



Registered Apprenticeship (RA) Guidance

As everyone knows there is a huge push for companies to implement Registered Apprenticeships (RAs) as a solution to the recruitment and retention challenges many companies are facing. Registered Apprenticeships are not limited to the Construction and Manufacturing Industries and in fact RAs in non-traditional industries/occupations are encouraged. Workforce Solutions has sponsored two information sessions in the past couple of years and in October, Workforce Solutions staff as well as several state staff attended the Registered Apprenticeship Summit in Harrisburg. This document serves as guidance in your work with employers to achieve the following:

- 1) Provide you with handouts to share with employers to encourage them to learn more and potentially implement RAs.
- 2) Be aware of the companies who already have Registered Apprenticeships in the region and understand how they fill these positions.
- 3) Be aware of the process for companies interested in learning more about Registered Apprenticeships
- 4) Be aware of the process for companies when they are ready to implement Registered Apprenticeships.

Workforce Solutions staff and the board are committed to increasing the number of Registered Apprenticeships and pre apprenticeships in our region because we agree that “employers who sponsor these programs can more quickly build a pipeline of skilled workers, boost retention, reduce recruiting costs and improve productivity.” (Tooling U-Apprenticeships: Modernizing a Proven Workforce Development Strategy). We view this as a partnership with the PA CareerLink® centers, the board and staff and our State Office. Implementing Registered Apprenticeships is a time and financial commitment on that of the employer however it is also a solution to the challenges they are facing. Registered Apprenticeships are also a big time commitment for agencies who are sponsoring RAs - ***We are not anticipating PA CareerLink® centers will become sponsors of the Registered Apprenticeships but rather the expectation is to provide employers with enough information to make a decision to pursue this workforce development strategy. As employers implement RAs, PA CareerLink® staff will hopefully be able to assist employers in filling these positions.***

There are many documents available regarding RAs. Rather than share all of them with employers we have chosen several that we feel explain the RA program simply. The list that follows is broken down into sections:

1. Handouts – where there is no link the document was attached to the email communication.

A. Handouts that will provide you with some approaches on how to communicate with businesses about Registered Apprenticeships:

- A Targeted Approach to Apprenticeship – Business Engagement
- Talking to Business About Apprenticeship
- Apprenticeship Business Engagement – Strategies in Action
- The previous documents and more can be found at the following link:

<https://apprenticeshipusa.workforcegps.org/resources/2018/05/11/17/01/Apprenticeship-Business-Engagement-Tools>

B. Possible Handouts to give to employers: (you may find some additional documents but we suggest to keep it simple):

- PA Registered Apprenticeship Programs
- Apprenticeship Program – Quick Start Action Planner
- Keystone Development Partnership
- National Advanced Manufacturing Apprenticeship Initiative
- Tooling U-SME – Apprenticeships: Modernizing a Proven Workforce Development Strategy.
<https://workforcesolutionspa.com/wp-content/uploads/2017/07/Apprenticeships-Modernizing-a-Proven-Workforce-Development-Strategy.pdf>
- If you found some handouts you are providing to employers, please feel free to send to us so we are aware.

C. Additional Resources and Links:

- Training and Employment Guidance Letter WIOA No. 13-16: WIOA-Registered Apprenticeship
https://wdr.doleta.gov/directives/attach/TEGL/TEGL_13-16.pdf
- Using Workforce Funds to Support Apprenticeship <https://www.dol.gov/apprenticeship/toolkit/docs/Desk-Aid-Use-of-Funds.pdf>
- Apprenticeship for High School Students – Providing a Foundation for Career Success and Skilled Workers for Businesses
https://www.dol.gov/apprenticeship/highschool/pdf/HS_Apprenticeship_Youth%20Guide_FINAL_2010831.pdf
- A Quick Start Toolkit – Building Registered Apprenticeship Programs:
https://www.doleta.gov/oa/employers/apprenticeship_toolkit.pdf
- A variety of resources:
<https://www.workforcegps.org/sitecore/content/global/resources/2018/10/16/17/08/Resources-to-Assist-Apprenticeship-Programs>
- Here is a link to the Available Occupations for RA as implemented by the US Department of Labor.
<https://www.doleta.gov/OA/occupations.cfm>

3. PROCESS for companies interested in learning more about Registered Apprenticeships:

We are providing you with additional documents and links so that you are able to answer some of the questions that employers may ask about RAs. If you are comfortable answering some of the questions, please feel free to do so. If you prefer you can reach out to Aaron Herzing, Business Engagement Coordinator for Workforce Solutions at aherzing@ncwdb.org or 814-245-1835. Aaron will contact the company to answer any questions they may have.

4. PROCESS for companies interested in implementing Registered Apprenticeships:

Once a company is interested in implementing an RA, please inform Aaron Herzing who will work with the company from start to finish including connecting the company with the State Apprenticeship Office.

There are several companies in our region who have already implemented RAs. See attached document with a complete list that also includes their recruitment process for these opportunities. This document is a draft because we are waiting to hear back from some of the employers regarding their recruitment methods for the RA positions.

There are also several companies who may be implementing Registered Apprenticeships soon.

If you have any questions about this guidance please contact Pam at pstreich@ncwdb.org or 814-245-1835. For questions regarding Registered Apprenticeships or Registered Pre-Apprenticeships please contact Aaron Herzing, Business Engagement Coordinator at aherzing@ncwdb.org or 814-245-1835.