



Apprenticeship and Training Office:  
***A guide to Registered Apprenticeship  
& Pre-Apprenticeship***

Apprenticeship and Training Office:  
What do we want to accomplish?

- Increase the number of Pennsylvania Registered Apprenticeship opportunities
- Educate the uninformed (employers and job seekers) about the benefits of registered apprenticeship.
- Expand apprenticeship into non-traditional occupations.



## What is Registered Apprenticeship?

- It's the work based learning or On-the-Job Training "degree" without the debt.
- Upon completion, apprentices receive a national portable credential from Pennsylvania confirming that they are a highly skilled professional in their occupation or trade.



## WHAT IS A REGISTERED APPRENTICESHIP?

- *An employer-driven model that combines on-the-job training with job related classroom instruction*
- *Workers learn practical and theoretical aspects of a highly skilled occupation – a proven approach to prepare workers for careers while meeting employers' need for a highly-skilled workforce*
- *Programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations*
- *Apprentice's skill level and wages progressively increase*
- *Apprentices receive a national portable credential.*

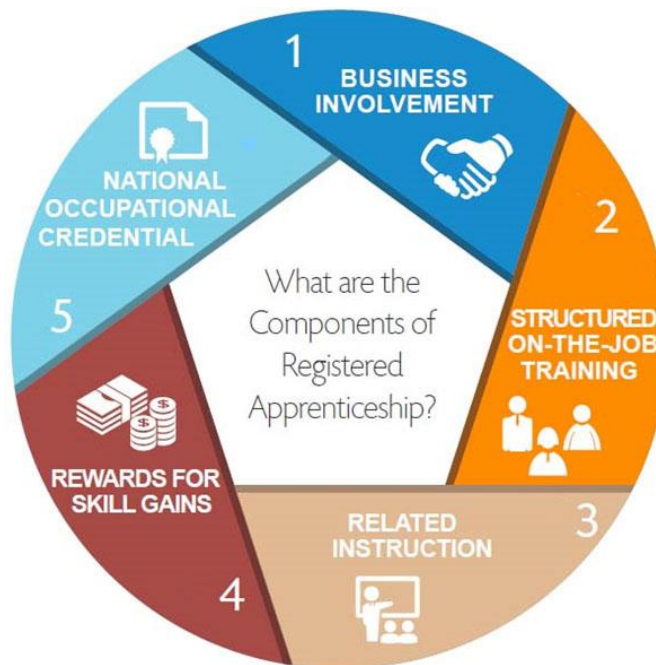


## APPRENTICESHIP PROGRAMS:

### PRIMARILY ASSOCIATED WITH CONSTRUCTION & OTHER SKILLED TRADES

*However, apprenticeship has expanded to more than 1,000 occupations in diverse industries, including Health Care, Information Technology, Manufacturing, Transportation, Logistics, & Energy.*

*Apprenticeships attract and retain workers with the right skills for employers*



## REGISTERED APPRENTICESHIPS:

created and sustained through strong partnerships – a proven strategy for a pipeline of qualified workers for employers and industries



### If the company...

- ✓ Has experienced employees aging out of the workforce?
- ✓ Finds it challenging to attract new talent to entry-level jobs?
- ✓ Needs a pipeline that enables entry-level workers to prepare for hard-to-fill highly skilled jobs?
- ✓ Finds new grads to be long on theory but short on applied skills?
- ✓ Has a workforce that can keep pace with changes in the industry?

*If they answered yes to any of these, then apprenticeship may be the right program for them!*

## WHAT EMPLOYERS GET FROM APPRENTICESHIP PROGRAMS

- 97% of employer sponsors recommend apprenticeship programs.
- Employers get an average of \$1.47 back in increased productivity for every dollar spent on apprenticeship. (U.S. Dept. of Labor)
- Highly Skilled employees trained to the specifications of the business or industry
- Lower turnover and Higher Productivity

## BENEFITS FOR WORKERS:

- ✓ *Increased Skills*
- ✓ *Wage Progression\**
- ✓ *Industry-recognized credential*
- ✓ *Career Advancement\**
- ✓ *Job Satisfaction*



## Registered Pre-Apprenticeship

- **What is Registered Pre-Apprenticeship?** Registered Pre-Apprenticeship are employer driven programs, which provide individuals with the fundamental skills needed to participate in registered apprenticeship programs.
- **Who is eligible to become a Registered Pre-Apprenticeship Sponsor?** School Districts, CTCs, Post Secondary Institutions, CBOs (*any organization which represents a specific demographic which also provides employment training*) and Employers.
- **Who can become Pre-Apprentices?** In School Youth, Out Of School Youth, College Students, Job Seekers, and Incumbent Workers.
- **What are the hour requirements of OJT and RTI for Registered Pre-Apprenticeships?** Registered Pre-Apprenticeship programs have no minimum or maximum number of hours for classroom or on-the-job training. Each program is customized to meet the registered apprenticeship sponsors and employer's needs.
- **Who approves Registered Pre-Apprenticeships?** Registered Pre-Apprenticeship programs are approved by the PA ATO Director.

