



Quality Pre-Apprenticeship Program Planning Guide

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What is a Quality Pre-Apprenticeship Program?

An Apprenticeship Idaho Quality Pre-Apprenticeship (QPA) is a program or set of strategies that creates a diverse and ready-to-work talent pipeline that is designed to prepare individuals to enter and succeed in a Registered Apprenticeship Program (RAP) with the intent to contribute to a statewide system of workforce development that supports employers' needs and leads to industry-driven career pathways for individuals.

Apprenticeship Idaho's Quality Pre-Apprenticeship Program Goals & Vision

- Idaho's Pre-Apprenticeship Programs will provide workers with the education, skills, and confidence to build a foundation for apprenticeship while investing in a diverse, equitable, and adaptable workplace for all Idahoans.
- Expand the pipeline of individuals qualified to enter a Registered Apprenticeship Program (RAP)
- Enhance the inclusivity of Idaho's apprenticeship system to underserved and underrepresented populations
- Provide the skill supports necessary for any Idahoan to succeed through apprenticeship

To ensure that Quality Pre-Apprenticeship has a common definition and demonstrate consistency in programming the Apprenticeship Idaho Coalition and Partners determined the following required elements:

- 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 in alignment with industry standards and approved by a documented RAP 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 if the associated RAP requires it as a minimum qualification for an apprentice
 7. Facilitation of entry and/or articulation into a RAP

Apprenticeship Idaho would like to thank all the stakeholders and partners that dedicated their time to developing the Quality Pre-Apprenticeship framework.

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
- DWD WI Apprenticeship Advisory Council. (2022). *WI Certified Pre-Apprenticeship Program Guide*. *Certified Pre-Apprenticeship*. Retrieved from DWD Apprenticeship - Certified Pre-Apprenticeship (wisconsin.gov)

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 can include joint apprenticeship committees, sole sponsors, and/or local apprenticeship committees. The partner must provide a memorandum of understanding (MOU) between the QPA program and Registered Apprenticeship partners.

Please note that a quality pre-apprenticeship cannot be a registered apprenticeship.

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

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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

Quality pre-apprenticeships must be aware of and address the need for individuals to obtain a valid driver's license prior to entering into Registered Apprenticeship employment when it is a required pre-requisite of the sponsor partner's RAP.

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 quality 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 quality 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.

Note: Successful completion of a quality pre-apprenticeship does not guarantee placement in any Registered Apprenticeship. Graduates must still meet all program requirements and follow application procedures.

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Review and Reporting Requirements

Quality Pre-Apprenticeships must regularly report participant data and be reviewed by the Idaho Department of Labor.

Quality Pre-Apprenticeships will be reviewed by the Idaho Department of Labor (IDOL) according to the following timeframes:

1. Within one year after the first cohort completes, IDOL will conduct an virtual visit.
2. Thereafter, IDOL will review the program every other year.
3. For each review, IDOL will notify the applicant of the review date 30 days in advance and provide a written report of outcomes to the program within 45 days. If IDOL notes areas of concern, the program must take corrective action and respond to IDOL within 45 days of the report being issued. Once the program satisfies all requirements, IDOL will send an official letter that it has been returned to good standing. If the program does not satisfy all requirements, status and benefits of a Quality pre-apprenticeship Program will be suspended until all requirements are satisfied.

Quality Pre-Apprenticeships must maintain and report the following information to the Idaho Department of Labor 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 begins, the applicant must report the following by submitting signed pre-apprenticeship agreements for each participant:
 - Name
 - Birthdate
 - Address
 - Phone Number
 - Social Security Number
 - Gender
 - Race/Ethnicity
 - Disability Status (optional)
 - Veteran Status (optional)
4. Within two weeks after a cohort completes, the applicant must report each per participant:
 - Outcome: Completed; Cancelled; Withdrew
 - Completion data, if applicable
 - Entry into a registered apprenticeship
5. Within two weeks after a cohort completes, the applicant is recommended, but not required, to report the following data per participant:
 - Entered into related employment
 - Entered into a related diploma program
6. The Idaho Department of Labor may request this information at any time.

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How to Apply

Application Process

1. Complete the Apprenticeship Idaho Quality Pre-Apprentice Program Application.
2. Attach a Memorandum of Understanding (MOU) from active registered apprenticeship partner.
3. Email both documents to the Development Apprenticeship Coordinator.

Approval Process

1. The Idaho Department of Labor will email a confirmation receipt.
2. If approved, Idaho Department of Labor will email the QPA Registered Standards and Certificate of Approval.

