Apprenticeships in Maryland: Discover the Possibilities
Apprenticeship: The Basics

skills develop training career
future programme success

APPRENTICESHIPS
Official Definition

Apprenticeship is an earn-and-learn strategy combining on-the-job training with related (classroom) instruction, blending the practical and theoretical aspects of training for highly-skilled occupations.

Apprenticeship programs are sponsored voluntarily by a wide range of organizations, including individual employers, employer associations, joint labor-management organizations, and other workforce intermediaries.
What does that mean??
The apprentice works full-time and receives training from the sponsoring organization.

Apprentices are hired at a percentage of a journeyworker’s salary and as the apprentice completes training and demonstrates skills mastery, the percentage of a journeyworker’s wage received increases.
200,000 Employers and Labor Management Organizations Participate in Registered Apprenticeship.

500,000+ Registered Apprenticeships Nationwide in More than 1,000 Occupations.

$50,000 Average Starting Salary of Apprentices Per Year While Earning a Credential Equivalent to a 2 or 4 Year College Degree.

$300,000 Amount Workers Who Complete Registered Apprenticeship Programs Earn More Over a Lifetime Than Peers.

$1.47 per $1.00 For Every $1 Spent on Registered Apprenticeship, Employers Get an Average of $1.47 Back in Increased Productivity.
In Maryland there are over 230 registered occupations and over 9,500 registered apprentices.
Section II

Creating an Apprenticeship

APPRENTICESHIPS

skills  develop  training  career
future  people  programme  success

State of Maryland
Department of Labor, Licensing and Regulation
CHANGING Maryland for the Better

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Opportunities

What is Apprenticeable?

The position must meet the training criteria below. The occupation can be in a traditional or non-traditional occupation.

Think Outside of the Box!

► **On-the-Job Training must:**
  - Consist of at least **2,000 hours per year** of the apprenticeship.
  - Take place at the work site under the direction of a highly skilled journeyworker(s).

► **Related Instruction must:**
  - Have at least **144 hours of related instruction per year** of the apprenticeship.
The necessary requirements noted on prior slide related to the term of apprenticeship may be measured by any of the following approaches.

► **Time-Based Approach:**
  - A method that measures skill acquisition through the individual apprentice’s completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

► **Competency-Based Approach:**
  - A method to measure skill acquisition through the individual apprentice’s successful demonstration of acquired skills and knowledge, as verified by the program sponsor.

► **Hybrid Approach:**
  - A method to measure an individual apprentice’s skill acquisition through a combination of a specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.
Apprenticeable Occupations

- Air Brake Mechanic
- Air Conditioning Mechanic
- Appliance Technician
- Arson Investigator
- Asbestos Removal Worker
- Assistant Manager, Restaurant
- Assistant Press Operator
- Auto Parts Counter Clerk
- Automobile Mechanic
- Automobile Body Repairer
- Automotive Machinist
- Automotive Painter
- Awning Maker/Installer
- Baker
- Barber
- Beekeeper
- Bindery Operator
- Blacksmith
- Boiler Operator
- Boilermaker
- Bookbinder
- Bricklayer
- Bridge/Industrial Painter
- Building Automation Technician
- Cabinetmaker
- Carpenter
- Carpenter-Bridge and Highway
- Carpenter (Maintenance)
- Carpet Layer
- Caulker
- Cement Mason
- Chemical Operator
- Child Care Development Specialist
- CNC Specialist
- Coin Machine Service Repairer
- Columnist/Commentator
- Compositor
- Computer Programmer, Business
- Construction Craft Laborer
- Construction Equipment Mechanic
- Cook
- Coppersmith
- Coremaker
- Correction Officer
- Cosmetologist
- Counselor (Youth Development)
- Dental Technician
- Diesel Mechanic
- Dietetic Assistant
- Dispatcher
- Display Maker
- Drafter, Computer Aided Drafting
- Drafter, Mechanical
- Drafter, Structural
- Drywall Applicator
- Drywall Finisher
- Electric Motor Repairer
- Electric Motor Winder
- Electric Sign Assembler
- Electrical Appliance Servicer
- Electrical Instrument Repairer
- Electrical Mechanic
- Electrical Technician
- Electrician
- Electrician, Outside
- Electromechanical Assembler
- Electromechanical Technician
- Electro-Medical Equipment Repairer
- Electronic Asset Recovery Technician
- Electronics Mechanic
Apprenticeable Occupations

