There are four main **STEPS** to building and launching an apprenticeship program, and a variety of **PARTNERS** and **RESOURCES** available to assist with each.

STEP #1

Develop Your Apprenticeship Program

- Identify an occupation to apprentice → **Database** of apprenticeable occupations
- Develop a training plan → **Database** of existing work processes
- Identify a training provider → **Community Colleges**
  - ▶ **Community Technology Centers (CTCs)**
  - ▶ **Online Providers**
- Establish an Apprenticeship & Training Committee to manage the program

STEP #2

Complete your Registration Paperwork

- Complete Standards → *Registering an Apprenticeship Program in PA.**pdf***
- Complete Appendixes A-G
  - ▶ RA Standards **Template**
  - ▶ **Templates** for Appendixes A-E, G
- Create a Job Book to track apprentice outcomes
  - ▶ Job Book **Template**

STEP #3

Register your Apprenticeship Program with the State

- Submit paperwork to **PA Apprenticeship & Training Office (ATO)** for review
- Get on PA Apprenticeship & Training Council (PATC) Agenda
- Present program for review and approval

STEP #4

Launch your Program

- Recruit apprentices → **PA CareerLink®**
  - ▶ **Community Technology Centers (CTCs)**
  - ▶ **Pre-Apprenticeship Programs**
- Access RAPIDS
- Access funding → *Funding for Apprenticeship.**pdf***
  - ▶ PA CareerLink® **website**

Your regional **Apprenticeship & Training Representative (ATR)** can assist you with every step of the process. They can be reached anytime at **apprenticeship@pa.gov**.