



What is Registered Apprenticeship?

Introduction

The Registered Apprenticeship system has been utilized to meet the needs of America's skilled workforce for over 75 years. It is a unique, flexible training system that combines job related technical instruction with structured on-the-job learning experiences. Registered Apprenticeship is a leader in preparing American workers to compete in a global 21st Century economy because the system keeps pace with advancing technologies and innovations in training and human resource development.

The Registered Apprenticeship system provides the opportunity for workers seeking high-skilled, high-paying jobs and for employers seeking to build a qualified workforce. In this regard, the Registered Apprenticeship system effectively meets the needs of both employers and workers.

Registered Apprenticeship is highly active in traditional industries such as construction and manufacturing, but it is also instrumental in the training and development of emerging industries such as healthcare, energy, and homeland security.

It's an Immediate Job

Apprentices start working from day one with incremental wage increases as they become more proficient on the job. Apprenticeships range from one to six years, but the majority are four years in length. In 2011, more than 130,000 individuals nationwide became apprentices.

It's On-the-Job Learning and Education

The "Earn and Learn" training model of Registered Apprenticeship provides a unique combination of structured learning with on-the-job training from an assigned mentor. Related instruction, technical training or other certified training is provided by apprenticeship training centers, technical schools, community colleges, and/or institutions employing distance and computer-based learning approaches. The goal is to provide workers with advanced skillsets that meet the specific needs of employers.



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On Guam, direct financial assistance is provided to apprentices for related training instruction, when provided by the Guam Community College or the Guam Trades Academy.

It's a Credential

Upon completion of a Registered Apprenticeship program, participants receive an industry issued, nationally recognized credential that certifies occupational proficiency, is portable, and can provide a pathway to the middle class. In many cases, these programs provide apprentices with the opportunity to simultaneously obtain secondary and post-secondary degrees. In 2011, over 55,000 participants nationwide graduated from a Registered Apprenticeship program.

What are the Advantages of Registered Apprenticeship?

The Registered Apprenticeship system provides a wide array of benefits.

For apprentices, benefits include:

- **Improved skills and competencies** that meet the specific needs of the employer
- **Incremental wage increases** as their skills improve
- **On-the-job training** and occupation focused education
- **Career advancement**
- **Industry issued, nationally recognized credentials**
- **Articulation agreements** between certain apprenticeship training programs and 2- and 4-year colleges that create opportunities for college credit and future degrees

For employers, benefits include:

- **Customized training** that results in highly skilled employees trained to industry/employer specifications
- **Increased productivity and knowledge transfer** due to on-the-job learning from an assigned mentor combined with related technical instruction
- **Enhanced retention** 87 percent of program completers in 2011 were still employed nine months after completing their apprenticeship
- **Emphasis on safety training** that may reduce workers' compensation costs
- **A stable and predictable pipeline** for the development of qualified workers
- **Recognition** of the training program
- **A systematic approach to training** that ensures that employees are trained and certified to produce at the highest skill levels required for that occupation
- **The ability to conduct a ready assessment** of where the employer and employee are in terms of the continuous improvement process
- **A proven training model** that allows employers to set the benchmark and the structure that can determine the Return on Investment in training dollars



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What is the Role of the Government?

The Office of Apprenticeship (OA) works in conjunction with independent State Apprenticeship Agencies (SAAs) to administer the program nationally. These agencies are responsible for:

- Registering apprenticeship programs that meet Federal and State standards
- Protecting the safety and welfare of apprentices
- Issuing nationally recognized and portable Certificates of Completion to apprentices
- Promoting the development of new programs through marketing and technical assistance
- Assuring that all programs provide high quality training
- Assuring that all programs produce skilled competent workers

What are the Program's Requirements?

Registered Apprenticeship programs are a written plan designed to move an apprentice from a low or no skill entry-level position to full occupational proficiency. These programs must meet parameters established under the National Apprenticeship Act that are designed to protect the welfare of the apprentice. The Act and its promulgating regulations are administered by the Department of Labor's Office of Apprenticeship or a State Apprenticeship Agency approved by the Secretary of Labor for federal purposes.

