



HOPE APPRENTICESHIP PROCESS REFERENCE SHEET

VOCABULARY:

Standards- This main document describes and defines the apprenticeship process for your program. It includes the related instruction and competencies for on-the-job training.

Apprenticeship agreement- This form is reviewed and signed by the employer and the apprentice. It identifies the apprenticeship site, occupation, and number of instructional and on-the-job training hours. Must be signed by the employer and the participant.

Completion form- This form certifies that all related instruction, on-the-job training hours, and competencies have been satisfied. This is completed by the employer and submitted to the DOL representative.

Journeyworker- This term refers to the on-site mentor who will sign off on on-the-job training hours and competencies.

APPRENTICESHIP PROCESS:

Employers will meet with MD DOL and BACH to complete the standards document and prepare for the Maryland Training Council meeting for approval.

Once approved: (Please refer to your standards for further details)

Phase 1- Recruitment and Selection

1. Recruitment for participants will begin. Please be sure to post in a public place. Additionally, employers must abide by the regulations listed in your standards
2. Interview and selection process. Employers will follow their selection process and identify participants for cohorts.

Phase 2- Onboarding and Orientation

3. The employer will meet with the participant to review the standards and to sign the apprenticeship agreement. Submit documentation to MD DOL.
4. Provide onboarding and orientation for the apprentice.

Phase 3- Data Tracking and Reporting

5. Employers will track and verify related instruction hours and on-the-job training hours, and once the apprentice has met the criteria, the employer will complete the completion form.
6. Recognition of completion and issuance of the Journeyworker certificate.