

APPLICATION		
Program Name:		
Address		
Contact Name	Contact email	Contact phone
Program Delivery		
Where will the program take place? (Address and type of learning spaces)		
How many participants per cohort?	How many cycles per year?	How long is the program (in hours)?
How does somebody apply to the program?		
What are the criteria for selection into the program?		
Registered Apprenticeship Partners. Name the registered apprenticeship sponsors and occupations that are program partners.		
Sponsor Name	Participating Employers (if different than Sponsor)	
Occupation:	Additional Sponsor(s) Name:	
<p>Attach documentation of sponsor endorsement. Please submit an agreement or letter signed by a Registered Apprenticeship Sponsor attesting to the following:</p> <ol style="list-style-type: none"> 1. The Sponsor has reviewed the program and finds that it is: <ol style="list-style-type: none"> a) aligned with industry standards, b) provides meaningful hands-on-training, and c) is designed to fully prepare participants to meet Apprenticeship entry requirements. 2. The Sponsor agrees to provide feedback on how well participants were prepared to enter Registered Apprenticeship. 		

Tracking Participant Success. Will you share lists of pre-apprenticeship program completers with the DLT Apprenticeship Office so that the Apprenticeship Office can track registration and completion rates? Yes No

If you checked “no”, please describe your plan for tracking participant entry into Registered Apprenticeship.

PROCESS

OPTIONAL Pre-Application Meeting. We invite you to call the DLT Apprenticeship Office to set up a pre-application meeting. Our goal is to share information that will help you put together a strong application.

1. Submit Application: Apprenticeship Office staff will review your application for completeness and either 1) provide you feedback and a chance to respond or 2) place your application on the agenda of the State Apprenticeship Council for review. Applications may be submitted on paper or via email to dlt.apprenticeship@dlt.ri.gov.

3. State Apprenticeship Council Review: The Apprenticeship Office will notify the applicant of the meeting date. While not required, applicants are invited to attend, present to the Council, and be available to answer questions. The Council will recommend to the Apprenticeship Office if the program meets the requirements for certification.

Timeline: Applications may be submitted at any time. Applicants may submit the above information in letter form if preferred.

Pre-apprenticeship programs are designed to prepare individuals to enter and succeed in a Registered Apprenticeship program. To certify any pre-apprenticeship program, the DLT Apprenticeship Office must verify a documented partnership between the pre-apprenticeship program and at least one, if not more, Registered Apprenticeship program(s).

Rhode Island's Apprenticeship Council recognizes that pre-apprenticeship programs are crucial to help extend the impact of Registered Apprenticeship programs to targeted populations. Therefore, the Council strongly urges all pre-apprenticeship programs to meet the [Quality Framework for Pre-Apprenticeship Programs](#). To do so, we encourage all programs to incorporate the following elements:

- **Approved Training and Curriculum.** Training and curriculum are based on industry standards, and have been approved by the documented Registered Apprenticeship partner(s), that will prepare individuals with the skills and competencies needed to enter one or more Registered Apprenticeship program(s);
- **Strategies for Long-Term Success.** Strategies that increase Registered Apprenticeship opportunities for under-represented, disadvantaged or low-skilled individuals, such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more Registered Apprenticeship program(s) – including the following:
 - Strong recruitment strategies focused on outreach to populations under-represented populations in state/local registered apprenticeship programs;
 - Educational and pre-vocational services that prepare individuals to meet the entry requisites of one or more Registered Apprenticeship programs (e.g. specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic Education, financial literacy seminars, math tutoring, etc.); and
 - Assists in exposing participants to local, state and national Registered Apprenticeship programs and provides direct assistance to participants applying to those programs;
- **Access to Appropriate Support Services.** Facilitates access to appropriate support services during the pre-apprenticeship program and a significant portion of the Registered Apprenticeship program;
- **Promotes Greater Use of Registered Apprenticeship to Increase Future Opportunities.** To support the ongoing sustainability of the partnership between pre-apprenticeship providers and Registered Apprenticeship sponsors, these efforts should collaboratively promote the use of Registered Apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities for individuals;
- **Meaningful Hands-on Training that does not Displace Paid Employees.** Provides hands-on training to individuals in a simulated lab experience or through volunteer opportunities, when possible, neither of which supplants a paid employee but accurately simulates the industry and occupational conditions of the partnering Registered Apprenticeship sponsor(s) while observing proper supervision and safety protocols; and
- **Facilitated Entry and/or Articulation.** When possible, formalized agreements exist with Registered Apprenticeship sponsors that enable individuals who have successfully completed the pre-apprenticeship program to enter directly into a Registered Apprenticeship program and/or include articulation agreements for earning advanced credit/placement for skills and competencies already acquired.