

No.	Guide 006
Name	Understanding the Responsibilities of a Participating Employer
Audience	Participating Employers, ANC Consultants
Purpose	To inform participating employers of their responsibilities as a sponsor of a Registered Apprenticeship Program (RAP). This document is meant to supplement the program standards for the RAP that the participating employer has joined.
Effective Date	2.26.24
Last Reviewed By	Jill Hendrix, James Yarley
Date of Last Review	2.26.24
Key Terms	<ul style="list-style-type: none"> • Apprenticeship coordinator: An employee of the group sponsor who is responsible for overseeing registered apprenticeship • ApprenticeshipNC (ANC) Consultant: An ANC staff member that provides technical assistance to sponsors with registering and managing their programs; each consultant is responsible for sponsors within a different region of our state. • Group sponsor: The entity that administers a registered apprenticeship program for a group of participating employers. This sponsor is responsible for overseeing the program as well as educating and supporting participating employers with running a successful registered apprenticeship. • Journeyworker: A worker who has gained a level of skills and competencies required for an occupation; every apprentice who completes a RAP will become a “journeyworker” within their occupation (the job the RAP has trained them to do). • Participating employer: An employer that has agreed to participate in a group registered apprenticeship program. The employer is responsible for selecting and employing an apprentice, managing the apprentice’s on-the-job workload, and reporting the apprentice’s progress to the group sponsor.

Table of Contents

Introduction.....	3
What is a Registered Apprenticeship Program (RAP)?	5
What is covered in this guide?	6
Program Registration and Growth	7
Overview	7
Creating Program Documents	7
Appendix A (All Employers).....	8
Appendix D (Individual Employers).....	9
Promoting and Launching a Program	9
Program Enrollment	10
Probationary Period	11
Selecting Apprentices through Fair and Equitable Processes	11
Assign a Mentor for Each Apprentice	12
Enrolling a New Apprentice: Important Information to Know	13
Required Data for the Apprenticeship Participant Registration Form	14
Providing an Apprenticeship Packet	15
Program Maintenance.....	16
1) Requesting Participant Changes	16
2) Maintaining Participant Records.....	17
Following ANC’s Digital Recordkeeping Policy	17
Program Records to Maintain	18
3) Attending Regular Meetings	19
4) Participating in Program Reviews	19
The Apprenticeship Program Review (APR) Process	20
Completing all Corrective Actions	20
Appendix A	21

Introduction

In this guide, we will explore the main responsibilities of a participating employer. A participating employer is an employer who joins a registered apprenticeship program (RAP) to train employees for a **target occupation** (the job participants will do). Although a **group sponsor** oversees the apprenticeship program, **the RAP is employer-driven**. This means you, as the **participating employer**, will be the “boots on the ground”, hiring program participants (i.e., apprentices), working directly with them every workday, assigning mentors, and setting wages for apprentices. By participating in the RAP, you commit to adhering to the RAP’s established guidelines. However, as you will discover later in this guide, employers can adjust some of this information to fit their business needs.

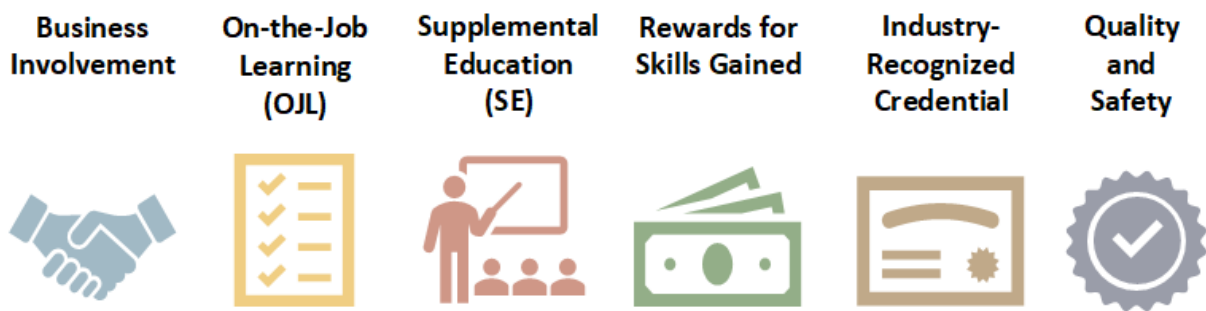
This table contrasts the participating employer and group sponsor’s roles:

