Apprenticeship Program Development Checklist

☐ Contact Dee Wright, dee.wright@kctcs.edu, Apprenticeship Coordinator at Gateway Community & Technical College, to set up an assessment and discovery meeting
   - We will work with and ask your organization to assist us in assessing the skills and competencies that your organization needs your apprentice to obtain.

☐ Schedule an on-site assessment to help identify your skill needs and type equipment used

☐ Work with Workforce Solutions to have DACUM job profiles completed for the positions you are looking to fill

☐ Create a framework for your apprenticeship program
   - Identify a training pathway, or pathways, for your apprentices
     - Examples: Machine tool, electrician, assembly, maintenance, and engineering.
     - Consider the following questions:
       - What college or industry credentials would you like your apprentices to complete?
       - Are you going to require a service commitment after the program is complete?
       - Which classes are going to cover for your apprentices (technical vs. general education)?
       - What GPA must your apprentices maintain?
       - When will your apprentices be taking classes? During working hours or before/after?

☐ In coordination with Gateway’s Workforce Solutions, identify college classes whose competencies align with your skill needs

☐ Register your apprenticeship program with the Department of Labor
   - The benefits of registering your apprenticeship program are:
     - Increased number of applicants for apprenticeship positions
     - May be eligible for state funded training dollars
     - Selling point for your organization to your clients and future clients
       - Based on skill set of your employees to provide quality products in a timely and efficient manner

☐ Decide on how you will select your apprentices
   - Consider new hires as well as incumbent workers with growth potential

☐ Work with Gateway’s Assessment Center to select pre-hire assessments to screen applicants

☐ Send apprentice names and contact information to Dee Wright, dee.wright@kctcs.edu, Apprenticeship Coordinator, who will assist your apprentices with completing the admissions process, placement testing, course registration, and academic advising.

☐ Send the following billing information to Dee Wright in an email:
   - Name of company
   - Name of company rep to contact with billing questions
   - Company address and billing address (if different)
   - Names of all apprentices covered
   - A short statement outlining which costs your company will be covering (all tuition and fees).

☐ Contact Heather Jones, heather.jones@kctcs.edu, with the college bookstore to set up an account
   - This will allow your apprentices to purchase their books and charge the cost to your company account. You can limit allowable charges to only the books required for each terms classes.