Build Something New. Build From:

- ⌚ Existing programs**
- ⌚ Existing employer relationships**
- ⌚ Existing workforce training**



PANEL DISCUSSION: **Real-world examples from**

- 🌀 Lake Land
- 🌀 City Colleges
- 🌀 Parkland



What worked for us

Why did we choose this occupation?

What components already existed?

What almost stopped us?

What would we do differently today?

Break time!

When you return, go to a table numbered 1, 2, or 3 based on your “Where are you now?” response.

1 – just starting

2 – learning

3 – applying

Please sit with others from your college.

TABLE DISCUSSION

Refining Your Apprenticeship Opportunity



WORKGROUP INTRODUCTIONS

Share your name, title, and institution.

From your homework questions, which employer and occupation have you identified as an “easy win”?



DISCUSSION PROMPTS

What existing assets are you leveraging (programs, employers, curriculum)?

What concerns or barriers do you foresee?

What advice or questions do your tablemates have?



**Exchange business cards
with at least one peer you
can contact when you get
stuck.**



GUIDED WORKSHOP

Building Your Registered Apprenticeship



Registration Process at a Glance

- 01 **Choose the occupation**
- 02 **Find Existing Standards**
- 03 **Develop the work process schedule**
- 04 **Determine related training instruction**
- 05 **Build the wage progression schedule**
- 06 **Identify employer responsibilities**
- 07 **Identify sponsor responsibilities**



A stylized, light blue leaf graphic with visible veins, positioned in the top right corner of the slide.

Step 1: Choose the occupation

Step 2: Find Existing Standards

[Apprenticeships.gov](https://www.apprenticeships.gov/)

[ApprenticeshipStandards.org](https://www.apprenticeshipstandards.org/)

When to modify vs adopt existing standards



Step 3: Complete Appendix A

*Work Process Schedule and
Related Technical Instruction Outline*

Sponsor information

Occupation type

Term of apprenticeship

Related Technical Instruction (RTI)