	Participating Employer	Group Sponsor
What do they provide?	Employment and on-the-job structured training; management and reporting of completed training	Administration, technical assistance, and oversight
Training and Development	Manages on-the-job learning (OJL) and assigns mentors for every apprentice; may provide SE if it has certified trainers	Manages and coordinates supplemental education (SE)
Compliance	Responsible for following program standards and tracking the progress of apprentices by providing training records to the sponsor	Responsible for meeting state and federal policies and regulations of registered programs Responsible for ensuring participating employers are compliant with state and federal policies and regulations
Responsibilities during Program Registration	The first employer for each occupation is critical because they help shape the base program and registration. They would have direct influence on the occupation(s), approach (competency, hybrid, or time-based), work process schedule, and supplemental education. They would also establish their wage scale and other information required as part of Appendix D.	Working with employers – identifying occupations, work process schedules, and supplemental education requirements for participating employers. Responsible for registering its program with ApprenticeshipNC.
Responsibilities during Employer Registration	Review and understand what registered apprenticeship is and what it is not. Understand and agree to the program standards. Provide wage scale and other information required as part of Appendix D. Sign Appendix D.	Introduce employer to supporting ApprenticeshipNC Consultant and collaboratively review general information regarding apprenticeship Review specific program and occupation information. Gather all signatures and submit Appendix D for new participating employers.

What is a Registered Apprenticeship Program (RAP)?

A RAP is a program that is registered and approved by **ApprenticeshipNC (ANC)**. Each RAP has six components:

1. **Business involvement:** Apprenticeship involves real work that directly impacts your organization.
2. **On-the-job learning (OJL):** Structured, supervised work experience through which a worker gains competency on skills relevant to their occupation. This must be a minimum of 2,000 hours (29 CFR 29.5 (b)(2)). OJL is outlined in a **work process schedule**, which shows:
 - a. The on-the-job *work activities* or skills that apprentices must demonstrate they can perform
 - b. The *estimated time* for how long it will take the apprentices to learn each skill (29 CFR 29.5(b)(3))
3. **Supplemental education (SE):** This training provides apprentices with theoretical or technical knowledge for their occupation. Supplemental education can be offered by a third-party provider, a college, you, or your group sponsor, providing you or your sponsor have certified trainers to teach the subject matter.
 - a. SE is recommended to be at least **144 hours per year** (29 CFR 29.5(b)(4)).
4. **Rewards for gaining new skills:** Apprentices should be paid in a progressive **wage schedule**. Think of this as a plan that shows your apprentices “the more you learn, the more you earn.” Apprentices will start their program being paid at **50% of a journeyworker’s wage**, the wage **you determine** someone who has all the necessary skills for an occupation would receive at your company. You will submit your wage schedule to your group sponsor during the program registration process.
5. **An industry-recognized credential:** The apprentice will receive a state certificate of occupational mastery for completing the RAP.
6. **Quality and safety:** Each program provides quality, relevant training, and a safe, productive environment for all apprentices.



What is covered in this guide?

In this guide, we will discuss participating employer responsibilities, separated by three phases of a RAP lifecycle:

1. **Program Registration and Growth:** The design and the official launch of your RAP
2. **Program Enrollment:** The process of recruiting and admitting participants for your RAP
3. **Program Maintenance:** The tasks that you, your sponsor, and ApprenticeshipNC (ANC) must regularly perform to sustain your RAP

Notes:

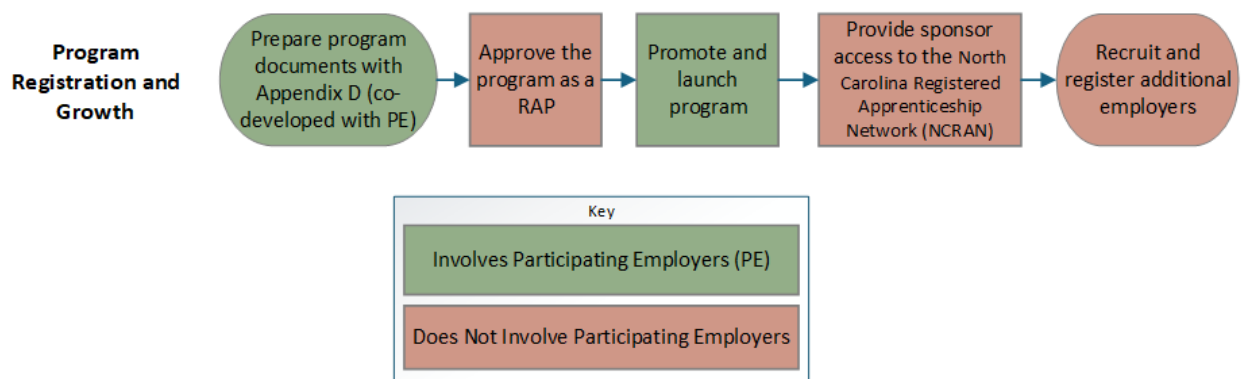
- Because this guide is addressed to participating employers, we will address the participating employer as “you” for the remainder of this document.
- For those of you who have looked at our other guides, we omitted the **Pre-Registration** phase for participating employers, because their group sponsors will manage all the necessary tasks during this phase. They may reach out to you for insight or for a verbal commitment before beginning to design the RAP, but other than that, you (the employer) will not be heavily involved *until* the **Program Registration** phase.

