

**All Registered Apprenticeship Programs must comply with Federal Regulations. The provisions of those regulations are listed below. Your local Apprenticeship Training Representative (ATR) can assist you in developing and registering a program to suit your particular Occupation(s).**

### **Basic Provisions**

Here is a guide to help list what should be a part of the provisions in any apprenticeship program:

1. **Occupations:** Determine what occupation or types of jobs will be covered by the program. It could be an occupation or trade from the list of currently apprenticeable occupations, or it could be a new apprenticeable occupation. See the current list of approved occupations on this website under Apprenticeship E-Tools.
2. **Work processes:** List the major on-the-job training tasks for each occupation separately. Will these processes develop the all-around skilled worker you need? Your local Apprenticeship and Training Representative may have a sample to help get you started.
3. **Allocation of work training time:** Determine the relative difficulty and importance of each work process and allocate the amount of training time, that is, the time in which the apprentice is expected to work on the particular process to become proficient. Most occupations have been outlined by industry. Your ATR may be able to give you a sample.
4. **Term of apprenticeship:** OA has recognized the following three methods for compliance with the minimum time and allocation requirements. *Not all occupations are approved for the various methods. Please consult with your Office of Apprenticeship Training Representative to determine which methods are applicable to your occupation.*

### ***Time-Based Requirements***

A time-based occupation requires a minimum of 2,000 up to 10,000 hours, depending on the occupation, which includes an outline of the specific work processes and the approximate time requirement for each individual work process under that occupation.

### ***Competency/Performance Program Requirements***

Competency/performance based apprenticeship programs are premised on attainment of demonstrated, observable and measurable competencies in lieu of meeting time based work experience and training on-the-job requirements. However, these programs still have to comply with the requirement for the allocation of the approximate time to be spent in each major process. Therefore, work experience process schedules and related instruction outlines must specify approximate time of completion or attainment of each competency, which can be applied toward the 2,000-hour requirement (competencies demonstrated notwithstanding and assuming no credit for previous experience). In competency/performance based programs apprentices may accelerate the rate of competency achievement or take additional time beyond the approximate time of completion or attainment due the open entry and exit design.

Competency is defined as, “An observable, measurable pattern of skills, knowledge, abilities, behaviors and other characteristics that an individual needs to perform work roles or occupational functions successfully.”

Competency/performance based training programs have the following characteristics:

Competencies should be identified and defined through a job/task analysis and directly related to the job/role.

Organized learning activities should be structured and wherever possible, self-paced with open entry and open exit.

Measures or tests of competency attainment should be observable, repeatable and agreed to in advance.

Work experience process schedules and related instruction outlines should include the approximate time/hours or minimum - maximum times/hours for each competency attained in order to document successful completion.

### ***Hybrid Program Requirements***

In addition to time-based programs which have a fixed set time for completion (i.e., 2,000, 4,000, 6,000 hours) and competency/performance based programs, a third alternative has evolved which, in effect, is a “hybrid” of the two types of programs previously mentioned. This third type of program is basically a combination of time and performance considerations whereby work processes are developed with a minimum - maximum time/hours for each task or job requirement (i.e., minimum 200 hours - maximum 400 hours). [Reference Bulletin 95-06]

### ***Certificate of Completion of Apprenticeship - Minimum Hourly Requirements***

While competency/performance based programs document the levels of an apprentice's skill attainment toward advancement and completion not addressed by the traditional time-based programs, time considerations are still important, especially in awarding a Certificate of Completion of Apprenticeship. In order for an apprentice to be awarded a Certificate of Completion of Apprenticeship, he/she is required to have worked as a registered apprentice in the apprenticeable occupation under the program sponsor requesting the certificate for a minimum of 1,000 hours.

All apprenticeship program sponsors (existing and new) should be made aware of the options available to them in developing their work process schedules and related instruction outlines. Also, program sponsors should be informed that an apprentice must work as registered apprentice under the program sponsor within the apprenticeable occupation for a minimum of 1,000 hours (competencies demonstrated notwithstanding and assuming no credit for previous experience), before a Certificate of Completion of Apprenticeship will be awarded by OA.

**5. Apprentice qualifications:** What qualifications will applicants need to enter your program? These should be clear and objective, equal opportunity should be stressed. Will they need a high school education? Or, more to the point, will they need to have studied certain subjects in high school to be able to take your training? This is determined by the by the employer or sponsor.

**6. Related classroom instruction:** As apprenticeship is most suited to jobs requiring broad skills and knowledge learned best on the job, apprenticeship will need classroom instruction related to the skill. The recommended minimum for curriculum training is 144 hours a year for each year of the program. (For example, if it's a 4 year program the apprentice needs 144 hours related theory training for each of the 4 years) Training is usually provided by a local vocational school, community college, supervised correspondence course or on-line instruction. It can also be done in-house with instructors. In-house instructors must have completed an adult education instruction class.