- Emergency Medical Technician/Paramedic
- Engine and Other Machine Assembler
- Erector
- Exterminator
- Farm Advisor
- Farm Equipment Mechanic I
- Farmworker, Dairy
- Fence Erector
- Field Engineer
- Fire Captain
- Fire Medic
- Firefighter
- Firestop/Containment Worker
- Floor Coverer
- Floral Designer
- Footwear and Leather Repairer
- Forge-Stop Machine Repairer
- Form Builder/Setter
- Gear Cutter Operator
- Geriatric Nursing Assistant
- Glass Installer
- Glassblower, Laboratory Apparatus
- Glazier
- Golf Professional
- Grinder Operator
- Groundskeeper (Maintenance)
- Home Health Aide
- Horse Trainer
- Horticulturist
- Hose Assembly Technician
- Housekeeper
- Housing Inspector
- HVAC Technician
- Illustrator
- Industrial Maintenance Repairer
- Instrument Maker
- Insulation Worker
- Jewelry Repairer
- Land Surveyor
- Landscape Gardener
- Lens Grinder
- Line Repairer
- Lithographic Camera Operator
- Lithographic Platemaker
- Lithographic Stripper
- Locksmith
- Loft Worker
- Longshoreman
- Longshoreman Checker
- Longshoreman, Container and Chassis
- Machine Builder
- Masonry Finisher
- Meatcutter
- Mechanic, Industrial Truck
- Mechanical Engineering Technician
- Medical Assistant
- Medication Aide
- Metal Fabricator
- Metal Smith
- Metal Spinner
- Millwright
- Model Maker, Wood
- Mold Maker
- Molder
- Mortician
- MOSH Inspector
- Motorcycle Mechanic
- Natural Resources Police Officer
- News Director
- Nondestructive Tester
- Office Machine Servicer
- Offset Stripper
- Offset-Press Operator I
- Oil Burner Servicer & Installer
- Operating Engineer
- Optician
- Outside Machinist
- Packager, Hand
- Painter
- Paper Cutter
- Park Ranger
- Patternmaker
- Piano Technician/Tuner
APPRENTICEABLE OCCUPATIONS

- Piledriver
- Pipefitter (Construction)
- Pipelayer
- Plant Propagator
- Plasterer
- Plastics
- Bench Mechanic
- Platen-Press Operator
- Plater
- Plumber
- Pointer-Cleaner-Caulker
- Police Officer
- Polisher & Buffer
- Powerhouse/Mechanical Technician
- Practical Nurse
- Printer
- Programmer, Engineer/Scientific
- Protective-Signal Installer
- Quality Control Inspector
- Quality Control Technician
- Refrigeration Mechanic
- Registered Nurse
- Reinforcing Ironworker
- Repairer, Welding Systems & Equipment
- Respiratory Therapy Technician
- Retail Home Center Specialist
- Rigger
- Roll Turner
- Roofer
- Screen Printer (Any Industry)
- Screen Printer (Textile)
- Screw Machine Operator
- Sculptor
- Service Manager, Auto
- Sheet Metal Worker
- Shellfish Grower
- Shipfitter
- Shipjoiner
- Small Engine Mechanic
- Sprinkler Fitter
- Stationary Engineer
- Steamfitter
- Steel and Die Printer
- Stone Carver & Cutter
- Stone Finisher
- Stone Mason
- Stone/Marble Mason
- Structural Steel Lay Out Worker
- Structural Steel Worker
- Subcontract Administrator
- Subcontract Administrator Assistant
- Substation Operator/Electrician
- Telecommunications Installer-Technician
- Television Radio Repairer
- Terrazzo Worker
- Tile Setter
- Tool & Die Maker
- Tool Designer
- Toolmaker
- Tractor Mechanic
- Traffic Control Technician
- Transmission Mechanic
- Tree Surgeon
- Tree Trimmer
- Truck Mechanic
- Upholsterer
- Waste Water Treatment Technician
- Water Pumping Technician
- Water Reg. & Valve Repairer
- Water Treatment Technician
- Web-Press Operator
- Welder, Combination
- Welding Technician
- Well-Drill Operator
- Word Processing Machine Operator
1. **Employer Involvement**
   Programs *start* with employer needs
   Employers are the foundation for the program