Program Registration and Growth

Overview

The registration process entails designing and launching the Registered Apprenticeship Program (RAP). During this phase, the group sponsor or its **apprenticeship coordinator**, a designated employee who oversees the apprenticeship, gathers the necessary information to create **the program standards**, which guide how the program will be run. The apprenticeship coordinator will rely on your assistance to provide some of this information.

Here is the process flow for the program registration tasks. You will notice the two steps, highlighted in green, that involve you as the employer:



This section will cover:

- The creation of the RAP’s program documents, including the documents you must help with creating
- Promoting the RAP after it is approved and launched

Creating Program Documents

A group sponsor will reach out to gauge your interest in its program and inform you about the target occupation/s the program will cover. Once employers like yourself commit to hiring and training workers for those occupations, the sponsor can collaborate with the ANC consultant to draft the program documents, which outline how the RAP will be structured and managed.

As you can see from the chart on the next page, there are two program documents (Appendices A and D) that involve you as the participating employer. However, you should still review the other documents to address any questions you have before signing **Appendix D (the Employer Acceptance Agreement)**.

Program Document	Description	Will you be required to provide additional information?
The Program Request Form	A form that requests the approval of a new program from ANC's leadership team	No
The Program Standards	The guidelines that the group sponsor establishes for how the RAP will be run	No
The Requirements for Program Sponsors Reference Guide	A more detailed explanation of the information found in the program standards	No
Program Standards - Appendix A	Critical information on what apprentices must do to be selected for the program (selection procedures), earn a wage increase (the wage schedule), and complete the program (the work process schedule and supplemental education outline).	Yes , especially if the program is launching training for a new occupation, you may be asked to send your own OJL checklists, wage schedule, and supplemental education outline.
Program Standards - Appendix B	A copy of the Apprenticeship Participant Registration Form, which you can use to enroll new apprentices in your program	No
Program Standards - Appendix D	The Employer Acceptance Agreement Form , which all participating employers must sign to participate in the RAP. This includes the employer's unique wage schedule for their apprentices (which may be different than the recommended wage schedule in Appendix A), the probationary period for participants, and the minimum qualifications for participants.	Yes , you must sign this form to participate in this program. You may indicate your own wage scale, probationary period, and qualifications for new apprentices at your company; these do not need to be shared by your fellow participating employers in the RAP.

Appendix A (All Employers)

On the surface, Appendix A and Appendix D look similar, and if you are the first employer to train individuals for a program's occupation, much of the information will be the same on both forms. The reason is the group sponsor naturally depends on the first employer to approve critical decisions, such as:

- **The work process schedule:** This shows what a participant needs to do on-the-job to complete this program (some schedules give time estimates and other schedules are arranged by task or competency that the participant must demonstrate they have learned).
- **The supplemental education outline:** This shows the coursework a participant should take (outside of the normal workday) that will provide theoretical and technical knowledge to perform their job.

- **The wage schedule:** This is the recommended schedule for when a participant will receive a pay increase while in the RAP. A participant usually starts off with a rate that is 50% of a journeyworker’s wage (what you determine an employee with all the necessary skills would earn at your company). Each occupation’s original participating employer will determine when participants should receive a salary increase until the participants make 100% of a journeyworker’s salary near their completion date.
- **Selection procedures:** This states the process you will follow to recruit and hire new people for the program, using fair and equitable criteria. Usually, the group sponsor will make this decision based on your input, choosing from one of the selection procedure options that USDOL provides.
- In addition, there are a couple of other decisions to make, like the apprentice-to-journeyworker ratio and [probationary period](#), but the ANC consultant will give you the typical requirements for these fields.

IMPORTANT: If the sponsored program you are joining is already established, you simply need to review the documents and:

1. See if any changes need to be made to the information in Appendix A.
2. Sign Appendix D and if necessary, add your company's modified wage schedule to it.

Other than this, the bulk of the work has already been done for you by the sponsor and other employers.

