

**Department of Workforce Development****Division of Employment & Training****Bureau of Apprenticeship Standards****Certified Pre-Apprenticeship Application****Section A: Overview**

Purpose of Application Initial application	Resubmittal after denial	Modification to Approved Program. See criteria in section C.
Program Title		Program Hours
Program Description		

**Application Information**

Organization Legal Name			
Organization Physical Street Address		City	State
Organization Mailing Address, if different from Physical Address		City	State
Primary Contact Name		Primary Contact Title	
Primary Contact Cell	Primary Contact Office Phone	Primary Contact Fax	
Primary Contact Email		Website Address	
Is the applicant also the training provider? Yes      No	If No, identify training provider		
Targeted Service Population		Targeted Geographic Area	

**Section B: Required Components of a Certified Pre-Apprenticeship**

**Component 1: Training and curriculum that is designed and delivered with input from at least one registered apprenticeship sponsor. If the applicant is a Wisconsin Technical College, please answer 1-5 only.**

1. Identify the registered apprenticeship occupation(s) the training program aligns with.
2. Identify the industry standards the training is based upon, e.g. occupational or industry-specific certification, or work processes, special provisions, or related instruction in the registered apprenticeship.

3. Identify the active registered apprenticeship sponsor.
4. Describe the specific partnership activities the training program will utilize with the sponsor listed in #3.
5. If applicable, detail what advanced standing/credit participants will receive from one or more registered apprenticeship sponsors.
6. Identify the competencies and cumulative hours per competency.

Competency	Cumulative Hours

7. Identify the program pre-requisites and pre-assessments, if applicable.

I attest that the training and curriculum provided is based on industry standards and approved by an active registered apprenticeship sponsor.

## **Component 2: Sustainability through partnerships**

Describe the program partners who will collaboratively promote the use of registered apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities and pathways for individuals.

I attest that the program works collaboratively with partners to promote registered apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities.

**Component 3: Meaningful training combined with hands-on experience replicating a workplace that does not displace paid employees.**

Describe the hands-on training the program provides.

I attest that the pre-apprenticeship program, if certified, will not displace paid employees.

**Component 4: Access to career and supportive services**

1. How does the program provide access to career and supportive services?

The program directly provides career and supportive services to participants.

Detail the career and supportive services provided in-house.

The program makes referrals to outside providers for career and supportive services.

List the providers and describe the career and supportive services referrals are made for.

2. If applicable, describe any costs to the participant and what information they will be provided about possible funding options to cover those cost (grants, scholarships, loans, military benefits, etc.).

I attest that the program either directly provides or facilitates access to supportive services for participants

**Component 5: Strategies that increase registered apprenticeship opportunities for underutilized populations facing significant barriers to employment in the registered apprenticeship labor force.**

1. Detail the program's outreach and recruitment methods.

2. Detail educational and pre-vocational services that prepare individuals to meet the entry requirements of one or more registered apprenticeships (aptitude test tutoring, coaching, job readiness, English as a Second Language, Adult Basic Education, financial literacy).

3. Detail how the program will expose participants to local, state, or national registered apprenticeships.

4. Detail how the program will provide direct assistance to participants applying to registered apprenticeships.

I attest that program participants will be made aware that completion of the program does not guarantee placement in any registered apprenticeship program.

## Section C: Review and Reporting Requirements

Certified pre-apprenticeships must regularly report participant data and be reviewed by the Bureau of Apprenticeship Standards (BAS).

### Certified programs will be reviewed by the Bureau of Apprenticeship Standards according to the following timeframes:

1. Within one year after the first cohort completes, BAS will conduct an onsite visit. An updated letter of support from an active registered apprenticeship sponsor is required and must be submitted within 60 days after the review meeting occurs.
2. Thereafter, BAS will review the program every other year via a virtual meeting unless it is determined an onsite visit is needed. An updated letter of support from an active registered apprenticeship sponsor is required and must be submitted within 60 days after the review meeting.
3. For each review, BAS will notify the applicant of the review date 30 days in advance and provide an outcome letter to the applicant within 75 days. If BAS notes areas of concern, the applicant must take corrective action and respond to BAS within 45 business days of the letter being issued. Once the applicant satisfies all requirements, BAS will send a resolution letter indicating the program has been returned to good standing.

I attest that the program will provide this information according to the timeframes. If the applicant is not the training provider, the applicant attests it will satisfy these requirements on behalf of the training provider.

I understand the program will be removed from the BAS website if it is inactive for two years. The applicant can reapply at any time.

### Certified apprenticeships must maintain the report the following information according to the respective timeframes:

1. Any time the program title, training provider, or active registered apprenticeship sponsor changes, the applicant must immediately resubmit the application, check "program modification," and highlight the changes.
2. Any time the program competencies or hours change by at least 20%, the applicant must immediately resubmit the application, check "program modification," and highlight the changes.
3. Within two weeks after a cohort completes, the applicant must report all data for each participant using the BAS certified pre-apprenticeship reporting template. If the program does not have a set cohort start date, or a provider has numerous approved certified pre-apprenticeship programs, the applicant must report all data monthly.
4. The Bureau may request the above information at any time.

I attest that the program will provide this information according to the timeframes. If the applicant is not the training provider, the applicant attests it will satisfy these requirements on behalf of the training provider.

## Section D: Letter of Support

Please attach the official letter of support from an authority within an active registered apprenticeship sponsor.

## Section E: Applicant Signature

Applicant Signature	Date Signed by Applicant
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