

# APPRENTICE FLORIDA

## FIVE KEY STEPS TO ESTABLISH AN APPRENTICESHIP PROGRAM

Before you adopt registered apprenticeships as a way to train and retain employees, you should know what's involved in establishing this program. Please see below a list of everything you need to get started!

### APPRENTICESHIP PROGRAM CHECKLIST FOR BUSINESSES

- ✓ **START BUILDING YOUR PROGRAM GOALS**
- ✓ **SET UP TRAINING**
- ✓ **RELATED TECHNICAL INSTRUCTION**
- ✓ **ENSURE REWARDS**
- ✓ **RECEIVE NATIONALLY RECOGNIZED CREDENTIALS**



# BEFORE YOU BEGIN: FIND PARTNERS

Collaborating with education and workforce organizations is a great way to get help with the overall operation of an apprenticeship. Every registered apprenticeship has one of these 'sponsors' that can help you identify the resources needed, as well as design and manage the program. **The first step is to build it.**



## 1. START BUILDING YOUR PROGRAM GOALS

Think about what your business will need out of this program to be successful – that is how you will want to structure your apprenticeship program. Set the goals and identify the skills that will help you succeed and seek out existing registered apprenticeship programs in your industry to get started.



## 2. SET UP TRAINING

Training is at the core of apprenticeship. Set up your on-the-job training by choosing experienced mentors and deciding what new skills your apprentices will have upon completing 2,000 hours of job training or at least one year of employment for competency-based programs.



## 3. RELATED TECHNICAL INSTRUCTION

You do not have to teach apprentices new skills on your own. Instruction at a community college or technical school is a great alternative to satisfy your apprentices' need for knowledge. The recommended length of Related Technical Instruction each year is either 144 hours for clock-hour courses or three credits for credit-hour courses.



## 4. ENSURE REWARDS

Decide what your starting and ending wages will be. This is a paying job, so apprentices should be paid at least minimum wage to start and then awarded wage increases as they reach major benchmarks in the program.



## 5. RECEIVE NATIONALLY RECOGNIZED CREDENTIALS

Every graduate of a registered apprenticeship program receives a nationally recognized, nationally portable credential (Certificate of Apprenticeship Completion) issued by the FDOE signifying to employers that the apprentice is fully qualified for the job.

# WHY REGISTER YOUR APPRENTICESHIP?

The fundamental approach of registered apprenticeship can help your business structure an effective program, resulting in skilled workers who are recruited, trained and retained for the specific needs of the organization.

Businesses can also engage with high school and state college students to get them into the workforce pipeline through pre-apprenticeships. Many successful pre-apprenticeship programs are housed at high schools, state colleges, and technical colleges because they offer hands-on learning opportunities for students.

How you structure your program is entirely up to you. Apprentice Florida can help you find partners and get started. There has never been a better time to explore how a registered apprenticeship program can help you develop the workforce your business needs.



Email us at [info@apprenticeflorida.com](mailto:info@apprenticeflorida.com) for assistance in setting up an apprenticeship program at your business.