Appendix D (Individual Employers)

Registered apprenticeship allows you to have flexibility with how you want to run your program. If you create the work process schedule (Appendix A) for an occupation, other employers can change aspects of the program to better fit their needs, and you can also do the same for occupations that other employers created. The same applies to **Appendix D – the Employer Agreement Form**. You may modify this form’s **wage schedule (the most common change), probationary period, apprentice-to-journeyworker ratio, and SE provider**.

You must have a representative at your company sign Appendix D to officially make you “a participating employer”.

Promoting and Launching a Program

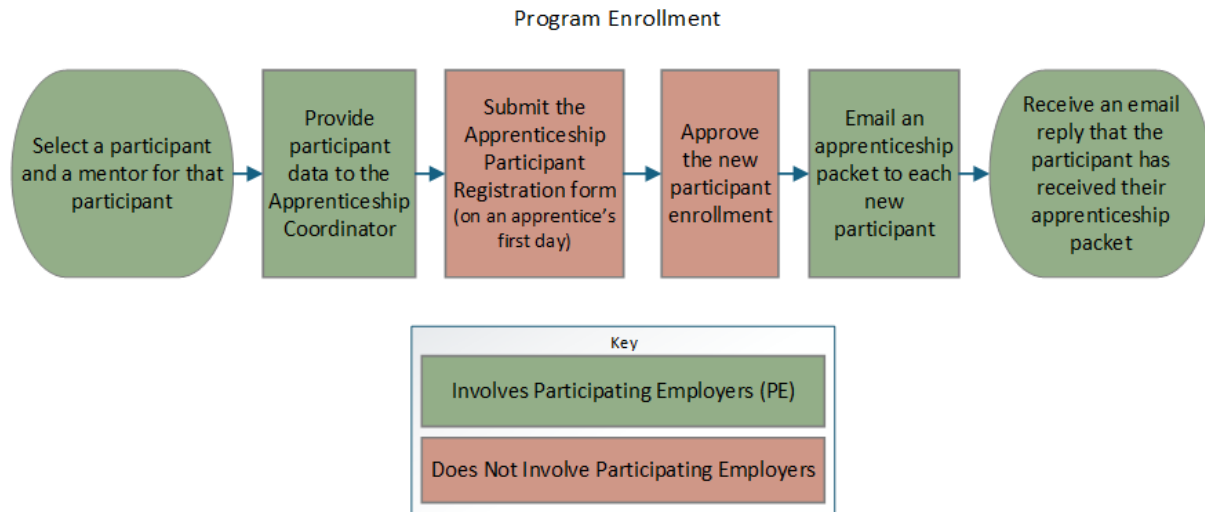
Once ANC’s leadership has approved the program, the group sponsor will let you know the good news, and you can begin:

- Advertising your RAP
- Following the approved selection procedure to recruit new participants for the RAP

Program Enrollment

Once the program has been registered, it is time to recruit and enroll participants in your program through an apprenticeship agreement. This agreement's full name is the **Apprenticeship Participant Registration Form**.

Here is the program enrollment process flow:



This section will cover:

- The probationary period for employers
- Candidate selection for your program
- Mentor assignment
- Important things to know about enrolling a new participant
- New participant data to send the group sponsor or apprenticeship coordinator
- The apprenticeship packet for new participants
- Anti-harassment training for all mentors and new participants

After you hire a new participant for your program, you should immediately contact your group sponsor or apprenticeship coordinator, providing them with the relevant information to complete an Apprenticeship Participant Registration Form on your behalf (see this guide's section, [Required Data for the Apprenticeship Participant Registration Form](#)). Ideally, this should occur by the apprentice's first day in your program. Afterwards, the participant will receive a digital email to sign their form, and then the ANC System Office will approve the participant's enrollment in your program.

Lastly, you should send each new participant an email with all important program documents (an apprenticeship packet) and request that the participant reply that they received their packet.

Probationary Period

Within the program standards, it lists the probationary period for any new apprentices, and **you have the option to lengthen or shorten your own probationary period using your Appendix D form**. Usually, this probationary period will be 25% of the total amount of the program.

What purpose does the probationary period serve?

- *During* the probationary period, you or the apprentice may terminate the apprenticeship agreement **without documenting the cause of the termination**. You simply need to inform your group sponsor that you will no longer be employing the apprentice.
- *After* the probationary period, the apprentice may cancel the apprenticeship agreement *without* stating the cause, but your group sponsor may not. You must explain the cause of termination to your apprenticeship coordinator, who will document the reason within a participant change request.
 - See this guide's section on [Requesting Program Revisions or Participant Changes](#).

Note: All the OJL hours the apprentice accrues during the probationary period count toward the hours an apprentice needs to complete their program.

Selecting Apprentices through Fair and Equitable Processes

As the employer, this is one of your most important jobs: finding the right talent for your program.