Sponsor's wage progression schedule



Step 4: Complete Appendix D

Employer Acceptance Agreement

Employer liaison

Executive signatory

Employer-specific wage progression schedule

Employer responsibilities

Sponsor responsibilities



Step 5: Identify Remaining Information Needed

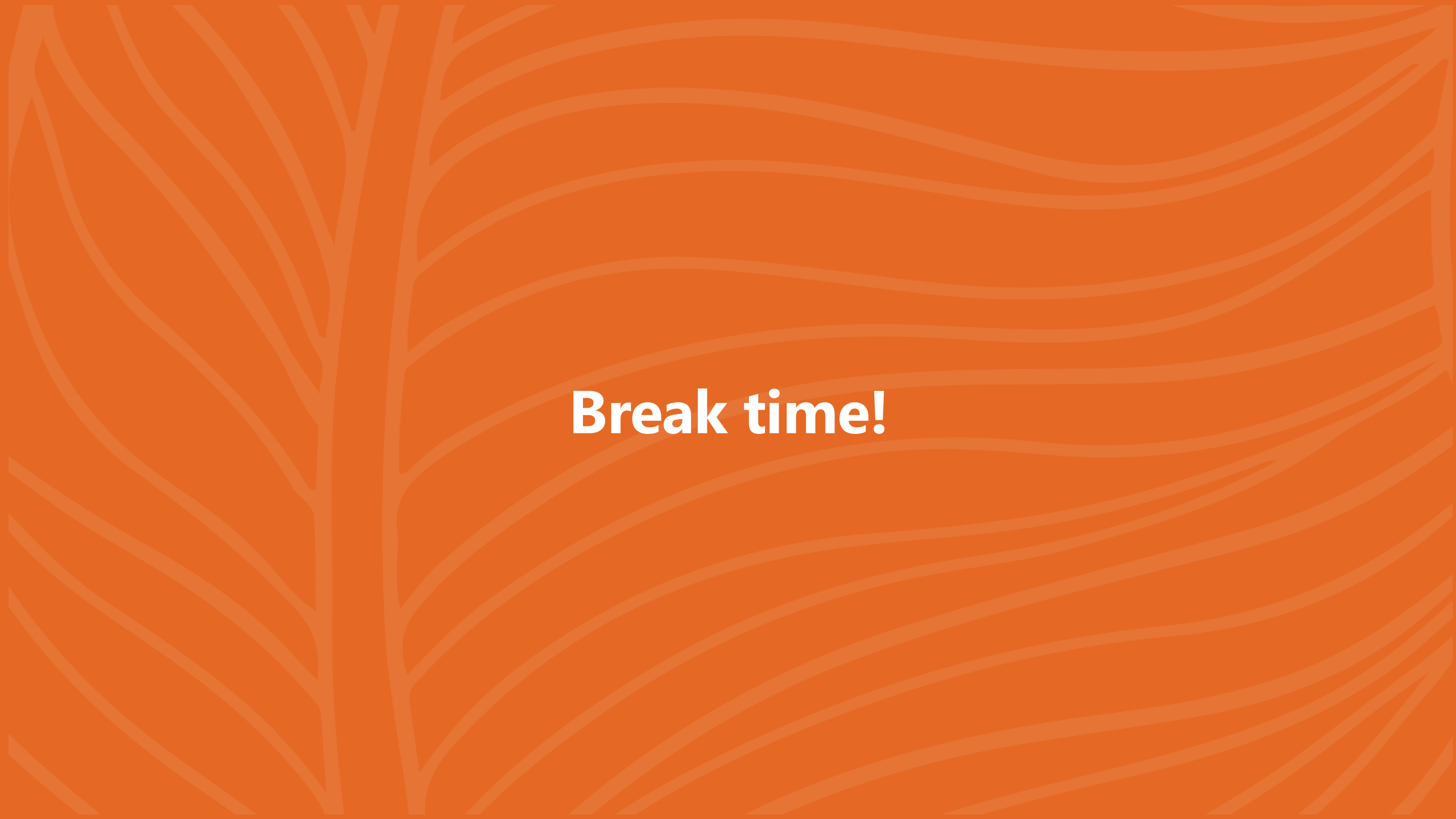
Questions that still need to be answered

Information you need from the employer

Information you need from your institution

Which person, department, external partner can help answer each question





Break time!

The background of the slide is decorated with stylized, overlapping leaves. On the left side, there are leaves in shades of green, orange, and a light blue. On the right side, there are leaves in shades of orange, light blue, and green. The leaves are drawn with simple outlines and internal vein patterns.

Resources that Accelerate Your Progress



Funding support

▮ **WIOA**

▮ **FAFSA**

▮ **DRS**

▮ **State grants**

▮ **Institutional grant opportunities**



Support available through:

▮ **ATR**

▮ **Peer colleges**

▮ **ICCB Apprenticeship Community**

▮ **Workforce boards**

▮ **National advocates:**

- National Center for Apprenticeship Degrees
- Jobs for the Future
- Apprenticeships for America

Your Apprenticeship Action Plan

WITHIN 30 DAYS:

- Reach out to employer, internal contacts, and ATR with remaining questions for registration
- Engage your institutional apprenticeship champion
- Meet with employer to confirm info in Appendices
- Work with ATR for Appendix A and D approval
- Execute a fully signed Appendix D

The image features a white background with stylized, overlapping leaf patterns in the corners. The leaves are drawn with thin, dark grey outlines and internal lines representing veins. They are arranged in a way that they appear to be growing from the corners towards the center. The top-left and bottom-left corners have a cluster of leaves, while the top-right and bottom-right corners also have clusters. The leaves vary in size and orientation, creating a sense of depth and movement.

