Registered Apprenticeship Program Sponsor Guide

Registered Apprenticeship (RA) Program Sponsors are responsible for the administration of all aspects of a RA program. Sponsor means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is registered. Program Sponsors, at their discretion, may establish an Apprenticeship and Training Committee (ATC) to carry out the responsibilities and duties required of a Program Sponsor or a Sponsor may elect to administer the program without the services of an ATC.

Responsibilities of the Sponsor

A. Cooperate in the selection of apprentices in accordance with the approved program.
B. Ensure that all apprentices are under written apprenticeship agreements.
C. Review and recommend apprenticeship activities in accordance with the approved program.
D. Establish the minimum standards of education and experience required of apprentices.
E. Register the local apprenticeship standards with the Registration Agency.
F. Hear and resolve all complaints of violations of apprenticeship agreements.
G. Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.
H. Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation.
I. Certify to the Registration Agency that apprentices have successfully completed their apprenticeship program.
J. Notify, within 45 days, the Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes.
K. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties listed in the approved program. Cooperate with public and private agencies, which can be of assistance in obtaining publicity to develop public support of apprenticeship. Keep in contact with all parties concerned, including apprentices, employers, and journeyworkers/mentors.
L. Provide each apprentice with a copy of the approved standards, along with any applicable written rules and policies. Require the apprentice to sign an acknowledgment receipt of same. Follow this procedure whenever revisions or modifications are made to the rules and policies.

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M. Determine whether the apprentice should continue in a probationary status when notified that an apprentice’s related instruction or on-the-job progress is found to be unsatisfactory. May require the apprentice to repeat a process or series of processes before advancing to the next wage classification. May terminate the apprenticeship agreement if found that the apprentice does not have the ability or desire to continue the training to become a journeyworker.

N. Provide each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. If the sponsor is unable to fulfill its training and/or employment obligation in conformance with these standards, the sponsor will make a good-faith effort to facilitate a transfer of the apprentice to another registered sponsor for completion of the apprenticeship.

Program sponsors are responsible for maintaining, at a minimum, the following records:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice's OJL;
- related instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship

Program sponsors must also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the sponsor’s outreach, recruitment, interview, and selection process. Such records should clearly identify minority and female (minority and non-minority) applicants and must include, among other things, the basis for evaluation and for selection or rejection of each applicant. All such records are the property of the sponsor and should be maintained for a period of 5 years from the date of last action. They must be made available to the Registration Agency upon request.