In terms of guidance, you should follow the **selection procedures** you agreed to or established from the program standards. The selection procedures outlined how you and other participating employers would select apprentices for your program.

Here are some best practices for ensuring your recruiting and candidate selection processes are fair:

- **Recruiting:**
 - Advertise job openings in a variety of locations to increase your candidate pool.
 - For example, Indeed, LinkedIn, and NCWorks (<https://www.ncworks.gov/vosnet/Default.aspx>).

- **Interviewing:**

- Try not to overemphasize a candidate's experience over their passion. Sometimes a candidate may just need the opportunity, and apprenticeship could be:
 - The apprentice's bridge to a sustainable income that fits well with their skills
 - Your way of gaining a dedicated employee who fits well with your company culture
- The best practice is to **ask each applicant the same set of questions**. This is a helpful way to ensure you are judging each candidate on the same criteria. Great sample questions to ask are:
 - What makes you a suitable candidate for this apprenticeship?
 - Apprenticeship involves a full-time job in addition to taking classes. How would you balance your time to be successful in this apprenticeship?
 - What do you hope to achieve by participating in this apprenticeship program?

- **Selecting:**

- Ensure you are following the selection procedure laid out in the program standards.
- Be consistent in the way you evaluate candidates (test scores, education and work experience, interview questions).
- **Keep all candidate information, including selection criteria, for your and your group sponsor's records** (see this guide's section on [Maintaining Participant Records](#)).
- Contact your group sponsor immediately after selecting a new participant for your program and send the [required data](#) to your sponsor for the Apprenticeship Participant Registration Form.

Assign a Mentor for Each Apprentice

You should select one of the following options:

- A mentor for each apprentice
- Multiple mentors to work with apprentices on a set of competencies that **matches each mentor's own likes and abilities** (this option considers the different skills and interests of your mentors)

Either approach is fine, but **please make it clear to your apprentice who their mentor will be on Day 1**.

Mentorship and close on-the-job instruction are significant benefits for your RAP's apprentices.

Free Mentor Training

This [South Dakota DOL link](#) provides a free course, teaching your employees how to be effective mentors to apprentices. Please share this course with any interested mentors.

Enrolling a New Apprentice: Important Information to Know

You must know the following information about bringing a new apprentice into your program:

1. **Required Participant Data:** Quickly gather the participant data needed for the Apprenticeship Participant Registration Form (see next page) and send it to your apprenticeship coordinator. Your apprenticeship coordinator or, in some cases, the ANC consultant will use this information to complete the form which enrolls the apprentice in your program. Ideally, **this should occur on (or before) the participant's first day**, although you do not need to wait for approval before letting the new apprentice start the program.
2. **The Apprentice's Signature:** Let the apprentice know that they will receive an email within the next business weeks that they must immediately sign to complete their enrollment. We use a digital signing tool called Formstack that will send the form to your apprentice when it is ready for their signature. The time range for all signers to sign and approve the form is **21 calendar days**. If it goes longer than that, **our system will automatically reject the form, and you and your group sponsor will be forced to resubmit it from scratch**. Don't let that happen to you! Please communicate with your new apprentice to look for this form in their inbox and sign it immediately upon receiving it.
3. **Prior Credit:** You can award a participant any on-the-job learning (OJL) or supplemental education (SE) hours for the training they completed *before* enrolling in your program. The amount of OJL prior credit you may award a participant:
 - a. **Should not exceed 50%** of the total OJL hours of your sponsored program.
 - i. Ex. You could award up to 3,000 OJL hours for a 6,000-hour program.
 - b. Should still require the participant to complete **at least 1,000 hours** of OJL for a time-based or hybrid program *or* remain in the RAP for **at least six months** for a competency-based program (your sponsor can explain these program types to you). In other words, **you need time to vet a new apprentice and ensure they have learned the proper skills to earn their certification**.

There is no limit for SE prior credit, provided you have collected documentation (certificates, college transcripts) from the apprentice that shows they have completed relevant coursework.

4. **Participants aged 16 or 17:** These forms must include the signature of the participant's parent or legal guardian. Currently, a guardian's signature cannot be entered through Formstack, but your apprenticeship coordinator can send a digital copy of the form to you. You may then follow either of these two options:
 - a. The guardian and apprentice may handwrite their signatures and scan the form into a digital copy.
 - b. The guardian and apprentice may digitally sign the form using Adobe Acrobat.