Getting Started in the Apprenticeship Space

Participant Workbook



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Don't Build Something New. Build From:

🕒 Existing programs

🕒 Existing employer relationships

🕒 Existing workforce training

Panel overview

	City Colleges	Lake Land	Parkland
Occupation	Information Security Analyst	Registered Nurse (RN)	Mechanical Line Technician
Curriculum	Cybersecurity Advanced Certificate (<i>credit</i>)	Nursing AAS (<i>credit</i>)	Essential Workplace Skills (<i>non-credit</i>) majority of Industrial Mechanics CER (<i>credit</i>)
Type	Hybrid	Competency	Hybrid
Term	1 year	4,000 hours / 2 years	Initially: 1 year Reality: 16 months

Notes from panel

	City Colleges	Lake Land	Parkland
Why did we choose this occupation?			
What components already existed?			
What almost stopped us?			
What would we do differently today?			

YOUR HOMEWORK ANSWERS

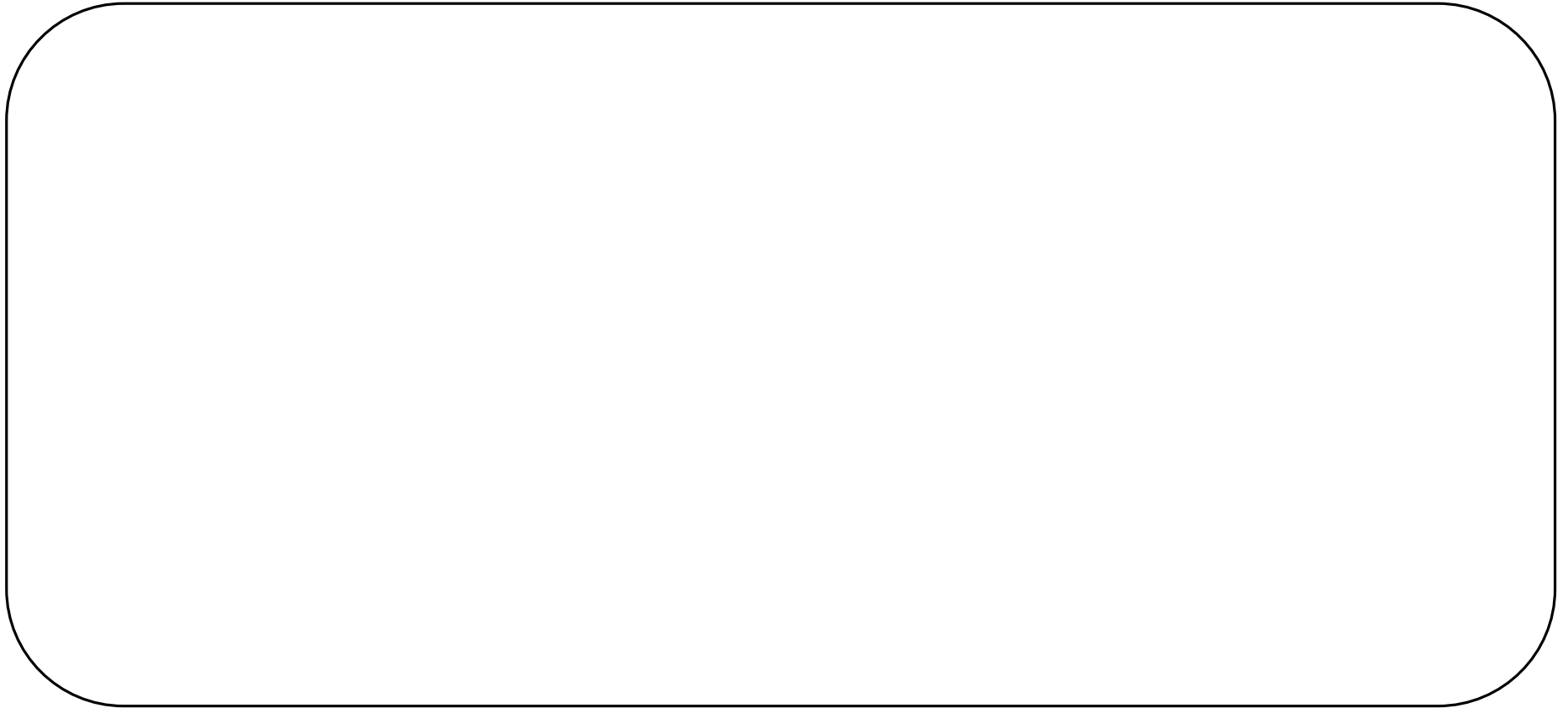
Which of your existing academic or non-credit programs already connect to employment?