## THREE PRINCIPLES OF REGISTERED PRE-APPRENTICESHIP

- Registered Pre-Apprenticeship programs must be **connected** with a registered apprenticeship program.
- Registered Pre-Apprenticeship curriculum must **align** with the registered apprenticeship programs' curriculum.
- Registered Pre-Apprenticeship programs must provide a **pathway** towards employment by connecting pre-apprentices to employers who have registered apprenticeship programs (via events, tours, shadowing, meetings, mock interviews etc.) Registered Pre-Apprenticeship programs must have a **employer engagement plan**.

## REGISTERED PRE-APPRENTICESHIP PROGRAMS

SPONSOR	WDB	OCCUPATION
MILTON HERSHEY SCHOOL	SOUTH CENTRAL	COOK / CARPENTRY
PENNSYLVANIA COLLEGE OF TECHNOLOGY	CENTRAL	MECHATRONICS TECHNICIAN & CNC
GERMAN AMERICAN CHAMBER OF COMMERCE, PITTSBURGH CHAPTER	PARTNER4WORK	MECHATRONICS TECHNICIAN EXTRUSION OPERATOR, BLOW MOLD OPERATOR
PENN UNITED TECHNOLOGIES INC	TRI COUNTY	CNC OPERATOR-MILLING AND TURNING MACHINIST
JEVS HUMAN SERVICES	PHILADELPHIA WORKS	IT GENERALIST
CENTRAL MONTOCO TECHNICAL HIGH SCHOOL	MONTGOMERY	CARPENTRY, ELECTRICIAN, PLUMBING-PIPEFITTER, MASONRY / BRICKLAYER
OBERG INDUSTRIES	TRI COUNTY	MULTIPLE MANUFACTURING OCCUPATIONS
TRANZED / Nu PATHS APPRENTICESHIP	SOUTH CENTRAL	MULTIPLE IT OCCUPATIONS
NORTHEAST EQUIPMENT DEALERS ASSOCIATION	SOUTH CENTRAL / LANCASTER	AGRICULTURE EQUIPMENT SERVICE TECH.
ENERGY INNOVATION CENTER INSTITUTE	PARTNER4WORK	MULTIPLE BUILDING TRADE OCCUPATIONS
YORK ELECTRICIANS JATC	SOUTH CENTRAL	ELECTRICIANS
UNIVERSITY OF PITTSBURGH - MANUFACTURING ASSISTANCE CENTER	PARTNER4WORK	MACHINIST, CNC MACHINE OPERATOR, CAD

## ATO Services: How Can We Help?

- **Technical Assistance:**

The ATO provides technical assistance as you begin to create and establish your apprenticeship program, and will provide assistance throughout the life of the program. The ATO provides guidance and assistance as questions may arise.

- **Meeting Facilitation:**

The ATO will assist you in planning and facilitating meetings with key partners, employers, and training providers to begin discussion and planning of your apprenticeship program.

- **Funding Opportunities:**

The ATO offers funding and grant opportunities to programs once they become registered. The ATO also has knowledge of funding sources applicable to your program and can connect you with opportunities.

## ATO Services: How Can We Help?

- **Inventory of Regional Resources:**  
The ATO has created a resource inventory for the various regions throughout the Commonwealth to assist in identifying resources within your area
- **Workforce Development Board Plan Alignment:**  
The ATO offers assistance to local Workforce Development Boards to ensure their plans align with the requirements for apprenticeship and training set forth in WIOA.
- **Assistance with building program capacity:**  
Once the program is registered, the ATO assists sponsors with forming partnerships, building capacity, customizing content and creating entry points for apprentices

## Steps to Establishing a Program

- Identify an objective and engage the interested parties
- Contact the PA Apprenticeship and Training Office
- Develop Work Processes for the On the Job Training
- Identify Sources for Related Instruction
- Develop Selection Procedure/Requirements
- Institute Affirmative Action Plan when necessary
- Submit the Program to the PA ATO for review
- Submit the Program to the Pennsylvania State Apprenticeship and Training Council
- Register Program and Apprentice with PA Apprenticeship and Training Office

## Apprenticeship and Training Office

### **Contact Information**

Eric Ramsay, Director

Apprenticeship and Training Office

651 Boas Street | 12<sup>th</sup> floor

Harrisburg PA 17121

Email: [RA-LIATO-APPR-TRAIN@pa.gov](mailto:RA-LIATO-APPR-TRAIN@pa.gov)

#ApprenticeshipSummitPA