Launch a Registered Apprenticeship with assistance of Apprenticeship Works

**PHASE ONE**

- Meet with Apprenticeship Works representatives
- Review Apprenticeship Works proposal
- Determine the occupational area(s) of training needed
- Determine number of apprentices
- Review outlines of related training and on-the-job training for customization

**PHASE TWO**

- Review and apply for additional workforce development funding (available in some states)
- Develop progressive wage scale for each occupation
- Approve and sign Registered Apprenticeship standards
- Complete U.S. Department of Labor document (Appendix A)
- Sign and return RCBI contract

**PHASE THREE**

- Identify mentors/supervisors
- Schedule train-the-trainer sessions with Apprenticeship Works
- Schedule assessments and select apprentices

**PHASE FOUR**

- Schedule start date for training
- Host official signing ceremony
- Launch your Registered Apprenticeship

*Apprenticeship Works at the Robert C. Byrd Institute (RCBI) is an American Apprenticeship Initiative funded by the U.S. Department of Labor*