In which programs do you have strong employer partnerships?

Which employers are already using your college's offerings to train employees?

Putting all of these pieces together, what is your most likely "easy win"?

ADVICE, IDEAS, NOTES FROM TABLE

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Info Needed for Appendix A

Occupation title

O*NET-SOC code

RAPIDS code

Type/Approach

Term of Apprenticeship

SPONSOR'S Wage Schedule

see examples on next page



Example Wage Schedules

	Apprenticeship Hours	Pay Rate
Year 1	0-2000	\$30.80
Journeyworker		\$32.80

Period/Term	Approximate OJL Hours	Hourly Wage
1	6 months + hours	\$17.50
2	6 months + hours	\$18.92
3	6 months + hours	\$20.33
4	6 months + hours	\$21.75
5	6 months + hours	\$23.16
6	6 months + hours	\$24.58
Journeyworker Wage (expected <u>minimum</u> hourly wage upon completion of apprenticeship): \$26.00		

Period/Term	Approximate OJL Hours	Hourly Wage
1	0 – 1,000	\$19.65
2	1,001-2,000	\$21.29
3	2,001-3,000	\$22.93
4	3,001-4,000	\$24.56
5	4,001-5,000	\$26.20
6	5,001-6,000	\$27.84
7	6,001-7,000	\$29.48
8	7,000-8,000	\$31.11
Journeyworker Wage (expected <u>minimum</u> hourly wage upon completion of apprenticeship): \$32.75		

	Apprenticeship Hours	Pay Rate
Year 1	0-2000	\$16.00
Year 2	2001-4000	\$18.00
Year 3	4001-6000	\$20.00
Journeyworker		\$22.00

Info Needed for Appendix D

Executive signatory name, title, email

Employer name and mailing address

Employer liaison name, phone, email

Will the apprentice be paid during RTI?