A Registered Apprenticeship program is sponsored by an individual business or an employer association and may be partnered with a labor organization through a collective bargaining agreement. Upon finishing the training program, an apprentice earns a "Completion of Registered Apprenticeship" certificate, an industry issued, nationally recognized credential that validates proficiency in an apprenticeable occupation.

Registered Apprenticeship program sponsors identify the minimum qualifications to apply into their apprenticeship program. The eligible starting age can be no less than 16 years of age; however, individuals must usually be 18 to be an apprentice in hazardous occupations. Program sponsors may also identify additional minimum qualifications and credentials to apply, e.g., education, ability to physically perform the essential functions of the occupation, and proof of age. Based on the selection method utilized by the sponsor, additional qualification standards, such as fair aptitude tests and interviews, school grades, and previous work experience may be identified.

What are the different designs of Registered Apprenticeship programs?

Time-Based Requirements

A time-based occupation requires a minimum of 2,000 hours, which includes an outline of the specific work processes and the approximate time requirement for each individual work process under that occupation.



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Competency/Performance Program Requirements

Competency/performance based apprenticeship programs are premised on attainment of demonstrated, observable and measurable competencies in lieu of meeting time based work experience and on-the-job learning. However, these programs still have to comply with the requirement for the allocation of the approximate time to be spent in each major process. Therefore, work experience process schedules and related instruction outlines must specify approximate time of completion or attainment of each competency, which can be applied toward the 2,000-hour requirement (competencies demonstrated notwithstanding and assuming no credit for previous experience). In competency/performance based programs apprentices may accelerate the rate of competency achievement or take additional time beyond the approximate time of completion or attainment due the open entry and exit design. Competency is defined as, "An observable, measurable pattern of skills, knowledge, abilities, behaviors and other characteristics that an individual needs to perform work roles or occupational functions successfully."

Competency/performance based training programs have the following characteristics:

- Competencies should be identified and defined through a job/task analysis and directly related to the job/role.
- Organized learning activities should be structured and wherever possible, self-paced with open entry and open exit.
- Measures or tests of competency attainment should be observable, repeatable and agreed to in advance.
- Work experience process schedules and related instruction outlines should include the approximate time/hours or minimum - maximum times/hours for each competency attained in order to document successful completion.

Hybrid Program Requirements

In addition to time-based programs which have a fixed set time for completion (i.e., 2,000, 4,000, 6,000 hours) and competency/performance based programs, a third alternative has evolved which, in effect, is a "hybrid" of the two types of programs previously mentioned. This third type of program is basically a combination of time and performance considerations whereby work processes are developed with a minimum - maximum time/hours for each task or job requirement (i.e., minimum 200 hours maximum 400 hours).

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, such as health care, construction, information technology and geospatial careers.



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- **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.
- **Recognizable partners:** Many of the nation's most recognizable companies, such as CVS/pharmacy and UPS, have Registered Apprenticeship programs.

What is the Guam Registered Apprenticeship Program?

The **Guam Registered Apprenticeship Program (GRAP)** provides tax credit incentives to eligible businesses that employ apprentices who are duly enrolled and registered in the program. Eligible businesses are entitled to tax credits against their gross receipts tax liability equal to fifty percent (50%) of the eligible training costs paid or incurred by the business.

GRAP is intended to:

- To reduce the shortage of highly skilled workers;
- To encourage employers to hire and train apprentices in highly skilled trades and occupations;
- To authorize tax credits for certain long term apprenticeship training expenses
- To ensure that apprentices continue to pay income taxes and participate in the economy

What are the eligible training costs?

Eligible training costs include: Direct wages of apprentices, direct fringe benefits (medical and dental insurance), journeyman's wages (on-the-job training), instructor costs (academic and trade theory), training costs (books and tuition), and personal protective equipment.

What are the eligibility requirements?

- The business should be duly enrolled and registered under GRAP with the Department of Labor.
- The apprentice's occupation should be on the GRAP Demand Occupations Listing which is compiled by the Director of the Department of Labor and approved by the Governor and the Legislature of Guam.
- The business must not be a beneficiary of a Qualifying Certificate issued by the Guam Economic Development and Commerce Authority.



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For information on how to be a Registered Apprenticeship Sponsor, please contact the American Job Center at 300-4572 or email: phyllis.topasna@dol.guam.gov