



# WI Certified Pre-Apprenticeship Program Guide

September 2019

Prepared by the  
Bureau of Apprenticeship Standards  
and the  
WI Apprenticeship Advisory Council  
DETA-17818-P (R 09/2019)





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# What is a Certified Pre-Apprenticeship Program?

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A pre-apprenticeship program prepares qualified entry-level workers for registered apprenticeship careers while contributing to the development of a diverse and skilled workforce.

To ensure that pre-apprenticeships have a common definition and consistent program elements, these certification guidelines were implemented by the WI Apprenticeship Advisory Council.

**A certified pre-apprenticeship** has been determined by the WI Apprenticeship Advisory Council and Bureau of Apprenticeship Standards to be a program or set of strategies that:

- Prepares participants with skills, competencies, and support to enter a registered apprenticeship
- Has a documented partnership with at least one existing registered apprenticeship
- Incorporates the following seven required components, explained in the next section:
  1. Training and curriculum based on industry standards and approved by a documented RA sponsor
  2. Strategies for long-term success
  3. Access to appropriate support services
  4. Greater use of registered apprenticeship to increase future opportunities
  5. Meaningful hands-on training that does not displace paid employees
  6. Access to driver's license
  7. Facilitation of entry and/or articulation

As such, certified pre-apprenticeship programs can provide a bridge to career opportunities for students, new workers, and underprepared learners; prepare underrepresented populations for high-quality employment opportunities; and increase diversity and equity through the registered apprenticeship and workforce systems.

**These certification standards are based on the following references:**

- U.S. Department of Labor, Employment and Training Administration. (2012). *Training and Employment Notice No. 13-12: Defining a Quality Pre-apprenticeship Program and Related Tools and Resources*. U.S. Department of Labor. Retrieved from <https://wdr.doleta.gov/directives>
- Oregon State Apprenticeship and Training Council. (2018). *Pre-Apprenticeship Program Requirements*. Retrieved from [www.oregon.gov/boli/ATD/Pages/A\\_AG\\_PreApprentice.aspx](http://www.oregon.gov/boli/ATD/Pages/A_AG_PreApprentice.aspx)



# Required Components

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To be certified, a pre-apprenticeship program must incorporate the following components.

## **1. Training and curriculum based on industry standards and approved by the documented registered apprenticeship sponsor:**

This component ensures that the program prepares individuals with the skills and competencies needed to enter one or more registered apprenticeship programs. Approval by the documented registered apprenticeship partner verifies support for the program.

Industry standards refer to the generally accepted knowledge, skills, aptitudes, and occupational tasks that are demonstrated by members of the industry, e.g. employers, journey worker(s), educators, and other subject matter experts.

The intent of this requirement is to ensure that training and/or curricula used by the pre-apprenticeship aligns with the needs of the registered apprenticeship partner(s), while still allowing flexibility in apprenticeship preparatory program design.

Registered apprenticeship partners include joint apprenticeship committees, sole sponsors, and/or local apprenticeship committees. The partner must provide a letter of support for the program.

## **2. Strategies for Long-Term Success:**

Programs must include strategies that increase registered apprenticeship opportunities for under-represented, disadvantaged or low-skilled individuals, such that, upon completion, participants are qualified to enter and prepared to succeed in one or more registered apprenticeship program(s).

Strategies may include the following:

- Recruitment strategies focused on outreach to populations under-represented in local, state, and national registered apprenticeship programs
- Educational and pre-vocational services, e.g. coaching or courses on specific industries, job readiness, English for speakers of other languages, Adult Basic Education, and financial literacy,
- Exposing participants to local, state, and national registered apprenticeship programs and providing direct assistance to participants applying to those programs

Broadly, the intent of this term is to encourage apprenticeship readiness programs to be inclusive of all populations that may benefit from registered apprenticeship, including those that do not

# Required Components

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proportionally participate in registered apprenticeship, regardless of the reason. For example, veterans may be an under-represented population in registered apprenticeship.



# Required Components

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## **3. Access to Appropriate Support Services:**

Support services refer to any service intended to assist individual participants with an assessed or expressed need to ensure participants' success in completing the pre-apprenticeship program, gaining employment, acquiring necessary skills, or addressing any other identified barriers.

The pre-apprenticeship must facilitate access to support services and identify partners that can provide the services during the program and a significant portion of the registered apprenticeship.

The pre-apprenticeship may directly provide support services or facilitate the provision of support services through referrals. The intent of this term is to ensure support services are available and emphasize the importance of such services.

## **4. Access to a Driver's License:**

Certified pre-apprenticeships must be aware of and address the need for registered apprenticeship applicants to have the ability to get to and from school and work and the potential need to have a valid Wisconsin driver's license prior to employment.

## **5. Promotes Greater Use of Registered Apprenticeship to Increase Future Opportunities:**

The pre-apprenticeship provider should collaboratively promote registered apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities.

## **6. Meaningful Hands-on Training that does not Displace Paid Employees:**

A certified pre-apprenticeship must provide hands-on training through a lab experience or volunteer opportunity, when possible, that accurately simulates the industry and occupational conditions of the registered apprenticeship sponsor, without supplanting a paid employee.

## **7. Facilitated Entry and/or Articulation:**

When possible, a certified pre-apprenticeship must enter into a formalized agreement with a registered apprenticeship sponsor that enables graduates to enter into the registered apprenticeship and/or include articulation agreements for skills and competencies already acquired.