If NOT Approved

1. The Idaho Department of Labor will email a notification and recommendations for improvement.
2. Applicant may implement the recommendations and reapply.
3. If your resubmittal does not resolve the initial concerns, The Idaho Department of Labor will email further guidance.

Upon Approval

1. Links will be provided to QPA Program Provider to resources available such as outreach, services, and funding.

All Quality Pre-Apprenticeship Programs must conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the cancellation of the approved status of the Quality Pre-Apprenticeship Program.

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Quality Pre-Apprenticeship Program Application WORKSHEET

Go to [Idaho Pre-Apprenticeship \(hs-sites.com\)](https://hs-sites.com) to apply.

Section A: Components

Component 1:

QPA Program Title:		QPA Program Hours:		☐ Initial Application ☐ Resubmission after Denial ☐ Program Modification
QPA Program Description:				
Name of QPA Providing Organization:				
Address (no P.O. Box):				
City:	State:	Zip Code:	FEIN:	
Website Address:				
Administrative Contact Name:			Title:	
Specify the organization type that best describes your organization:				
☐ Public/Government		☐ Nonprofit		☐ Private/For Profit
Attached Registered Apprenticeship Program and USDOL Registration Number (REQUIRED): <i>Can be found on the cover page of USDOL Standards: If there is more than one RAP partner, please add this information on a separate page.</i>				
Contact Name:		Occupation(s):		
Address:				
City:	State:	Zip Code:		
Phone:	Ext:	Email:		
Name of On the Job Learning (OJL) Partner <i>(if different from RAP Sponsor):</i>				
Contact Name:				
Address:				
City:	State:	Zip Code:		
Phone:	Ext:	Email:		
Name of Related Technical Instruction Provider: <i>(if different from QPA provider):</i>				
Address:				
City:	State:	Zip Code:		
Phone:	Ext:	Email:		

Section A: Components (cont.)

Minimum Requirements for entry into Quality Pre-Apprenticeship QPA Program

- ☐ Age:
- ☐ There is a physical requirement of:
- ☐ Educational requirement:
- ☐ Other:

If a minimum requirement for the pre-apprenticeship conflicts with the minimum requirements for the attached registered apprenticeship please explain:

Technical Related Instruction	APPROX. HOURS

Hands On / Work Based Learning	APPROX. HOURS

Certifications and/or Credentials e.g. driver's license, technical certs, etc.

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

Component 2: Strategies for Long-Term Success

Detail the outreach and recruitment methods for under-utilized and underrepresented talent groups (women, minorities, veterans, etc.):

Detail educational and pre-vocational services, if applicable (coaching, job readiness, English as a Second Language, Adult Basic Education, financial literacy):

☐ I attest that the program includes strategies that increase registered apprenticeship opportunities for under-represented, disadvantaged or low-skill individuals, such that upon completion, participants are qualified to enter in one or more registered apprenticeships.

Component 3: Access to Appropriate Supportive Services

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

- ☐ The program directly provides supportive services to participants.
- ☐ The program facilitates referrals to access supportive services for participants.

2. Please explain:

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

Component 4: Access to a Driver's License

For instances when a RAP sponsor identifies a valid driver's license is a required pre-requisite of the sponsor partner's RAP, please explain how the program addresses the apprentice's need to fulfill this apprenticeship employment pre-requisite:

☐ I attest that the program addresses 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 Idaho driver's license.

Component 5: Promote Greater use of Registered Apprenticeship to Increase Future Opportunities

Detail how the program will expose participants to local, state, or national Registered Apprenticeships and provide direct assistance to participants applying to them:

☐ I attest that the program promotes Registered Apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities.

Component 6: Provide meaningful hands-on training that does not displace paid employee

☐ I attest that the pre-apprenticeship program, if approved by Apprenticeship Idaho, will not displace paid employees.

Component 7: Facilitate entry or articulation into a registered apprenticeship

If applicable, detail how the program will facilitate entry or articulation into a Registered Apprenticeship and list any articulation agreements in place:

☐ I attest that program trainees will be made aware that completion of the program does not guarantee placement in any Registered Apprenticeship program.