yes, no, sometimes

Employer's Illinois State Tax ID

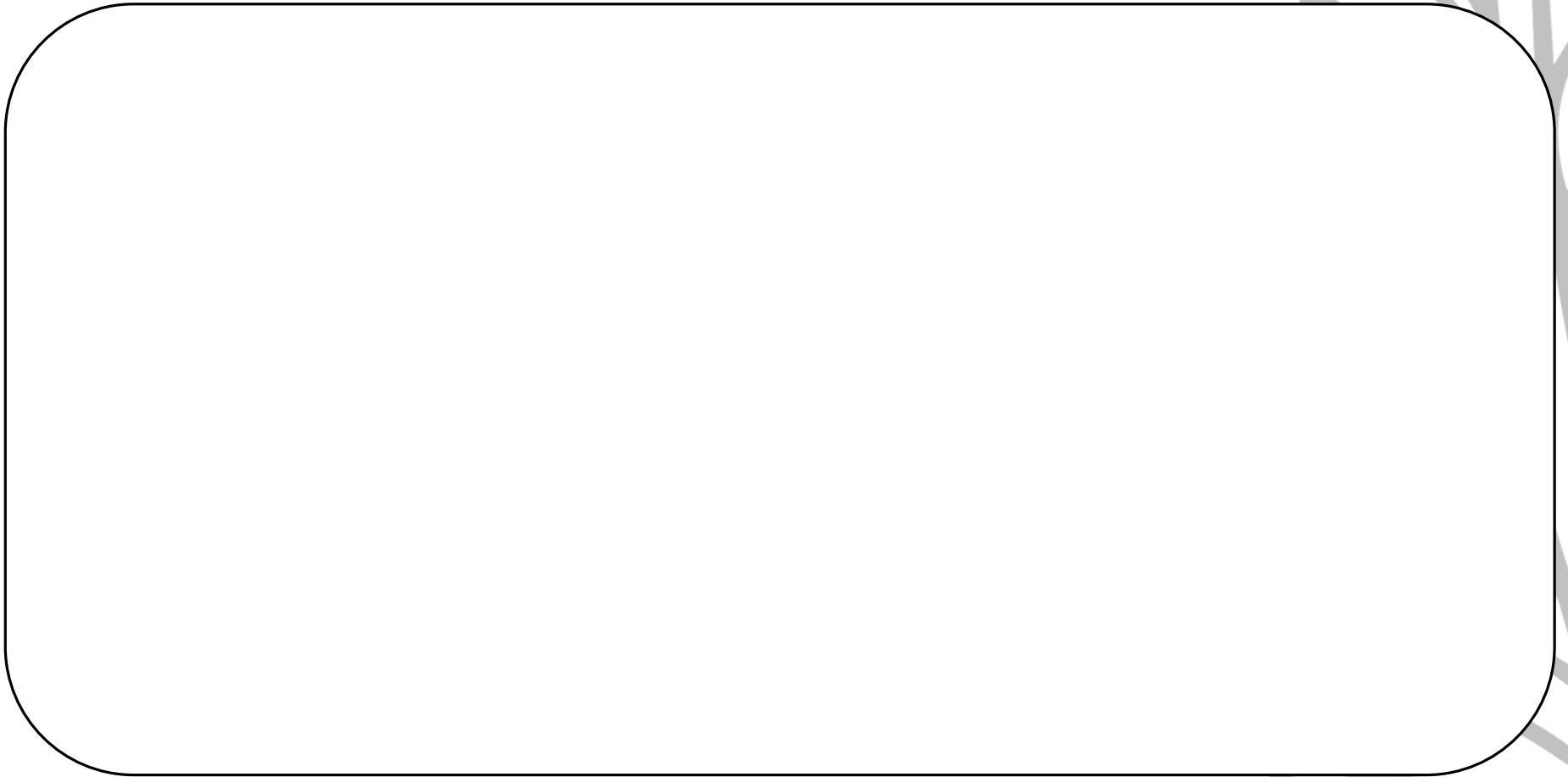
Employer's Federal Tax ID