7. **Number of apprentices:** The number of apprentices to be trained is usually determined by a ratio of apprentices to skilled workers. Such a ratio is based on the facilities available for employing and training apprentices and on future employment opportunities. Since apprentices learn from the skilled worker, the quality of training largely depends on the number of skills workers available to mentor the apprentices and the ability of the skilled workers as instructors. When developing apprenticeship standards this must be a numeric ratio.
8. **Apprentice wages:** There should be a progressively increasing schedule of wages with increases at specific intervals. The increases should be scheduled throughout the apprenticeship to provide both a monetary incentive and reward for steady progress on the job and in the classroom. A common method of expressing the apprentice wage or at least of arriving at it is a percentage of the skilled workers rate. During the last period of the apprenticeship, the apprentice should reach 90 to 95 percent of the rate paid a skilled worker in the occupation.
9. **Supervision of apprentices:** Apprentices are customarily under the supervision of a skilled worker to whom they have been assigned. In large apprenticeship programs, an apprenticeship supervisor is designated or employed on a part- or full-time basis and assigned the responsibility for carrying out the program. In small programs, this responsibility is basically that of the employer.
10. **Apprenticeship agreement:** Registered Apprenticeship requires the signing of an agreement of apprenticeship between each apprentice and the proper officer of the establishment for registration purposes with the appropriate State or Federal apprenticeship agency serving the area where the program is established.

### **On-the-Job Learning**

The apprenticeship program should be established on the basis of what the apprentice must do and know in order to perform the operations of the job in a safe and satisfactory manner. Selecting the skilled workers who will conduct the training and acquainting them with the job to be done is an important first step. They should be thoroughly skilled in those phases of the occupation they are going to teach. They should definitely be interested in the progress of apprentices on the job.

**Who to contact for assistance:**

Stephanie Schmitt  
Apprenticeship Training Representative  
St. Louis, MO 63103  
☎ (314) 539-2522  
☎ (314) 539-3035  
✉ [schmitt.stephanie@dol.gov](mailto:schmitt.stephanie@dol.gov)

Mark Floretta  
Apprenticeship Training Representative  
St. Louis, MO 63103  
☎ (314) 539-2522  
☎ (314) 539-3035  
✉ [floretta.mark@dol.gov](mailto:floretta.mark@dol.gov)

Mike Smith  
Apprenticeship Training Representative  
Springfield, MO 65807  
☎ (417)883-6186  
☎ (417)883-9289  
✉ [smith.michael.d@dol.gov](mailto:smith.michael.d@dol.gov)

Linda Trued  
Apprenticeship Training Representative  
Kansas City, MO 64108  
☎ (816) 502-9095  
☎ (816) 502-9091  
✉ [trued.linda@dol.gov](mailto:trued.linda@dol.gov)

Neil Perry  
Missouri State Director  
Office of Apprenticeship  
St. Louis, MO 63103  
☎ (314) 539-2522  
☎ (314) 539-3035  
✉ [perry.neil@dol.gov](mailto:perry.neil@dol.gov)

The following worksheet is provided for preliminary planning. You are encouraged to complete as much of the worksheet as possible prior to contacting your Registered Apprenticeship Representative.

**Standards Development Checklist**

1. Occupation: \_\_\_\_\_

2. Term\*: \_\_\_\_\_

\*A term of apprenticeship, not less than 2,000 hours of work experience, consistent with training requirements as established by industry practices;

3. Outline of work processes\*: \_\_\_\_\_

\*An outline of the work processes in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate time to be spent in each major process;

4. Outline of Related Instruction: \_\_\_\_\_

\* Provision for organized, related and supplemental instruction in technical subjects related to the occupation. A minimum of 144 hours for each year of apprenticeship is recommended. Such instruction may be given in a classroom through trade, industrial courses or through correspondence courses of equivalent value, or other forms of self-study approved by the registration/approval agency;

5. Wage Schedule\*: \_\_\_\_\_

\* A progressively increasing schedule of wages to be paid the apprentice consistent with the skill acquired. The entry wage shall be not less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable Federal law, State law, respective regulations, or by collective bargaining agreement;

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Journeyman wage: \_\_\_\_\_

6. Journeyman/Apprentice Ratio\*: \_\_\_\_\_

\* The numeric ratio of apprentices to journeyman consistent with proper supervision, training, safety, and continuity of employment, and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language shall be specific and clear as to application in terms of jobsite, work force, department or plant;

7. Probationary Period: \_\_\_\_\_

\* A probationary period reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of apprenticeship, must not be more than 2,000 hours;

8. Minimum Qualifications:

\* The minimum qualifications required by a sponsor for persons entering the apprentice program with an eligible starting age not less than 16 years; may be 18 for construction;

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