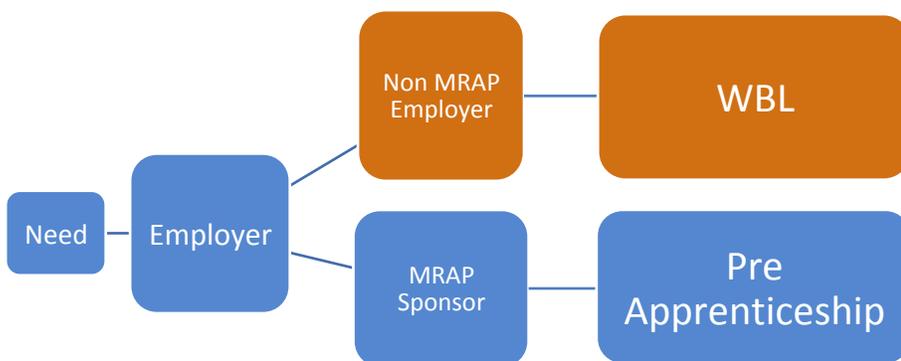




Guidelines on how to develop a **Pre-Apprenticeship (PA) Program** or a **Work Based Learning (WBL) Program** in Montana.

Updated 9/28/2017

- 1) **Develop relationships** with employer partners and potential pre-apprenticeship or work based learning education partners.
- 2) **Does the program already exist?** If not, work with employer partners and educational programs to outline the ideal training that would prepare someone for apprenticeship or employment.
- 3) **Is the employer an MRAP sponsor?** The first factor for Pre-Apprenticeship is to determine if the employer partner is a Sponsor in the Montana Registered Apprenticeship Program (MRAP). If the employer partner is a MRAP Sponsor, that education partner may be introduced as a Pre-Apprenticeship opportunity. If the employer is NOT a MRAP Sponsor, it must be introduced as a Work Based Learning opportunity. The agreements are essentially the same.
- 4) **What is the value of the program?** The next thing to do will be to work with the employer to determine the value of the pre-apprenticeship program. We break up the value for PA Program into three categories: credit towards program entry/candidacy, credit for on the job requirements, and credit toward related technical instruction. For a WBL Program, there is only one category, credit towards program entry/candidacy. The second page of the agreement has examples in each category.
- 5) **Complete agreement** where the employer partner recognizes the PA/WBL. The PA/WBL Program is the *education partner* and is responsible for notifying MRAP when people start and end their programs.



Info needed for either program:

- Employee name, address, email, phone
- Education partner name, address, email, phone
- Length of training or program
- Program outlines of OJT and RTI
- Date participants start and expected graduation date; request for certificates

Tips:

- Third page of the PA/WBL Program agreement can be used as a worksheet to list credit in all three categories for multiple education partners.

- An employer partner can recognize multiple education programs as quality pre apprenticeship or WBL programs.
- A education partner program can be recognized by multiple employer partners.