



## Steps to Reinstating a Registered Apprenticeship Program

**Step One:** Former Program Sponsor submits a formal request seeking information about reinstatement

**Step Two:** In person meeting between the former Program Sponsor and the Apprenticeship staff to discuss the appropriate corrective actions and measures to be taken to prevent deregistration in the future.

**Step Three:** Begin Redeveloping 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
- Reevaluate and Reestablish 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
- Official presentation by applicant to the State Apprenticeship Council for approval during scheduled meeting – employer appears in front of council to discuss program
- If reapproved: RAPIDS account Reactivated
  - 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.