IVY TECH
COMMUNITY COLLEGE

Apprenticeship Toolkit for Businesses & Organizations

What
Is a Registered Apprenticeship Program?

Why
Register an Apprenticeship Program?

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To Start an Apprenticeship Program

What is a Registered Apprenticeship Program?

A USDOL Registered Apprenticeship Program (RAP) is an industry driven **training program** where an employee participates in **on-the-job learning** and receives **related technical instruction** that is complemented by **wage scale increases** as an apprentice progresses through the program. Registered Apprenticeship Programs result in a **nationally recognized credential** upon completion.

There are many different work-based learning programs, but only **a RAP offers the widest range of benefits** to businesses and employees. Here's how the benefits compare across programs:

Benefits of Work-Based Learning Programs	Internship	Non-Registered Apprenticeship	USDOL Registered Apprenticeship
On-the-job Training (OJT)	●	●	●
Greater Recruitment Opportunities	●	●	●
Improved Employee Retention		●	●
Highly Skilled Employees		●	●
OJT Learning Fulfillment for State or Industry Licenses			●
Access to State and Federal Resources			●
National Occupational Credential			●
Quality Pre-Apprenticeship Opportunities			●

Who is using Registered Apprenticeship Programs?

Registered Apprenticeships are now key to filling talent needs in industries like:

- Automotive
- Construction
- Information Technology
- Advanced Automation & Robotics Technology
- Healthcare
- Advanced Manufacturing
- Transportation & Logistics
- Electrical Engineering Technology

Businesses large and small can utilize RAPs. For example, many Indiana sponsors train a small number of apprentices at a time with no training department or training personnel.

Why Register an Apprenticeship Program?

Registered Apprenticeship can be a useful tool for organizations experiencing workforce challenges such as:

- Difficulty finding workers with the right skills
- Positions with high turnover
- Occupations in which many highly skilled workers are retiring soon
- Challenges helping workers keep pace with continuing industry advances
- Positions requiring skills that can be learned on the job
- Difficulty reaching new and more diverse talent pools
- Identifying and reducing skill gaps in experienced staff

What are the benefits for businesses and individuals?

- **Skilled and adaptable workforce** – 80% of RAP sponsors identified that RAPs helped in meeting their demand for skilled workers.
- **Reduced turnover** – 93% of apprentices retain employment after completing their program, according to Apprenticeship.gov.
- **Increased productivity** – 72% of RAP sponsors cite apprenticeship as playing a major role in reliably showing which workers have the skills needed.
- **Broad hiring pools** – Establishing a RAP includes building a Talent Recruitment Plan to help you diversify talent pipelines and hire the best-of-the-best.
- **Funding and resources** – RAPs grant access to a nationwide network of expertise and support.
- **Nationally recognized credentials** – Sponsors can motivate new talent with nationally-accepted industry credentials only RAPs can provide.

How to Start a Registered Apprenticeship Program

Steps for starting a Registered Apprenticeship Program:

1. Initial consultation with an Ivy Tech Apprenticeship and Workforce Development Team

2. Meet with the Apprenticeship Team to start designing the RAP

3. Collaboration with the Department of Labor to design the apprenticeship program

4. Review and signing of the final draft of the apprenticeship program

5. Submission of the program packet to the U.S. Department of Labor (USDOL)

6. Program approval and registration with USDOL

7. Delivery of the approved program standards to the sponsor

8. Receive ongoing support, training, and referrals from Ivy Tech

The Apprenticeship Team can also help you:

- Recruit candidates for the program. Navigators can help you build and implement a Talent Recruitment Plan to expand reach to qualified candidates.

- Improve performance. Navigators can assist you in assessing and identifying productivity gaps, providing tools and resources that can lead to improved performance.

- Navigate funding. A Navigator can help you identify potential funding opportunities that could benefit your program.

For more information and resources go to ivytech.edu/apprenticeships