Required Data for the Apprenticeship Participant Registration Form

Program Information

Sponsor: Sponsored Program Name:

Target Occupation (what job will the participant be training for):

Participating Employer: Mentor/s:

Program Supplemental Education (SE) Provider (mark all that apply):

Employer Third-Party Community College

Participant Information

Participant First and Last Name:

Birthdate:

Social Security Number (must be valid):

Gender: Race:

Military Veteran? Is the participant applying for VA benefits? *

Individual with a Disability? Highest Degree Obtained:

Phone: Email:

Mailing Address:

Initial Hourly Pay Rate for the Participant (optional):

High School (if applicable):

Guardian/Parent's Name, Phone #, and Email Address (if participant is 16 or 17):

Prior Credit Awarded

Prior Credit that You Will Give the Participant for Supplemental Education (SE)*:

Prior Credit that You Will Give the Participant for On-the-Job Learning (OJL)**:

**Your sponsor will need to know this information to determine if it needs to register the program with the VA.*

***Each employer must store supporting documentation (proof of work or supplemental education) for any prior credit they decide to give participants.*

****The prior credit for OJL is **limited to 50% of the total OJL hours for your program** (ex. 4,000 for an 8,000-hour program). If the employer exceeds that limit, we must reject their enrollment request.*

Providing an Apprenticeship Packet

Once the form has been digitally signed by all signers, the group sponsor and your participant will receive the completed form as an email attachment. The group sponsor will send you a copy of this form for your records.

Rejected Forms

Sometimes our System Office staff will need to reject program enrollments. The most typical reasons are:

- The form was missing required information
- More than 50% OJL hours were given
- The form was not signed by all signers *within 21 days* of it being submitted

If this is the case, your group sponsor will reach out to you letting you know the reason for the rejection, and you will need to collaborate with your sponsor to resubmit the form.

Even before you receive a confirmation email, you can send your new apprentices **an apprenticeship packet**. This packet includes important program-related documents and clearly lays out the program criteria for participants. You will want to include each of the following documents that applies to your program:

- **The Competency Checklist / Work Process Schedule** – The work activities a participant must demonstrate proficiency in to complete the RAP
- **Program Standards** – The main guidance document for how an RAP will be run
- **The Requirements for Apprenticeship Sponsors Reference Guide**
- **Appendix A** – The work process schedule, the wage schedule, and supplemental education outline
- **Appendix D** – The participating employer agreement
- **Additional Company Policies** – May include your employer’s employee handbook or additional legal or HR-related information that would affect the participant

Including all this information in a single email ensures the participant has a “one-stop shop” for the documents they will be referencing throughout their time in your RAP.

It is best practice to request apprentices to send you a reply by email that they received their apprenticeship packet. After you receive this, you can send it on to the group sponsor, so they have a copy as well.

Complete Anti-Harassment Training

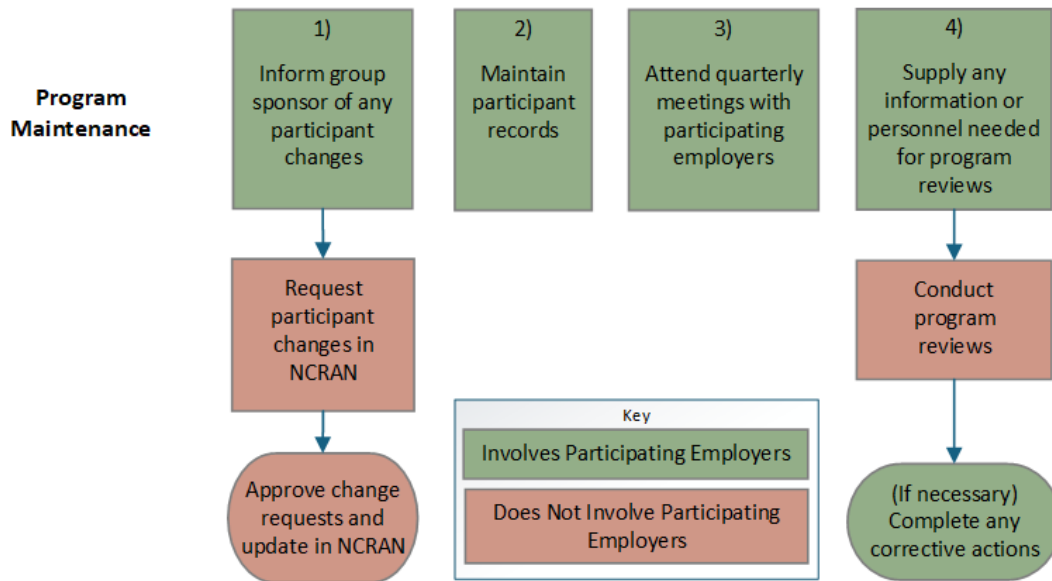
If this is not already a compliance requirement for your company, have all participants and any mentors or supervisors take anti-harassment training **within 30 days** of beginning their participation in your program.

