



## Step-by-Step Guide to Developing a State Recognized Pre-Apprenticeship

### **Step 1: Contact your Apprenticeship Service Provider with ApprenticeOhio before you begin developing your State Recognized Pre-Apprenticeship.**

- This is an important step to ensuring that you have the proper information to begin forming an Operating Plan, an understanding of the process and to get good guidance.

**CAUTION:** Potential Programs which skip the first step on this list may see longer program development times due to having insufficient or incorrect program development items in their Operating Plan. It is highly recommended to consult your Apprenticeship Service Provider as you develop your program.

### **Your Apprenticeship Service Providers:**

#### **Suzanne Gordon – (North) – [Suzanne.Gordon@jfs.ohio.gov](mailto:Suzanne.Gordon@jfs.ohio.gov)**

Allen, Ashland, Ashtabula, Belmont Carroll, Columbiana, Coshocton, Crawford, Cuyahoga, Defiance, Erie, Fulton, Geauga, Hamilton, Hancock, Hardin, Harrison, Henry, Holmes, Huron, Jefferson, Knox, Lake, Lorain, Lucas, Marion, Medina, Morrow, Ottawa, Paulding, Portage, Putnam, Richland, Sandusky, Seneca, Stark, Summit, Trumbull, Tuscarawas, Van Wert, Wayne, Williams, Wood, Wyandot

#### **Matthew Longfellow – (South) – [Matthew.Longfellow@jfs.ohio.gov](mailto:Matthew.Longfellow@jfs.ohio.gov)**

Adams, Athens, Auglaize, Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Delaware, Fairfield, Fayette, Franklin, Gallia, Greene, Guernsey, Hamilton, Highland, Hocking, Jackson, Lawrence, Licking, Logan, Meigs, Mercer, Madison, Miami, Monroe, Montgomery, Morgan, Muskingum, Noble, Pickaway, Perry, Pike, Preble, Ross, Scioto, Shelby, Union, Vinton, Warren, Washington

### **Step 2: Determine which career cluster(s) you anticipate your program will develop.**

- It is recommended to first look at the Registered Apprenticeships available in your area for ideas, then consider the industry demands of your local area.
- The career clusters you choose will be based off the corresponding occupations offered by your Registered Apprenticeship Sponsor Linkage(s), as opposed the industry in which they participate.

**Tip #1** – Start small, one or two career cluster pathways.

### **Step 3: Determine the related coursework for each industry cluster.**

- Begin determining the related coursework for the career clusters being used.
- You may have multiple sets of standardized, related coursework per “career cluster.” This could be a reflection of multiple different corresponding Registered Apprenticeship occupations which have different education needs; or it could be that your State Recognized Pre-Apprenticeship needs multiple educational pathways for participants for the same occupation.
- Begin filling out the Career Cluster Course Description Inserts with the related coursework information.



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**Step 4: Begin seeking Registered Apprenticeship partners to form “linkages” to support your Pre-Apprenticeship.**

**Tip #1** – Link with pre-existing Registered Apprenticeships

**Tip #2** – Link with multiple Registered Apprenticeship Sponsors and/or RA participating employers.

**Important Concept** – If you want your program participation to grow, have lots of Registered Apprenticeship employer partners/participation.

You want a higher demand on the number of Pre-Apprentices wanted by employers, than you can provide. Interest grows when opportunities are available!

**Tip #3** – Avoid making your PA program exclusive to one Registered Apprenticeship. (Unless that’s your Goal)

**Tip #4** – Join existing Hub Pre-Apprenticeships!

**Tip #5** – Partner your organization with existing Pre-Apprenticeships which can also accept your students as recognized Pre-Apprentices.

**Tip #6** – Keep in touch with your ASP, ask questions!

**Step 5: Begin assembling your Operating Plan.**

The Operating Plan Template is provided by ApprenticeOhio. A recognized Pre-Apprenticeship Operating Plan is the desired plan to deliver basic technical and job readiness skills to Pre-Apprentices.

**Tip #1** – Keep in touch with you Apprenticeship Service Provider; ask questions and feel free to send them your draft for review as you go along for input.

**Step 6: Ask your Registered Apprenticeship Sponsor partner(s) to complete and return to you the Statement of Collaboration Insert.**

- You will send these to your Apprenticeship Service Provider along with the Career Cluster Course Description Inserts and completed Operating Plan draft for assembly and review once they are all completed.

**Step 7: After your operating plan has been assembled your Apprenticeship Service Provider will submit it to the Council Office for an initial Review.**

- The Apprenticeship Service Provider will either receive notification that everything is acceptable or if there is a need for further clarification.

**Step 8: Your Apprenticeship Service Provider will ask you for your signature on the Operating Plan.**

- The Apprenticeship Service Provider will collect your signature and submit to the Council Office for approval.