2. **Structured and Supervised On-the-Job Training (OJT)**
   Provided by sponsor/employer
   Competencies are attained through a minimum of 2,000 hours of On-the-Job Training

3. **Related Instruction**
   The classroom training or associated curriculum (144 hours per year)

4. **Rewards for Skill Gains**
   Progressive wage increases as apprentice increases proficiency

5. **National Occupational Credential**
   RA Completion Certificate is a recognized post-secondary credential under WIOA
   Stackable and portable
The TEAM

Program Sponsor
- Responsible for administering the program (they do the paperwork and data entry)
- Can be the employer or another entity or intermediary such as a community college

Employer(s)
- Can be a group of employers
- Foundation and driver of the program
- Provider of OJT
- Often the program sponsor

Provider of Related Instruction
- Can be the employer, community college, joint apprenticeship training committee, or other entity

Workforce System
- Multiple opportunities for the workforce system to partner with programs – both BEFORE and AFTER an individual becomes an apprentice
Ways to Register Apprenticeship Programs:
U.S. Department of Labor and State Apprenticeship Agencies

List of State Directors:
http://www.doleta.gov/oa/contactlist.cfm

- DOL = 25 (FEDERAL)
- SAA = 26 (STATE)
Maryland Apprenticeship and Training Council (MATC)

1. Review and approve apprenticeship programs
2. Set standards for registered apprenticeship programs
3. Formulate apprenticeship policies
4. Register standards and agreements
5. Determine which skilled trades are apprenticeable
6. Formulate and adopt standards of apprenticeship that safeguard the welfare of all apprentices

Council Member Representation

The council is a twelve (12) member council consisting of:

1. **Five (5)** represent employee organizations (one of which shall be an employee)
2. **Five (5)** represent employers
3. **Two (2)** are appointed from the general public.

Three (3) additional members serve on the Council in a non-voting, consultant capacity.

The Council meets six times per year.
Overview of Pre-Apprenticeship
**Official Definition**

A program or set of services designed to prepare individuals (youth or adults) to enter and succeed in a Registered Apprenticeship (RA) program.

**What does that mean??**

These programs have a documented partnership with at least one Registered Apprenticeship program sponsor and together, they expand the participant's career pathway opportunities with industry-based training coupled with classroom instruction.
Streamline the recruitment process
Pre-screen a qualified, job-ready apprentice pool
Align training with apprenticeship standards
Increase retention rates for RA participants
Quality control over preparatory training

Registered Apprenticeship Program Sponsors can collaborate with Pre-Apprenticeship programs by:

► Collaborating on assessment, curriculum and preparatory training
► Helping to set quality standards
► Helping to establish competency models and training goals
► Considering direct entry and advance placement agreements
► Developing memoranda of understanding
Explore and learn about exciting careers
Qualify to meet the minimum standards for selection to a Registered Apprenticeship program
Benefit from classroom and technology-based training
Get a start on career-specific training with viable career pathway opportunities
Advance into a Registered Apprenticeship program

Participants
Pre-Apprenticeship Benefits

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YOUTH

- Pre-Apprenticeships count towards the **20% work experience requirement** (OJT also part of work experience)
- Can support **75% funding allocation for out-of-school youth**
- Local youth programs must coordinate pre-apprenticeship programs to the maximum extent feasible with registered apprenticeship programs
ADULTS

– Can be considered short-term pre-vocational training per US Department of Labor rules

– Can also be considered individualized career services
Section IV

Benefits of Apprenticeship

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Apprenticeship Benefits

- Customized training
- Increased knowledge
- Enhanced employee retention
- A safer workplace
- A stable and reliable pipeline
- A systematic approach to training

Apprenticeships Build Highly-Skilled and Loyal Employees!

7 out of 10 respondents in a 2015 survey said job-related training & development opportunities directly influence in their decision to stay with a company. (CED Magazine)
Hands-On Career Training
Get An Education
Have a JOB from DAY ONE!