- A free online anti-harassment training can be found at this link:
<https://statics.teams.cdn.office.net/evergreen-assets/safelinks/1/atp-safelinks.html>

Program Maintenance

There are five tasks you must complete for your program to stay in compliance and run smoothly.

Here is an overview of these five tasks, which will be covered during this section of the guide:



1) Requesting Participant Changes

A participant change is any change that would affect a participant's signed Apprenticeship Participant Registration Form (i.e., apprenticeship agreement). You should let your group sponsor know immediately if any of the following changes occur, so your sponsor can complete the change request for that participant:

- **A cancellation:** The participant has decided to discontinue their participation in your program.
- **A completion:** The participant has met all requirements to complete your program and earn their certificate.
- **A revision/amendment:** This is an umbrella term for any other change that needs to be made to the apprenticeship agreement. Usually, this involves the participant **needing more time** to complete their on-the-job learning or [supplemental education](#) hours.
 - A revision will require your participant's signature because it is a modification of their original agreement. Like the program enrollment, the change request form must be signed by all signers *within* 21 days of submission, or it will need to be resubmitted. Please remind your participant to instantly sign this form when they receive it in their inbox.

To recap, there are two important steps you must complete for participant change requests:

1. You must **report a participant change** (a cancellation, completion, or any other change that would affect a participant's signed apprenticeship agreement) **immediately to your group sponsor**.
2. If the change request is for a revision (anything but a cancellation or completion), encourage your participant to **look for the change request form in their inbox** and instantly sign it after they receive it.

2) Maintaining Participant Records

It is essential that ANC holds high standards for all RAPs and validates that each program has met the federal requirements for RAPs. Whereas it is ANC's responsibility to review a program and ensure it is complying, it is your and your group sponsor's responsibility to store the necessary records for these reviews.

Following ANC's Digital Recordkeeping Policy

There are four parts to ANC's digital policy that you should follow:

1. You should update program-related documents (see next page) as needed.
2. You should **maintain digital records for up to five years** after a participant leaves a program by:
 - a. Transferring from your program to another program
 - b. Cancelling their enrollment in your program
 - c. Completing your program
3. You should **back up all digital copies** to prevent any data loss through technical errors.
4. You should be able to **provide either physical or digital records when requested** by ANC.

Program Records to Maintain

Static Documents	Documents You Should Update as Needed
<ul style="list-style-type: none"> • Any RAP-related signed forms <ul style="list-style-type: none"> a. Ex. program standards, Apprenticeship Participant Registration Forms, Program Request Forms • Information on candidates to the program • Documentation for any OJL or SE prior credit that you are giving an apprentice • Certifications for any in-house SE providers (proof of training they received, their degree, or applicable job experience) • Any apprentice reviews or actions (disciplinary actions, terminations, or promotions) 	<ul style="list-style-type: none"> • Your current list of active apprentices • Competency checklists (if applicable) or current OJL hours for each apprentice <ul style="list-style-type: none"> a. This shows each apprentice’s current progress in your program. • Supplemental education (SE) hours for each apprentice*: <ul style="list-style-type: none"> a. Student transcripts (if the apprentice is taking SE from a college) b. Attendance reports and any testing information (if the apprentice is taking SE from your organization or a third-party provider) • Attendance and completion records for anti-harassment or safety training <ul style="list-style-type: none"> a. Ex. Applications, test scores, interview scores, interview questions and summaries of candidate answers, ranking lists of qualified applicants, notifications to candidates, demographic information on candidates • Your apprentice’s grant-related information (if applicable) <ul style="list-style-type: none"> a. Ex. Receipts for reimbursement • Current pay for apprentices and any past changes to pay • Current rate of pay for each occupation

Regardless of what document management system you use to store records, you must ensure the files are backed up to prevent data loss through technical issues or human errors. **It is your responsibility that all the applicable files in this list are preserved for program reviews.**

*[Workhands](#) is a mobile-friendly tool that helps apprentices track their OJL and SE hours.

3) Attending Regular Meetings

We encourage each group sponsor to set up (at least) quarterly meetings with all participating employers that share the same occupation or industry. This way you could:

- Provide the sponsor with valuable feedback on how the program is working
- Collaborate with other participating employers in improving the program for future participants

You should always have one company representative, with an awareness of what your company is doing with registered apprenticeship, at each of these meetings.

