



## Steps to Developing a Registered Apprenticeship Program In Louisiana

**Step One:** Potential program sponsor submits a formal request for more information about how to start a Registered Apprenticeship Program to [Apprenticeshipla@lwc.la.gov](mailto:Apprenticeshipla@lwc.la.gov)

**Step Two:** Complete and submit the Registered Apprenticeship Pre-Application for review.

**Step Three:** In person meeting between the potential program sponsor and an Apprenticeship Training Representative and/or the Director of Apprenticeship to discuss the responsibilities and benefits of sponsoring a Registered Apprenticeship Program.

**Step Four:** Begin Developing Your Standards of Apprenticeship by Determining:

- Occupations to be taught
  - Corresponding federally approved apprenticeable occupations
- Curriculum development
  - On-the-job work processes
  - Related theoretical and training instruction
    - Classroom – books, materials, internet based?
    - Location
    - Instructors
- On-the-job work location(s)/employers (if applicable)
  - Schedules/Work and classroom hours
- Establish Policies
  - Entry qualifications and EEO recruiting processes (for programs with 5 or more apprentices)
  - Progressive wage schedule and journeyworker wage rates
  - Classroom and OJT evaluations
  - Credit for previous experience
  - Complaint procedures
  - Completion time
  - Probationary period

**Step Five:** Submit Standards of Apprenticeship to an Apprenticeship Training Representative for review and comment.

**Step Six:** Completion

- Employer/organization internal approvals
- Preliminary approval from LWC Director of Apprenticeship
- Circulation of preliminary draft to SAC members for input by Director
- SAC members given a 14 day question and comment period
- An ATR will consolidate questions and comments in to a single document
- Program Sponsor will be given seven days to answer the questions in the document sent to them by the ATR
- If it is deemed by two or more of the SAC members that the questions and concerns were not sufficiently answered then the applicant must give a presentation before the State Apprenticeship Council for approval during an official meeting
- If approved: Enroll in RAPIDS
  - Schedule follow-up meeting after approval by SAC to go over recordkeeping recommendations and expectations
- If not approved:
  - Back to the drawing board to address deficiencies noted during SAC meeting, and must resubmit for the necessary approvals again.