



Email Prospective Apprentice

- Introductory Letter
- Apprentice Application



Application Follow-Up

- Call or email apprentice to discuss any application clarifications.
- Open dialog for questions and/or concerns.
- Inform apprentice of follow-up webinar with other apprentices in his/her community.
- Connect with employer to determine who will serve as the designated site mentor for the apprentice's OJT and RTI guide and support.



Connect Designated Apprenticeship Coach with Apprentice

- Contact area apprenticeship coach and share new apprentice and site mentor information.
- Discuss available times for next coaching webinar or meeting to help apprentice join community cohort of apprentices.
- Task coach with setting up introductory meeting with apprentice and his/her site mentor.



Credit for Prior Learning

- Determine hours, if any, qualify for credit for prior learning.
- Designate 2,000-4,000 hour process plan after applying credit for prior learning.
- Collect documents for verification of credentials, certifications and degrees where applicable.



Getting Started

- Program orientation for apprentice and site mentor by coach.
- Design professional development plan based on 2,000-4,000 hour process plan and apprentice goals.



Work Process Plan Begins

- Coach, site mentor and apprentice determine areas to complete for OJT and RTI hours.
- Begin earning OJT and RTI hours based on the 2,000-4,000 work process plan, and coach begins tracking.
- GOEC checks in with coach to update RTI hours, OJT hours, milestone achievements and professional development plan updates.



Progress and Milestones

- Milestone achievements updated quarterly.
- Wage increases updated quarterly.
- Incentives and rewards updated quarterly.
- Office of Apprenticeship updated quarterly.



Pre-Completion Checklist

- RTI hours completion verified by coaches and ECETRIS management system.
- OJT hours completion verified by coaches and ECETRIS management system.
- Components completion verified by coaches and ECETRIS management system.
- Office of Apprenticeship notified of completion status.



Apprenticeship Completion

- Work with Office of Apprenticeship to designate apprenticeship complete and finalize paperwork.
- Recognize completed apprenticeship in next formal ECI setting including credential presentation and milestone rewards and achievements.
- Recognize site mentor and coaching team in next formal ECI setting.