4) Participating in Program Reviews

ANC will periodically review your RAP to ensure that you and your fellow participating employers are:

- Following the standards and compliance regulations you agreed to follow
- Maintaining all essential program-related records (see previous page)
- Willing to make any changes (corrective actions) necessary to address any deficiencies that the review may uncover

Depending on how many participating employers are in your program, your own involvement will differ. Here's a couple of quick things to note:

- **Scheduling:** If you have been selected for an on-site or remote review, your group sponsor and ANC consultant will contact you to schedule this review.
 - We prefer to go on-site if possible:
 - It is more personal – we get to talk to you and your apprentices.
 - It is less cumbersome than requiring you to send mounds of digital paperwork.
 - A review normally takes 2 –8 hours.
- **Availability:** During the review, we ask that you allow us to see any paperwork needed to complete our review (see the [Program Records to Maintain](#) page in this guide) and make personnel (apprentices and their supervisors) available for interviews.

The Apprenticeship Program Review (APR) Process

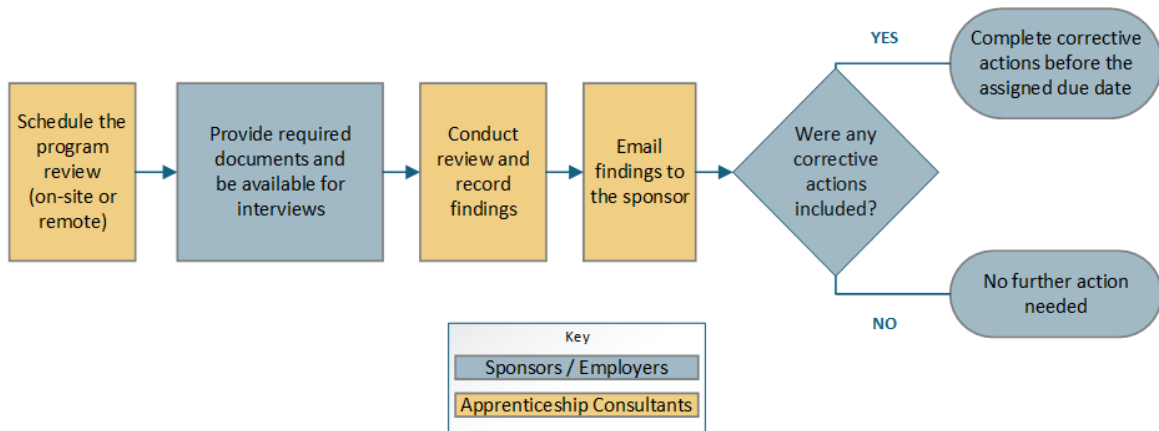
Your ANC consultant will conduct an **apprenticeship program review (APR)**:

- Initially, on the RAP's one-year anniversary OR once the RAP's first training cycle has completed
- Once every five years...after the RAP has passed its initial review

These reviews determine if you and other employers are following your program standards. These reviews would help answer questions like:

- Is on-the-job training present in all phases of your program?
- Do apprentices receive their scheduled wage increases (from your wage schedule)?
- Is supplemental education delivered in the same manner outlined in the standards?

The APR follows this process flow:



Completing all Corrective Actions

If the ANC consultant notices any deficiencies (ways in which the program standards or federal legislation for RAPs are not being followed), they will report these to the ANC Deputy Director. If the Deputy Director agrees with the findings, they will provide corrective actions in the email they will send the group sponsor with the review findings. The email will include a reasonable timeline for the group sponsor and any affected participating employer to implement these actions.

There are two important notes about corrective actions:

- Our team needs all affected participating employers to make a good faith effort to implement these corrective steps. The deficiencies identified must be corrected or the program will face de-registration.
- **Our ANC consultants are here to help!** Our team wants you to have a successful program, so please reach out to us if you need support and guidance with taking these corrective actions.

Appendix A

If Your Group Sponsor Is a Joint Apprenticeship Training Committee

If your group sponsor is a Joint Apprenticeship Training Committee, or JATC, there will be three extra tasks that may involve you:

Joint Apprenticeship Training Committee (JATC) - Specific Tasks	Participating Employer	JATC	ANC Staff	Apprentice/ Participant
Mediate disputes that arise between apprentices and employers	Consulted	Responsible	Informed	Consulted
Ensure all union membership requirements are followed.	Responsible	Accountable		Responsible
Oversees its own training center (in some cases)	Consulted	Responsible		

- **Mediating disputes:** You will be consulted about any dispute that arises between you and one of your apprentices. Our ANC staff will also be notified by the JATC about the outcome of this dispute.
- **Union requirements:** Both you and your apprentices **must adhere to all union-mandated rules and regulations.**
- **Training centers:** Some JATCs will manage their own training centers. If this is the case, your JATC will likely seek your feedback on current and future training needs.