can vary from sponsor's schedule

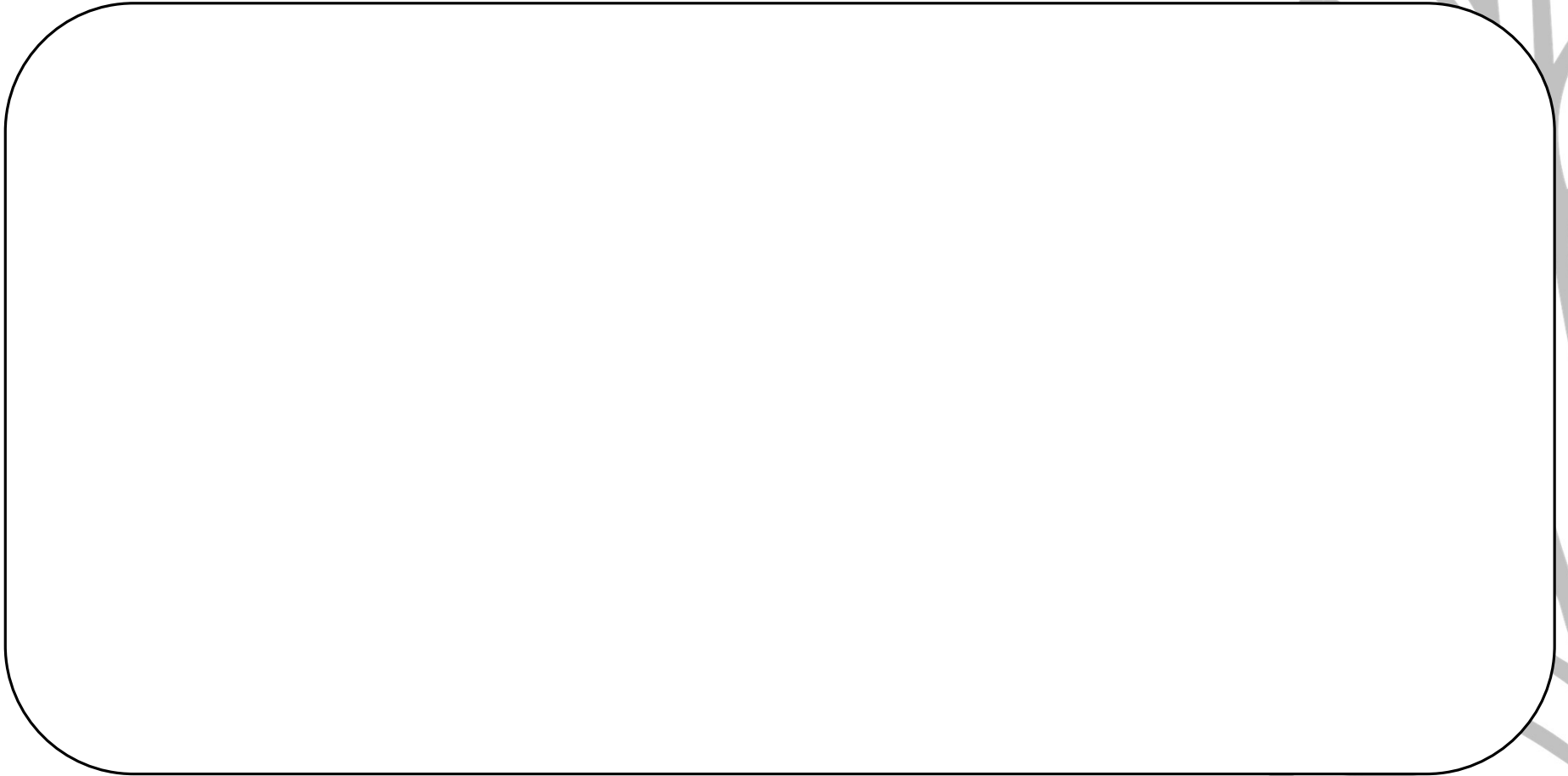
EMPLOYER'S Wage Schedule