Long-term Career
National Credentials

$300,000 more is earned on average by apprentices during their careers than workers who did not apprentice.

USDOL, ApprenticeshipUSA

Participants

Apprenticeship Benefits

EARN WHILE YOU LEARN!!!
Positive Outcomes in each of the workforce system’s performance measures:

- **Employment**: Registered Apprenticeship is a job. All apprentices enter employment when they begin an apprenticeship program.

- **Retention**: Registered Apprenticeship programs have high retention rates; 91% of apprentices retain employment after the program ends.

- **Earnings**: The average starting wage for apprentices is $15.00 an hour, with wage increases as apprentices advance in skills and knowledge.

- **Credential Attainment**: All apprenticeship completers earn a national, industry-recognized credential.
40% of employees who receive poor job training leave their positions within the first year. *(Sylvia Woolf, Clear Company, 2014)*

**COST OF REPLACING EMPLOYEES** *(ERE Media, April 2015)*

- Replacing ENTRY LEVEL employees costs **30-50%** of their annual salary
- Replacing MID-LEVEL employees costs **150%** of their annual salary
- Replacing HIGH-LEVEL or highly specialized employees costs **400%** of their annual salary

78% of the surveyed said they would remain longer with their employer if they saw a career path with the current organization *(Mercer, August 2015)*
Positive Outcomes:

- Recognized post-secondary credential;
- Portable and stackable;
- Not inconsistent with college degree;
- Supports credential attainment rate if individual completes while enrolled or a year post-exit.
Positive Outcomes:

► Measurable skill gains;
► More strategic choices for workforce system engagement
The Workforce Innovation and Opportunity Act (WIOA) provides an extraordinary opportunity for the public workforce system to promote Registered Apprenticeship programs. Key strategies offered by WIOA are noted below.

1. **Naming an apprenticeship representative to state and local workforce boards**

2. **Including Registered Apprenticeship programs on the Eligible Training Provider List**

3. **Promoting work-based learning to meet employer needs for skilled workers**

4. **Supporting career pathways for youth through apprenticeship**

5. **Using the apprenticeship model as a key strategy in meeting the needs of business**
Apprenticeship and the Workforce System

Funding

OJT
Funded By Contract for WIOA Adults, Dislocated Workers, Older Youth

RTI
Supported with Individual Training Account or ITA; in order to use ITA, program must be on Eligible Training Provider List

Supp. Svcs.
Can be paid for with formula funds for WIOA Adults, Dislocated Workers, Older Youth. Can also be funded by ITA if ITA used to support RTI.
Example of Workforce System Engagement – Tulsa, OK

Training Director of Electrical JATC w/ RA Program

New apprentice cohort starting up August 2015
Many on selection list unable to afford $900 for initial tools and equipment
Interest in connecting with workforce for possible support but unsure how to proceed

Office of Apprenticeship Multi-State Navigator

Contacted by Tulsa JATC Training Director
Connected with Executive Director of Tulsa LWDB
Facilitated several 3-way dialogues to discuss ways to partner

Executive Director of Tulsa, OK LWDB

Interested but reluctant; desire to “start small”
15 WIOA-eligible Adults received $900 in supportive services
They were enrolled in WIOA in early August 2015 before becoming an apprentice

This was the first time workforce dollars supported a Registered Apprenticeship program in Oklahoma. The Executive Director of Tulsa is now a big supporter of RA.
Example of Workforce System Engagement – Five LWDBs in CO

Employer With Pipeline/Training Needs
- Large and well-known employer developing occupation unique to aerospace
- External training not meeting all needs
- Concern about talent pipeline

Economic/Workforce Development
- Jefferson County LWDA approached in Fall 2015 by company Business Services/Economic Development Unit
- Brought in 4 other LWDBs to develop regional plan

Office of Apprenticeship
- State Director approached by regional partnership
- Worked in collaboration with company to develop new Standards of Apprenticeship for first cohort in January 2016!
- Standards approved 1/22/2016.
- Program was immediately placed on CO ETPL.
- First cohort consisted of 10 WIOA eligibles who received $5000 ITA.
“Not only do apprenticeships partner Maryland businesses with qualified workers, these programs also play an important role in restoring our economy and fostering long-term private sector growth.”

