**Apprenticeship Development Steps**

**How to use this document:** This document is designed to be an approximation of the steps involved in developing an apprenticeship program in healthcare! The process varies precipitously depending on several factors: whether an apprenticeship has already been developed in a chosen occupation, whether the employer has been an apprenticeship sponsor in the past, and the licensing & educational requirements for each occupation. Steps may be rearranged or omitted depending on the circumstances. This is a fluid process & we are adapting as we go. Please check BOX for new resources that are being added frequently. Thanks!

1. **Identify potential employer(s)** 
   1. Staff responsible: WFC and/or AS. WFC performs assessment of whether a facility is a good; pass off to AS OR 2nd meeting with AS & WFC.

AS: Apprenticeship Specialists

WFC: Workforce Coordinator

HTS: Healthcare Transformation Specialist

CC: Career Coach

* 1. Documents used: Introduction to Healthcare Apprenticeship, Step 2, List of occupations, list of colleges and online courses available with timeline, 2 pagers for available occupations
  2. Consistent messaging:
     1. Not a program can simply be placed in the facility.
     2. Apprentice still needs to gain admission into programs. Facility still needs to abide by all licensing/safety requirements.
  3. Steps.
     1. Schedule initial meeting with employer: WFC
     2. Explain occupation options & determine occupation interest: WFC hand off to AS Discuss cost sharing, employer inputs and mentor feasibility
     3. ID apprentice candidate search (in house at facility/ or local)
     4. Enter visit into employer database
     5. Follow-up strategy: WFC & AS

1. **Identify Educational Component**
   1. **Step 2a: Match employer to established campus connection based on expressed interest** 
      1. Staff responsible: AS, WFC, HTS, CC
         1. Provide online course sources, matching schedules
         2. MOU for roles and responsibilities between employer and institution when needed determined on a case-by-case by employer and/or institution
         3. Example MOU in box.
      2. Documents used: HTS use apprenticeship for campuses doc
   2. **Step 2b: ID curriculum (if not already established)**
      1. Staff responsible: AS as lead. WFC, HTS, CC serve as resources.
         1. HTS is point of contact-they determine campus POC
         2. Meet with potential partner schools, an appropriate staff
         3. Inform of process, benefits and responsibilities: AS
         4. ID online sources, matching schedules
         5. Prepare student-apprentice for learning and program acceptance-CC, HTS, AS
         6. Solidify partnership and next steps-AS
         7. AS will do follow up
      2. Documents used: HTS Use apprenticeship for campuses doc
   3. **Step 2c: Facility hosts relevant instruction in house**
      1. Staff responsible: AS
      2. Steps:
         1. Facility decides to deliver in house curriculum
         2. AS verifies meets all licensing & educational requirements
      3. Documents used: 2 pager on each occupation
2. **Check licensing requirements**
   1. Staff responsible: AS
   2. Federal Apprenticeship standards, State standards, Board of Nursing, DPHHS, etc.
   3. Develop basic course/ training outline and make sure it meets requirements
   4. Send out to relevant parties i.e. HTS, WFC
3. **Adapt standard model for the occupation with OJT & Didactic specifics for the employer**
   1. Staff responsible: AS, with HTS helping find contacts, etc
      1. Send to DLI Apprenticeship leadership & Colleges for approval through their system(s)
      2. Document course options, etc. with DLI paperwork
4. **Employer identifies individuals to serve as mentors/supervisors**
   1. WFC, AS & HTS can assist with this
   2. However, ultimately making sure corresponding to all licensing/educational requirements is the employer responsibility.
5. **Employer identifies apprenticeship candidates**
   1. DLI/HCMT representatives not directly involved, but can assist if the employer
   2. AS makes sure employer understands the probation period. They are responsible for recruiting quality apprenticeship candidate. However, there is a period in which either party can cancel the apprenticeship agreement with no penalties.
6. **Consult with local Job Service and DLI**
   1. Staff responsible: AS, WFC, CC assist with contact info and resources
      1. CC can provide referrals and resources to student
      2. Discuss possibility of partnership with local Job Service and discuss apprenticeship sign ups
      3. Inform leadership at DLI and discuss next steps
7. **Apprenticeship Registration (!)**
   1. Staff responsible: AS
   2. Discuss roles and responsibilities with both employer, employer identified mentor and apprentice candidate: AS and employer
   3. Another check for resources: for apprentice and employer candidacy through WIOA, VA, Voc. Rehab, AHEC resources, or other possible resources: CC
   4. File pre-approval for relevant hours toward apprenticeship (if possible/pre-employed): AS
   5. Have both parties sign all relevant paperwork: AS
   6. Have DLI leadership sign all paperwork: AS
   7. Input all information into MWorks for approval: AS
   8. Mail out enrollment cards, copies of DLI signed paperwork, etc.: AS
8. **Educational component begins: Apprentice enrolls in related education program including any prerequisite requirements or facility hosts in house education.** 
   1. Staff responsible: AS, HTS, CC if student involvement required
   2. Update College/ University director of individual’s pending/potential enrollment and facility partner, when applicable (e.g. CNA): HTS
   3. Apprentice completes pre-requisites & gains admission to program, when applicable (e.g. LPN).
   4. College and Facility follow up discussions from MOU, mentor responsibilities: HTS
   5. Contact relevant career coach for MCIS sign up, tutor support, next steps, etc.: CC
   6. Have college registrar contact individuals to explain next steps, enrollment process with career coach support: HTS
9. **Periodic monitoring**
   1. Staff responsible: AS, HTS, CC and WFC
   2. Provide assurance that follow up is indeed happening and on a regular schedule: all
   3. Apprenticeship begins (initial visit to work out kinks) WFC & AS
   4. Follow up to make sure hours are being recorded correctly by employer mentor AS or WFC
   5. Secondary follow up to ensure proper communication between facility and college/institution
   6. College/institution follow up to ensure proper enrollment of apprentices and their developments
   7. Last follow up to make sure apprentices are on track with hours, course work: all
10. **Graduation of Apprenticeship/ Program graduation**
    1. Staff responsible: AS
    2. Evaluate/calculate final hours towards apprenticeship
    3. Input final hours to system
    4. Meet with DLI leadership for verification and signatures
    5. Mail out all certifications relevant to program
    6. Any HCMT-specific recognition
11. **Fully skilled worker! Continues working with apprenticeship sponsor or seeks external employment**
    1. AS writes up any “best practices” and provides updates via steering committee & quarterly reports
    2. Apprenticeship sponsor hopefully will hire apprentice full time but they are not required to unless is specified in apprenticeship agreement.