

State of Oregon

APPRENTICESHIP

A guide



Created 11/8/2016

This page is intentionally left blank.

WHAT IS APPRENTICESHIP?

Registered apprenticeship programs combine work experience and education to train individuals to a high industry recognized standard. Industry and individual employers design and control apprenticeship programs, and pay apprentices' wages. Most apprenticeships in the United States are registered federally and at the state level. Registered apprenticeships adhere to rigorous program standards. They are regulated just like programs in public and private colleges, universities, and career schools.

What makes registered apprenticeship different from other training options is the required connection to work and clearly defined career path. Individuals in apprenticeship programs are getting direct, relevant experience in their chosen career, and advancing in the profession as they learn. As a result, an apprentice graduates fully trained in their field – and not as an entry level worker.

EDUCATION AND WORK COMBINED

Apprentices begin the on the job training portion of their program when there is a job opening. Most apprentices work on the job as they are attending school. Some apprentices attend school and complete their program with one employer; others gain employment with multiple employers, called training agents. In order to graduate, an apprentice must successfully complete his/her schooling, which is a mix of academic and technical education, and his/her employment competencies. In some cases, apprentices can earn an associate's degree concurrent to completing their apprenticeship. Depending on the needs of local industry, many apprenticeships are co-located at colleges or at their own independent campuses.

CAREER OPTIONS

The majority of Oregon's registered apprenticeships are in the construction industry. Construction apprenticeships are a distinct route to the highest paid jobs in the sector. These apprenticeships include licensed professions, such as electricians and plumbers, as well as mechanical, structural, and finishing crafts. Their work encompasses the design, building, and maintenance of nearly all engineered environments. In addition to construction, Oregon also has apprenticeship programs in the advanced manufacturing and industrial sectors.

For more information on the industries that offer registered apprenticeship programs, visit: www.oregonapprenticeship.org.

DEVELOPING APPRENTICESHIPS

More industries are choosing to use the apprenticeship training model because it increases company loyalty and efficiency, ensures employees receive training that meets specific occupational needs, and is a built in recruitment and workforce planning strategy. There are new apprenticeship programs being created in many different sectors, all around the country. If you are a business owner and excited about this model, you can become a training agent with an established registered apprenticeship, or even create your own program! There are excellent resources and consultants ready to assist you at: www.oregon.gov/boli/atd.

HOW TO BECOME AN APPRENTICE

Apprenticeship is not for everyone. The application process is competitive and does not guarantee a job or continuation in a program. Because the model is dependent upon a job opening, it's important to be the best candidate possible. Just like any college, every apprenticeship has different applications and times in which to apply, and different prerequisites for entry.

Typically, minimum pre-requisites for apprenticeship include:

- High school diploma or GED
- Aptitude for math and science
- 18 years of age or older

Applications for apprenticeships typically include:

- Admissions paperwork when the program of choice is accepting applications. This will include resumes and transcripts in most cases. Remember, each program is different, and the candidate should find out if the application process is online or in person.
- The candidate will typically be interviewed with the apprenticeship's committee. Apprenticeship committees are comprised of business and labor leaders within the industry, and they oversee program curriculum, standards, and student selection. Preparing for an apprenticeship interview is essential; understand they are looking for individuals who demonstrate work readiness.
- Some apprenticeship programs require aptitude testing or other assessments administered at a community or technical college. Many programs have prerequisites for math and reading comprehension.
- As apprenticeship training includes actual employment, the most qualified applicants will have relevant work experience in the industry, reliable transportation, a good attitude, and often times must pass a drug and/or alcohol urinalysis.

For more information about how to create an Application Portfolio, go here:

<http://www.oregon.gov/boli/ATD/docs/Information%20and%20Outreach%20Page/Women%20in%20the%20Trades%20Fair%202015/AppHighSchool.pdf>

HOW DO I GET STARTED?

Review the graphic on the next page to see where you are on the path to becoming an apprentice, and what next steps you need to complete to be ready to apply for a program. Potential apprentices should first learn about different industries and apprenticeship programs. Once you have decided what occupations you are most interested in, you can arrange visits to different training centers and talk with program coordinators. Remember, researching apprenticeship takes as much of an effort as comparing college programs or different career paths, so make sure to devote time to this process. Additional information, including program contact information, can be found at www.oregonapprenticeship.org/trade-locator.

HOW TO BECOME AN APPRENTICE



High School Diploma or GED



Math & Science Grades: C or Better



Reliable Transportation



Good Attitude & Work Ethic



18 Years of Age or Older

Find Different Trades & Programs

Applying to an apprenticeship program is like applying for college and a job combined. Each trade and apprenticeship program requires a unique set of skills and requirements. There is no right or wrong choice – just think about what will be a good fit for you. To research different trades, visit these websites:



qualityinfo.org



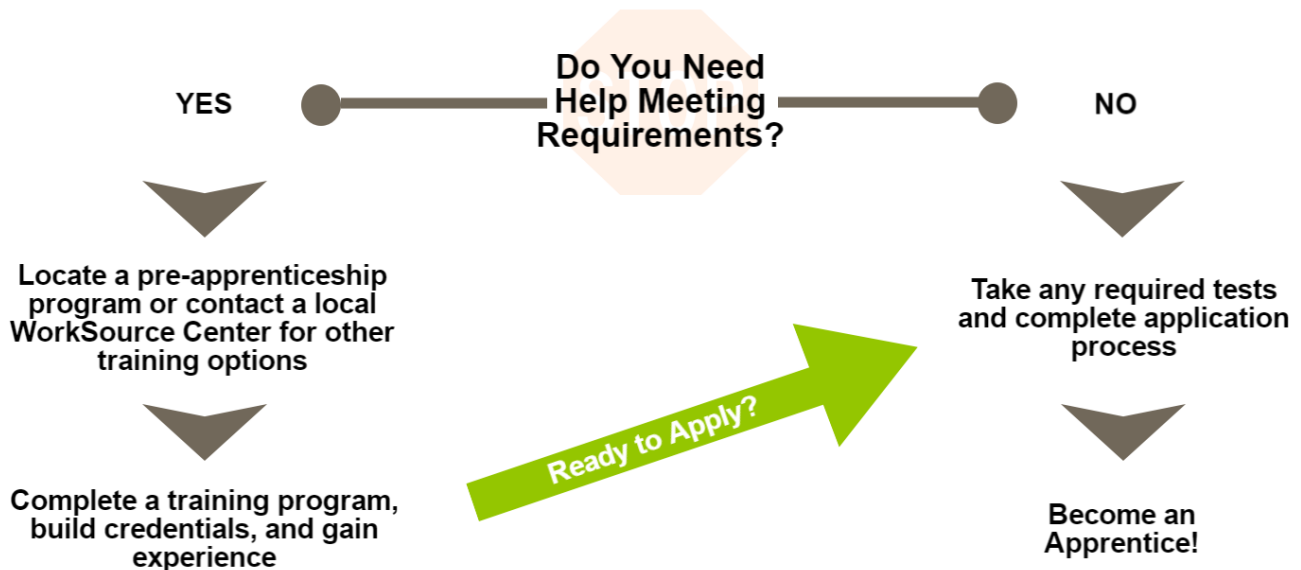
oregonapprenticeship.org/trade-locator



worksourceoregon.org

Decide on a Trade

Locate a Program & Contact them for Requirements



HOW LONG DOES IT TAKE TO BE ACCEPTED?

Apprenticeship programs usually take applications at specific times – usually a particular week or month or period of months. Individual apprenticeship programs advertise that they are accepting applications through an opening announcement and you may have to wait awhile to apply. However, some programs are open continuously and process applications monthly. To view a FAQ about registered apprenticeship, go here:

https://www.oregon.gov/boli/ATD/Pages/A_AG_FAQ.aspx.

The waiting period from the date an application is filed to placement in an apprenticeship program varies by industry. It can last from two weeks to two years. Applying to an apprenticeship program is a competitive process and it is not unusual for people to apply more than once. The apprenticeship committee reviews applications to make sure the applicants meet the minimum qualifications for the program. If an applicant is qualified, the application is ranked either by a test, an interview, an evaluation of past experience and education, or any combination thereof. The applicant is then placed on a qualified list, called an applicant pool, in order of their ranking. If you do not meet the minimum qualifications or if your application ranks low in the applicant pool, contact the committee to find out what you can do to improve your chances and try again. Employers use the list to fill apprenticeship vacancies as they become available. Some committees allow direct entry into the program under certain circumstances. Information about a committee's selection method is included on the opening announcement for the program. Opening announcements can be found online, on program websites, or at www.oregonapprenticeship.org/trade-locator.

I'M NOT APPRENTICESHIP READY... YET

When you apply for an apprenticeship program, you will want to put your best foot forward, so it is important to make sure you are prepared! Pre-apprenticeship programs exist to make you a better candidate when you go to apply for an apprenticeship. They can assist you in exploring the various occupations that you may be interested in, developing the skills you may need to improve – like math, and they can provide you with opportunities to work with tools and learn construction skills. They can help guide you through the resume and interview processes and give you a heads-up on what to expect as an apprentice and tradesperson. They will also expose you to many different career options. For example, you might take field trips with your class to shops, union halls, and construction projects. Some pre-apprenticeship programs are free, while others are available at community colleges for a small fee, and they are stretched out over several weeks or months, so that you can continue to work at your current job, or go to school part-time. To find pre-apprenticeship programs near you, go to:

http://www.oregon.gov/BOLI/ATD/pages/a_ag_partners.aspx.

Community colleges are another great way to access apprenticeship programs. Contact your local community college and ask them about their apprenticeship and trades related programs. If you don't have a high school diploma or GED, you'll want to sign up for tests or prep classes. If you need to brush up on your algebra, science, or writing skills – or take a placement test – community colleges are a great resource! They also often have information on the different trades and can provide contacts within the apprenticeship programs.

Other things to consider

There are a few other things you'll want to consider before you apply for an apprenticeship. If you cannot drive or do not have reliable transportation, now is the time to get your license and come up with a plan for buying or repairing a vehicle so that you can get to job sites on time. Also, make sure you have a dedicated phone line so that you can receive calls about new work from your employer.

BENEFITS OF REGISTERED APPRENTICESHIP

Apprenticeship is a terrific route for any job seeker! If you are looking for a career change, rest assured, many adults in established careers make a switch to apprenticeship. Many who shied away from returning to college see apprenticeship as the best choice for them. It is a terrific way to earn a living wage and pursue higher education at the same time! With registered apprenticeship, you receive:

- **A paycheck:** From day one, you will earn a paycheck guaranteed to increase over time as you learn new skills.
- **Hands-on career training:** As an apprentice, you will receive practical on-the-job training in a wide selection of programs.
- **An education:** You'll receive hands-on training and have the potential to earn college credit, even an associate or bachelor's degree, in many cases paid for by your employer.
- **A career:** Once you complete your apprenticeship, you will be on your way to a successful long-term career with a competitive salary, and little or no educational debt.
- **National industry certification:** When you graduate from a career training program, you'll be certified and can take your certification anywhere in the U.S.

The journey starts today!