Section B: Review and Reporting Requirements

Quality Pre-Apprenticeships will be reviewed by the Idaho Department of Labor (IDOL) according to the following timeframes:

1. Within one year after the first cohort completes, IDOL may conduct a virtual review.
2. Thereafter, IDOL will review the program every other year.
3. For each review, IDOL will notify the applicant of the review date at least 30 days in advance and provide a written report of outcomes to the program within 45 days. If IDOL notes areas of concern, the program must take corrective action and respond to IDOL within 45 days of the report being issued. Once the program satisfies all requirements, IDOL will send an official letter that it 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.**

A Quality Pre-Apprenticeships must maintain and report the following information to the Idaho Department of Labor 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 begins, the applicant must report each per participant:
 - Name
 - Phone Number
 - Race/Ethnicity
 - Birthdate
 - Social Security Number
 - Disability Status (optional)
 - Address
 - Gender
 - Veteran Status (optional)
4. Within two weeks after a cohort completes, the applicant must report each per participant:
 - Outcome: Completed; Cancelled; Withdrew
 - Completion data, if applicable
 - Entered into a registered apprenticeship
5. Within two weeks after a cohort completes, the applicant is recommended, but not required, to report the following data per participant:
 - Entered into related employment
 - Entered into a related diploma program
6. The Idaho Department of Labor may request this 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 C: Apply online now

Go to [Idaho Pre-Apprenticeship \(hs-sites.com\)](https://hs-sites.com) to apply.

QPA Memorandum of Understanding TEMPLATE

Please feel free to use your own if needed. This is a resource for those that would like a template to follow.

This Memorandum of Understanding (MOU), while not a legally binding document, does indicate a voluntary agreement to assist in the implementation of the plans described in the Quality Pre-Apprenticeship (QPA) Program, that creates a diverse and ready-to-work talent pipeline that is designed to prepare individuals to enter and succeed in a Registered Apprenticeship Program (RAP) with the intent to contribute to a statewide system of workforce development that supports employers' needs and leads to industry-driven career pathways for individuals.

Is the QPA provider and RAP Sponsor the same organization? ☐ Yes ☐ No

Overall Program Goals, Services and Outcomes:

Term One: This MOU shall begin upon approval of the Quality Pre-Apprenticeship Program. The agreement is renewable from year to year, unless either party gives notice of intent to withdraw from the project.

Term Two: In addition to continuing the on-going program planning and review process of Quality Pre-Apprenticeship Program, _____ (QPA provider) will provide the following services to support of the direct entry of apprenticeship candidates:

Term Three: In addition to participating in the on-going planning and review process of Quality Pre-Apprenticeship Program, the _____ (RAP Sponsor) will provide the following services in specific support of the direct entry of apprenticeship candidates:

Term Four: Termination: This MOU may be terminated by either party, for any reason, by giving 30 days written notice.

RAP REPRESENTATIVE SIGNATURE

PRINTED NAME

DATE

QPA REPRESENTATIVE SIGNATURE

PRINTED NAME

DATE

Quality Pre-Apprentice Program Enrollment Application

TO BE COMPLETED BY PRE-APPRENTICE			
Pre-Apprentice Name (First, Middle Initial, Last):			
Address:			
City:	State:	Zip Code:	Social Security Number:
Phone:	Email:		Date of Birth:
Sex (mark one): ☐ Female ☐ Male		Veteran Status (mark one): ☐ Non-Veteran ☐ Veteran	
Answer Both A and B (Voluntary): 4. a. Ethnic Group (mark one) ☐ Hispanic or Latino ☐ Not Hispanic or Latino b. Race (mark one or more) ☐ American Indian or Alaska native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or other ☐ Pacific Islander ☐ White		Education Level (mark one): ☐ 8th grade or less ☐ 9th to 12th grade ☐ GED ☐ High School Graduate ☐ Some College ☐ Post-Secondary or Technical Training Do you have a driver's license (mark one)? ☐ Yes ☐ No	
Pre-Apprentices are REQUIRED to go to IdahoWorks and create a Job Seeker Account. You can do so here: Create Job Seeker Account - IdahoWorks . Have you completed this step (mark one): ☐ Yes ☐ No			
Signature of Pre-Apprentice:	Date:	Signature of Parent/Guardian (if minor):	Date:

Pre-Apprentice Release of Information

You have permission to share any confidential information about me that you have in your files or records with my Apprenticeship Coordinator at the Idaho Department of Labor. This release also allows my Quality Pre-Apprenticeship (QPA) Program Provider and Apprenticeship Coordinator to discuss this information with other necessary parties to determine the services I may need. It's understood that a confidential relationship exists between my QPA Program Provider, Apprenticeship Coordinator, and me, and aside from the specified exceptions, the information you provide will be kept confidential. You are authorized to accept a copy of this Release, giving it the same validity as the original document.

PRE-APPRENTICE SIGNATURE

DATE

PRE-APPRENTICE PRINTED NAME

DATE OF BIRTH

Parental Consent to Release of Information

(If Pre-Apprentice is under the age of 18)

PARENT/GUARDIAN'S SIGNATURE

DATE

PARENT/GUARDIAN'S PRINTED NAME

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