



Apprenticeship Start-up and Checkpoint Guide

The Montana Registered Apprenticeship Program is extremely pleased to include your company in the growing list of progressive Montana employers that sponsor apprenticeships. As an official employer sponsor, here is what you can expect from the Department of Labor & Industry and the HealthCARE Montana team to ensure that all competencies, timelines, and related coursework are completed in an orderly manner.

After the apprentice has been identified by the employer sponsor:

- Meeting with facility manager, mentor, apprentice, and HealthCARE Staff to sign up apprentice and answer any questions pertaining to the term of apprenticeship.
- Facility and apprentice complete necessary registration steps and sign all mandatory documents.
- Apprentice enrolls in related education program including any prerequisite requirements or facility hosts in house education.
- On the job training hours begin to accrue unless otherwise decided by employer.

On a monthly basis after apprenticeship begins:

- HealthCARE staff will contact the apprentice to check in and assist in any way possible. Additional check-ins may be scheduled if the apprentice is in need of further guidance.

Half-way through the apprenticeship:

- Meeting with facility manager, mentor, apprentice and HealthCARE staff to review completed checklist and course progress and begin to discuss the graduation process.

Conclusion of the apprenticeship:

- Facility manager will submit a written request for graduation to the Apprenticeship Specialist attaching proof of hours and certificate of completion from the curriculum source with proof of licensure if applicable.
- Apprentice will receive a state issued certificate in accordance with the program completed.