



**HealthCARE  
MONTANA**

Creating Access to Rural Education

## 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)

- a. Staff responsible: WFC and/or AS. WFC performs assessment of whether a facility is a good; pass off to AS OR 2<sup>nd</sup> meeting with AS & WFC.
- b. 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
- c. Consistent messaging:
  - i. Not a program can simply be placed in the facility.
  - ii. Apprentice still needs to gain admission into programs. Facility still needs to abide by all licensing/safety requirements.
- d. Steps.
  - i. Schedule initial meeting with employer: WFC
  - ii. Explain occupation options & determine occupation interest: WFC hand off to AS  
Discuss cost sharing, employer inputs and mentor feasibility
  - iii. ID apprentice candidate search (in house at facility/ or local)
  - iv. Enter visit into employer database
  - v. Follow-up strategy: WFC & AS

AS: Apprenticeship Specialists  
WFC: Workforce Coordinator  
HTS: Healthcare Transformation Specialist  
CC: Career Coach

### 2. Identify Educational Component

- a. **Step 2a: Match employer to established campus connection based on expressed interest**
  - i. 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.
    - ii. Documents used: HTS use apprenticeship for campuses doc
  - b. Step 2b: ID curriculum (if not already established)**
    - i. 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
    - ii. Documents used: HTS Use apprenticeship for campuses doc
  - c. Step 2c: Facility hosts relevant instruction in house**
    - i. Staff responsible: AS
    - ii. Steps:
      - 1. Facility decides to deliver in house curriculum
      - 2. AS verifies meets all licensing & educational requirements
    - iii. Documents used: 2 pager on each occupation
- 3. Check licensing requirements**
- a. Staff responsible: AS
  - b. Federal Apprenticeship standards, State standards, Board of Nursing, DPHHS, etc.
  - c. Develop basic course/ training outline and make sure it meets requirements
  - d. Send out to relevant parties i.e. HTS, WFC
- 4. Adapt standard model for the occupation with OJT & Didactic specifics for the employer**
- a. Staff responsible: AS, with HTS helping find contacts, etc
    - i. Send to DLI Apprenticeship leadership & Colleges for approval through their system(s)
    - ii. Document course options, etc. with DLI paperwork
- 5. Employer identifies individuals to serve as mentors/supervisors**
- a. WFC, AS & HTS can assist with this
  - b. However, ultimately making sure corresponding to all licensing/educational requirements is the employer responsibility.
- 6. Employer identifies apprenticeship candidates**
- a. DLI/HCMT representatives not directly involved, but can assist if the employer
  - b. 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.
- 7. Consult with local Job Service and DLI**
- a. Staff responsible: AS, WFC, CC assist with contact info and resources
    - i. CC can provide referrals and resources to student
    - ii. Discuss possibility of partnership with local Job Service and discuss apprenticeship sign ups
    - iii. Inform leadership at DLI and discuss next steps
- 8. Apprenticeship Registration (!)**
- a. Staff responsible: AS

- b. Discuss roles and responsibilities with both employer, employer identified mentor and apprentice candidate: AS and employer
- c. Another check for resources: for apprentice and employer candidacy through WIOA, VA, Voc. Rehab, AHEC resources, or other possible resources: CC
- d. File pre-approval for relevant hours toward apprenticeship (if possible/pre-employed): AS
- e. Have both parties sign all relevant paperwork: AS
- f. Have DLI leadership sign all paperwork: AS
- g. Input all information into MWorks for approval: AS
- h. Mail out enrollment cards, copies of DLI signed paperwork, etc.: AS

**9. Educational component begins: Apprentice enrolls in related education program including any prerequisite requirements or facility hosts in house education.**

- a. Staff responsible: AS, HTS, CC if student involvement required
- b. Update College/ University director of individual's pending/potential enrollment and facility partner, when applicable (e.g. CNA): HTS
- c. Apprentice completes pre-requisites & gains admission to program, when applicable (e.g. LPN).
- d. College and Facility follow up discussions from MOU, mentor responsibilities: HTS
- e. Contact relevant career coach for MCIS sign up, tutor support, next steps, etc.: CC
- f. Have college registrar contact individuals to explain next steps, enrollment process with career coach support: HTS

**10. Periodic monitoring**

- a. Staff responsible: AS, HTS, CC and WFC
- b. Provide assurance that follow up is indeed happening and on a regular schedule: all
- c. Apprenticeship begins (initial visit to work out kinks) WFC & AS
- d. Follow up to make sure hours are being recorded correctly by employer mentor AS or WFC
- e. Secondary follow up to ensure proper communication between facility and college/institution
- f. College/institution follow up to ensure proper enrollment of apprentices and their developments
- g. Last follow up to make sure apprentices are on track with hours, course work: all

**11. Graduation of Apprenticeship/ Program graduation**

- a. Staff responsible: AS
- b. Evaluate/calculate final hours towards apprenticeship
- c. Input final hours to system
- d. Meet with DLI leadership for verification and signatures
- e. Mail out all certifications relevant to program
- f. Any HCMT-specific recognition

**12. Fully skilled worker! Continues working with apprenticeship sponsor or seeks external employment**

- a. AS writes up any "best practices" and provides updates via steering committee & quarterly reports
- b. Apprenticeship sponsor hopefully will hire apprentice full time but they are not required to unless is specified in apprenticeship agreement.