- Governor Larry Hogan

"Apprenticeships cultivate the talent businesses need to expand and maintain Maryland's highly-skilled workforce."

- Maryland Labor Secretary Kelly M. Schulz
The U.S. Department of Labor has awarded $50.5 million in grants to help states develop and implement comprehensive strategies to support apprenticeship expansion.

The grants are also intended to engage industry and workforce intermediaries, employers, and other partners to expand and market apprenticeship to new sectors and underserved populations; enhance state capacity to conduct outreach and work with employers to start new programs; and expand and diversify participation in apprenticeship through state innovations, incentives, and system reforms.

Grants were awarded to 37 successful applicants with grant awards ranging from $700,000 to $2,700,000.
Maryland received the third highest award -- $2 million for an 18 month period.

DLLR will utilize grant funds and leveraged resources to grow and diversify RAs in Maryland by focusing on three critical elements: Staffing/Infrastructure, Outreach/Education, and Advancing Innovative Practices.

$621,000 is allocated for an Apprenticeship Innovation Fund. Funds will be awarded to applicants, so they may implement new and promising ideas, or adapt proven strategies at the systems or service delivery level, so as to expand the reach of RA programs in Maryland.

$500,000 is allocated to fund a pilot program that seeks to mitigate the hiring challenges found within the Healthcare industry by drawing on an untapped resource, internationally trained skilled immigrants.

Program elements are in the final stages of development as part of DLLR’s grant roll-out process.
Maryland Apprenticeship Innovation Fund

- $620,000 in funds
- Awarding innovative apprenticeship solutions for Maryland’s businesses
- Department’s goal is strategically law groundwork for the most inclusive and industrious apprenticeship program in the country.
- Policy Issuance for the fund was issued on March 9, 2017. [https://www.dllr.state.md.us/employment/mpi/mpi1-17.pdf](https://www.dllr.state.md.us/employment/mpi/mpi1-17.pdf)
- First four awards announced on April 12, 2017. [http://www.dllr.state.md.us/whatsnews/apprinnovation.shtml](http://www.dllr.state.md.us/whatsnews/apprinnovation.shtml)
Apprenticeship Resources

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APPRENTICESHIPS

States of Maryland
Department of Labor, Licensing and Regulation

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Where to Start...

Become a Sponsor

- Register a program
- Present your program to the Maryland Apprenticeship Training Council (MATC) for approval
- Maintain your program with continued Maryland Apprenticeship staff assistance and support

Use the Maryland Workforce Exchange

- Advertise your program to a wide audience
- Pre-screen applicants
- Go beyond standard job descriptions by listing program requirements and specifications, as well as choose the number of applicant referrals accepted

Partner with local American Job Center Business Services Representatives and Higher Education Community

- Set up workshops or recruitment events
- Identify education and training opportunities statewide
- Access workforce training fund
Quick-Start Toolkit
5 Step Format to take you from “exploring” to “launching” a Registered Apprenticeship Program.

Federal Resources Playbook for Registered Apprenticeship
Guide to resources from the Departments of Labor, Education, Veterans Affairs, Agriculture, Transportation, and Housing and Urban Development to support Registered Apprenticeship

DOL Registration Site
An electronic apprenticeship standards builder that allows potential new sponsors to build and register their program online.
http://www.doleta.gov/oa/registration/

Pre-Apprenticeship information

RACC Site
Find information on becoming a RACC member and a database of college members and sponsors.
https://www.doleta.gov/oa/racc.cfm
Youth Apprenticeships
Information, resources and instructions for participation.
http://dllr.maryland.gov/aboutdllr/youthappr.shtml

Maryland Business Works (MBW)
Training funds can be used to upgrade the skills of current employees while also creating opportunities for new hires in in-demand occupations and skills.
http://dllr.maryland.gov/employment/mbw.shtml

Maryland Apprenticeship and Training Program (MATP)
General information, resources and instructions for participation in a registered apprenticeship:
https://www.dllr.state.md.us/employment/appr/

Regulations and Guidance:
https://www.dllr.state.md.us/employment/appr/

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