

# Apprenticeship Activation Guide: Before Launching an Apprenticeship

JEVS	Employer	<b>1. Program Design &amp; Occupation Selection</b>
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✓		<input type="checkbox"/> Provide labor market guidance and occupation validation
	✓	<input type="checkbox"/> Identify occupation(s) to develop into an apprenticeship
	✓	<input type="checkbox"/> Assess workforce needs and hiring capacity
	✓	<input type="checkbox"/> Define on-the-job (OJT) tasks for apprentices
✓		<input type="checkbox"/> Assist in mapping tasks into apprenticeship standards
✓		<input type="checkbox"/> Draft initial program framework and standards

JEVS	Employer	<b>2. Training Plan: OJT &amp; RTI Employer Responsibilities</b>
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✓		<input type="checkbox"/> Coordinate or provide Related Technical Instruction (RTI), if applicable
✓		<input type="checkbox"/> Support alignment between OJT and RTI
	✓	<input type="checkbox"/> Assign mentors to provide structured guidance, feedback, and support
	✓	<input type="checkbox"/> Deliver On-the-Job Training (OJT) aligned with work tasks
✓		<input type="checkbox"/> Ensure training meets federal/state hour requirements
	✓	<input type="checkbox"/> Approve weekly training hours and scheduling

JEVS	Employer	<b>3. Program Standards &amp; Registration</b>
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✓		<input type="checkbox"/> Draft standards, wage progression, and policies
	✓	<input type="checkbox"/> Review and approve apprenticeship standards
	✓	<input type="checkbox"/> Ensure compliance with equal opportunity requirements
	✓	<input type="checkbox"/> Sign documents for state/federal registration
✓		<input type="checkbox"/> Submit standards to State Apprenticeship Agency (SAA) or USDOL
✓		<input type="checkbox"/> Serve as liaison for program approvals and revisions

JEVS	Employer	<b>4. Wage Schedule &amp; Compensation</b>
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✓		<input type="checkbox"/> Provide guidance on wage models and progression
	✓	<input type="checkbox"/> Set wage progression reflecting skill acquisition
✓		<input type="checkbox"/> Ensure compliance with apprenticeship regulations
	✓	<input type="checkbox"/> Ensure compliance with wage regulations
	✓	<input type="checkbox"/> Process payroll and maintain employment records

# Apprenticeship Activation Guide: During an Apprenticeship

JEVS	Employer	<b>5. Apprentice Recruitment &amp; Enrollment</b>
	✓	<input type="checkbox"/> Define hiring criteria (i.e. qualifications, background checks)
✓		<input type="checkbox"/> Support recruitment and outreach efforts if requested
✓		<input type="checkbox"/> Assist with candidate screening if requested
	✓	<input type="checkbox"/> Conduct interviews and select apprentices
	✓	<input type="checkbox"/> Onboard apprentices as employees
✓		<input type="checkbox"/> Collect enrollment documentation for reporting

JEVS	Employer	<b>6. Program Delivery &amp; Monitoring</b>
	✓	<input type="checkbox"/> Deliver structured OJT
	✓	<input type="checkbox"/> Provide mentorship: ongoing guidance, skill support, feedback
	✓	<input type="checkbox"/> Track apprentice performance and progress
✓		<input type="checkbox"/> Monitor RTI completion and progress
✓		<input type="checkbox"/> Track competencies and milestone achievements
✓		<input type="checkbox"/> Provide technical assistance to both employer and apprentice

JEVS	Employer	<b>7. Compliance, Reporting &amp; Quality Assurance</b>
	✓	<input type="checkbox"/> Maintain OJT logs and mentor feedback records
	✓	<input type="checkbox"/> Ensure a safe and supportive training environment
✓		<input type="checkbox"/> Manage state and federal reporting
✓		<input type="checkbox"/> Maintain compliance documentation
✓		<input type="checkbox"/> Support program evaluation and continuous improvement

JEVS	Employer	<b>8. Completion &amp; Credentialing</b>
	✓	<input type="checkbox"/> Confirm apprentice has demonstrated required skills
	✓	<input type="checkbox"/> Approve apprentice for completion and wage advancement
✓		<input type="checkbox"/> Submit completion documentation to SAA/USDOL
✓		<input type="checkbox"/> Issue nationally recognized apprenticeship credential
✓	✓	<input type="checkbox"/> Support career advancement or additional training pathways