*Successful completion of a certified pre-apprenticeship does not guarantee placement in any registered apprenticeship. Graduates must still meet all program requirements and follow application procedures.*

# How to Apply

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The Wisconsin Pre-Apprenticeship Readiness Program is administered by the Department of Workforce Development/Bureau of Apprenticeship Standards in partnership with the WI Apprenticeship Advisory Council.

## **Overview**

1. Prepare the required documentation discussed in the next section.
2. Submit a cover letter and official application to the Bureau Director.
3. The application will be reviewed by the Bureau Director and the Wisconsin Apprenticeship Advisory Council at its next quarterly meeting. Your attendance at the meeting is optional.

## **If your certified pre-apprenticeship program is approved:**

1. You will receive a confirmation email.
2. You will receive a certificate of approval as a Wisconsin Certified Pre-Apprenticeship Program.
3. You will receive an official program review guide.
4. Partners of the pre-apprenticeship program are required to attend one (1) classroom or field session to discuss registered apprenticeship and the application into their program.
5. Pre-apprenticeship programs are required to have one (1) informational session with a registered apprenticeship employer.

## **If your certified pre-apprenticeship program is NOT approved:**

1. You will receive an email with the reasons and the Council's recommendations for improvement.
2. You may resubmit the application to the Bureau Director, who reserves the right to determine if the Council's recommendations were resolved.
3. If your resubmittal resolves the concerns, it will be approved by the Bureau Director or Council.
4. If your resubmittal does not resolve the initial concerns, you will receive further input.



# Required Documents for Application

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## 1. A cover sheet that explains:

- The program purpose
- The organization operating the program
- How the program meets the registered apprenticeship's and/or industry's needs
- The target population served
- How the program will be inclusive of all populations and address equity gaps, e.g. educational, workforce, race, gender, and poverty
- The curriculum or industry standard with which the program curricula are aligned
- The program outcomes

## 2. A course outline that explains the academic and manipulative portions, including:

- Individual course descriptions
- Class schedule
- Class hours
- Requirements for eligibility of completion, e.g. successful completion of \_\_ classes, etc.

## 3. A training facilities assessment that explains:

- The training location(s), e.g. school, training center, community center
- Number of training rooms and dimensions (sq. ft; pictures, blueprints may be included)
- List of industry-related equipment and tools (do not list each individual tool)

## 4. Information on the participant population:

- Tools and activities used to recruit participants
- How women and minorities are encouraged to enroll
- Demographics of the intended program participants
- Projected enrollment
- Geographic regions of participants

## 5. Instructor resume qualifications, preparation and licensure:

Pre-apprenticeship instructors must be qualified subject matter experts in their industry and experienced with registered apprenticeship. The resume must detail the instructor's:

- Industry experience
- Registered apprenticeship experience
- Industry-related competencies
- Industry-recognized credentials, e.g. certifications, licensure

# Required Documents for Application

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## 6. Letter of Support from Registered Apprenticeship Sponsor:

Provide at least one (1) letter of support from each sponsor that:

- Verifies the program meets industry needs and aligns with the registered apprenticeship
- Outlines what each sponsor agrees to do and provide to support the program
- States that successful completers will meet the sponsor's minimum requirements
- Is written on the sponsor's letterhead (no emails, handwritten notes, or verbal agreements)
- Is signed by the sponsor

## 7. Program Outcomes:

Certified pre-apprenticeships should form the foundation of a registered apprenticeship and ensure that graduates comprehend registered apprenticeship and its application requirements.

Include the following:

- The outcome, "Know various registered apprenticeship and their application requirements"
- At least four (4) additional outcomes
- How each outcome will be measured
- Any additional information, e.g. projects completed, resume, certifications, dual credit

Examples of outcomes may include:

- Maintain at least 90% attendance
- Dress appropriately for work
- Get to and from work and school
- Obtain a driver's license or access to a driver's license recovery program
- Remain substance free
- Knowledge of basic tools and equipment used in the industry
- Understand essential industry practices and terminology
- Ability to take direction

# Reporting & Program Review Requirements

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## Reporting

Certified pre-apprenticeships must regularly collect and provide participant data to the Bureau of Apprenticeship. The data may be provided on the official form or an Excel spreadsheet.

The program must collect the following data from participants:

- Name
- Address
- Social Security Number
- Gender
- Race/Ethnicity
- Birthdate
- Disability Status
- Veteran Status

The program must collect the following statistics on participants:

- Number of participants who enter the program
- Number of participants who graduate the program
- Number of graduates who subsequently enter a registered apprenticeship
- Number of graduates who subsequently enter non-apprenticeship related employment

The program must provide the following to the Bureau:

- Within two weeks after a cohort begins, provide all participant data
- Within two weeks before a cohort completes, provide all graduates' names for certificates
- During the on-site program review, provide participant statistics for the prior 12 months

## Program Review

### On-Site Visit

The first on-site review will occur within one year after the first cohort completes. One month prior to the review, the Bureau Director will officially notify the program of the information to be reviewed and the timeline. Subsequent reviews will occur biennially. The Bureau will offer technical assistance throughout.

### Post-Visit

The program review team will provide a written report within 45 business days. The report will explain the items reviewed, their condition as indicated by documents and interviews, positive practices, areas of concern, and recommendations for improvement.

If areas of concern are noted, the certified pre-apprenticeship must take corrective action and respond to the Bureau Director within 45 business days of the report being issued. If the program satisfies all requirements, it will receive an email and official letter that it has been returned to good standing by the Bureau and Council.