can vary from sponsor's schedule

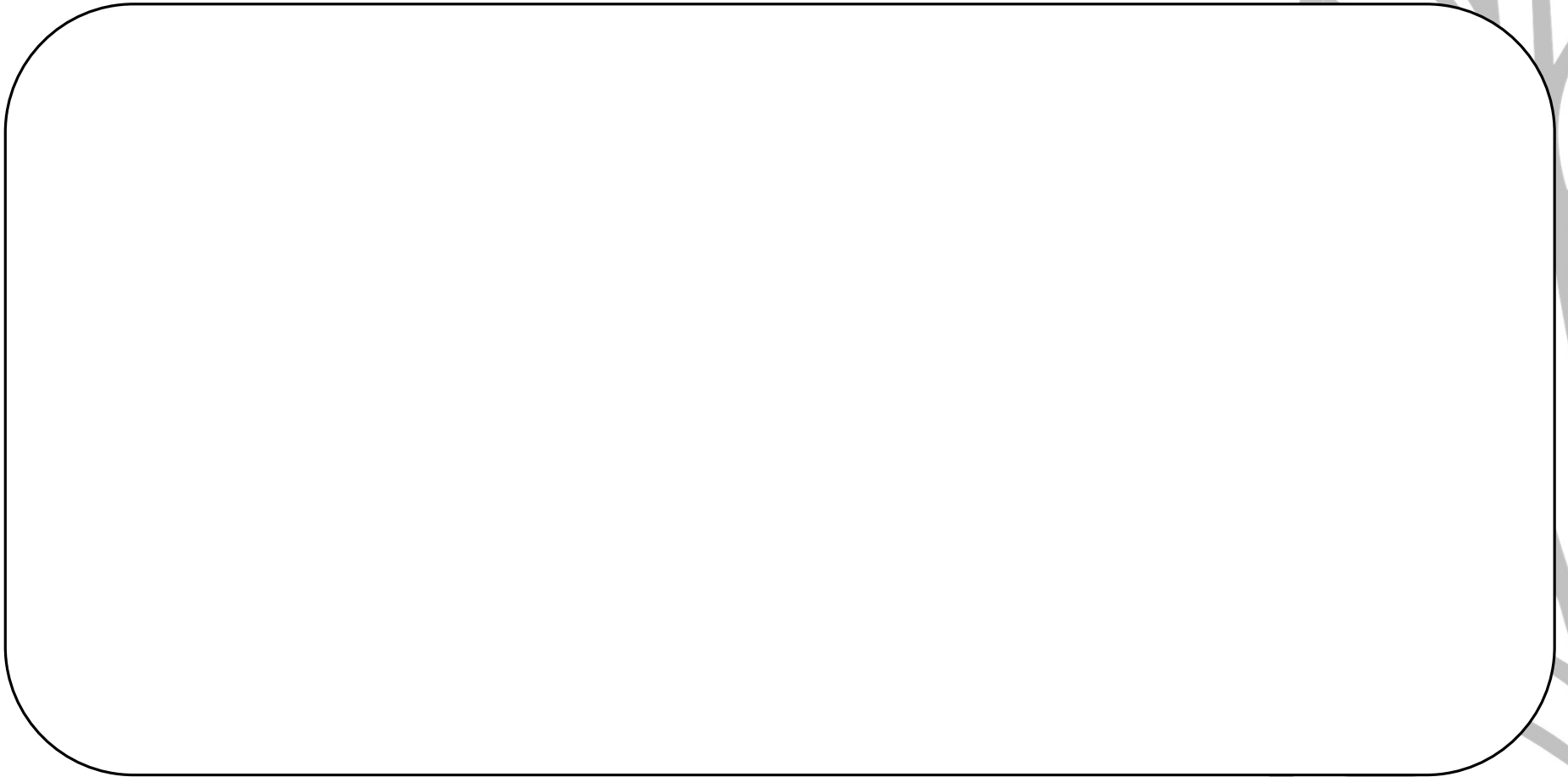
Questions for Institutional Apprenticeship Champion

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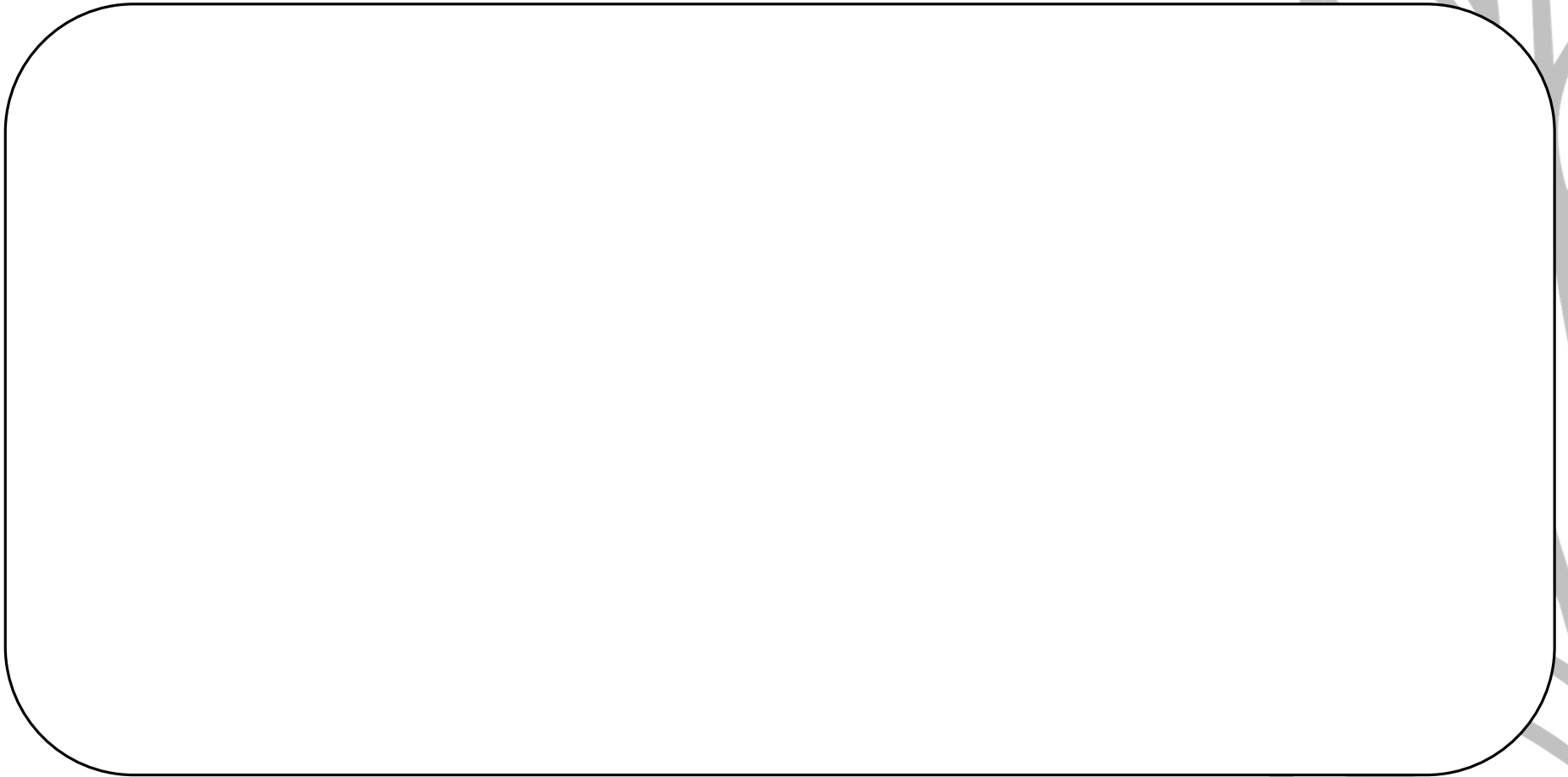
Questions for ATR

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Questions for Employer



Other Questions, Notes, Ideas, Tasks

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Action Planning

Task	Contact	Date Completed
Employer meeting to answer ?s and confirm App A, D info		
Champion meeting to plan fwd movement at college		
Call w/ATR to answer questions, work on App A, D		
Execute fully signed App D		
Join ICCB Apprenticeship LC and mailing list		

Apprenticeship Resources

Federal

- **Apprenticeship USA** | <https://www.apprenticeship.gov>
- **Department of Labor** | <https://www.dol.gov>

State

- **Apprenticeship Illinois** | <https://www.illinoisworknet.com/ApprenticeshipIL>
- **IL Community College District** | <https://www.iccb.org/divisions/career-and-tech-education>
- **IL Department of Commerce & Economic Opportunity (DCEO)** | <https://dceo.illinois.gov>
- **IL WorkNet (WIOA)** | <https://www.illinoisworknet.com/WIOA>

National Apprenticeship, Education & Workforce Organizations

- **American Association of Community Colleges** | <https://www.aacc.nche.edu/programs/workforce-economic-development/wdi>
- **Apprenticeships for America** | <https://apprenticeshipsforamerica.org>
- **Association of Community College Trustees** | <https://www.acct.org/center-for-policy-practice/Apprenticeship>
- **German American Chamber of Commerce** | <https://www.gaccmidwest.org/us/apprenticeships>
- **Jobs for the Future** | <https://www.jff.org/work/apprenticeship-work-based-learning>
- **National Association of Colleges & Employers (NACE)** | <https://www.naceweb.org>
- **National Center for Apprenticeship Degrees** | <https://www.ncad.org>
- **New America** | <https://www.newamerica.org>
- **Project on Apprenticeship Standards and Interoperability (PASI)** | <https://www.c-ben.org/pasi>
- **Partnership to Advance Youth Apprenticeships (PAYA)** | <https://www.newamerica.org/projects/partnership-to-advance-youth-apprenticeship>
- **Urban Institute** | <https://www.urban.org>