

A Crash Course in USDOL Registered Apprenticeship

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What is Apprenticeship?

- Apprenticeship is the oldest form of transfer of skills through formal training that we know of, dating back almost four thousand years! It's referenced in the Babylonian Code of Hammurabi (ca. 1790 BC).
- The formal **Master to Journeyperson to Apprentice** relationship traces its roots to Britain and the Guild structure of the Middle Ages.
- In Elizabethan England, the Apprenticeship system became codified in law via the 1563 Statute of Artificers, which set out terms and conditions for training (including a duration of seven years and the master/apprentice relationship). That Statute continued in force across England until 1813.

What is Modern-Day Apprenticeship?

- Apprenticeship is a formal system of employee training that combines:
 - On-the-job training under supervision of a highly skilled worker
 - Technical instruction—often but not always in a classroom/lab setting—that is directly relevant to the work
- The objectives of apprenticeship are:
 - 1) To help workers learn both the practical *and* theoretical aspects of a highly-skilled occupation, and
 - 2) To provide employers with highly-skilled and qualified employees

What is Registered Apprenticeship?

- An apprenticeship program that meets the quality standards of and has been registered with the U.S. Department of Labor
- An industry-driven, high-quality career pathway that meets national standards through which employers lead and direct the development and preparation of their future workforce
- A flexible earn-while-you-learn training system through which individuals obtain paid work experience, related technical instruction, and (upon completion) a nationally-recognized credential from the U.S. Department of Labor.

5 Core Registered Apprenticeship Components



Apprenticeships are jobs



On-the-job learning in a work setting



Job-related classroom training



Learning with the help of a mentor



Industry-recognized credential

Myth: RA is Only for “The Trades”

FACT: The U.S. DOL currently recognizes over 1,300 individual apprenticeable occupations, including:

Arson/Bomb Investigator

Baker (including Pizza)

Beekeeper

Bio-Manufacturing Tech

Career Development Tech

E-Commerce Specialist

Glass Blower

HR Generalist

K-12 Teacher

Landscape Technician

MRI Technician

Marketing Coordinator

Motion Picture Cartoonist

Musician

Operations Manager

Piano Tuner

Police Officer

Storage/Distribution Mgr

Television Director

Winemaker

Workforce Dev Specialist

Myth: RA is Only for Union-Affiliated Employers

FACT: There are more non-union companies than union companies with registered programs nationally

FACT: Non-union apprenticeship programs accounted for over 46% of all active apprentices in 2025

Myth: RA Isn't Very Widely Used

FACT: In FY 2024...

- There were nearly 680,000 active apprentices nationwide obtaining skills while earning wages and building financial security (a 114% increase over 2014 numbers)
- Over 113,000 apprentices graduated from their programs (a 143% increase from 2014)
- In Michigan, over 1,100 active programs served nearly 22,000 apprentices, with over 9,300 new enrollees and over 2,800 completers during the year

Myth: Running an RA Program is Expensive

- FACT:** There's no cost to create and setup a Registered Apprenticeship program beyond the time involved to develop and submit a set of Standards of Apprenticeship with the DOL
- FACT:** DOL Apprenticeship Training Representatives (ATRs), Michigan Works! Apprenticeship Success Coordinators and others exist to help companies develop programs...and they do it for free
- FACT:** There are lots of ways to cover or offset the cost of training
- FACT:** Nationally, employers see an average of \$1.47 in ROI for every \$1 they invest in an apprentice by the second year of employment

Myth: If I Train Them, They'll Just Leave

FACT: The greater risk is if you don't train them and they stay!

FACT: Studies have found that 92% of apprentices continue to work for their sponsoring employer after completion. Reasons: RA develops loyalty, a sense of belonging, and a work environment that supports, encourages and rewards growth

FACT: You can further mitigate this risk using mechanisms like Training Reimbursement Agreements

FACT: There's nothing you can do to keep good talent if you don't provide competitive wages/benefits and a place people want to work

Myth: The DOL Will Dictate What I Can Do

- FACT:** As the employer, you decide what “work processes” (aka, the on-the-job tasks) will be incorporated into your program
- FACT:** You also determine what “related technical instruction” (aka, the classes) your apprentices must take and from where that training comes (community college, trade school, vendor, in-house, etc.)
- FACT:** You define how much your apprentices get paid, how much their wages increase over time, and when they receive those increases
- FACT:** What the DOL requires is that you meet minimums for OJT and RTI and pay at least minimum wage with increases at pre-defined milestones

What is Pre-Apprenticeship?

- Structured programs that prepare individuals to enter and be successful in a Registered Apprenticeship program
- In the past, these programs have often lacked direct connection to Registered Apprenticeship sponsored programs
- DOL Training & Employment Notice (TEN) 13-12 defines the attributes of a Quality Pre-Apprenticeship Program and offers related tools and resources: www.dol.gov/agencies/eta/advisories/training-and-employment-notice-no-13-12
- Michigan's MARC endorses high-quality pre-apprenticeship programs: www.michigan.gov/leo/bureaus-agencies/wd/apprenticeships/marc

What is Youth Registered Apprenticeship?

- Youth Registered Apprenticeship (YRA) refers to RA programs that focus on individuals age 16-24 (whether they're in school or not)
- School-to-Registered Apprenticeship (STRA) is a subset of YRA in which 16-to-18-year-old high school students are enrolled in a formal Registered Apprenticeship Program
- All five of the core components of RA exist in YRA: Paid employment, on-the-job learning under a mentor's guidance, classroom training, wage increases as milestones are reached, and earning a nationally-recognized DOL Certificate of Completion when finished

YOUTH APPRENTICESHIP: A PATHWAY TO EARN & LEARN

Youth apprenticeship is a strategy for building a more inclusive economy by creating affordable, reliable, and equitable pathways from high school to good careers and college degrees. Youth apprenticeship is a structured, work-based learning program that connects the educational needs of students with the talent needs of industry.



HOW DOES IT WORK?

Students typically start youth apprenticeship programs in 11th or 12th grade. Over multiple years, youth apprentices complete paid, on-the-job learning, earn transferable credit for college-level coursework, and earn their high school diplomas. Youth apprenticeship can prepare students for successful careers in a range of industries, including finance, professional services, healthcare, information technology, advanced manufacturing, and more.

START

YEAR 1

HIGH SCHOOL

High school classes & college courses
Paid on-the-job learning

YEAR 2

High school classes & college courses
Paid on-the-job learning



HIGH SCHOOL GRADUATION

YEAR 3

PROGRAM COMPLETION

- High school diploma
- Professional network & mentors
- Paid work experience
- Transferable college credit and an industry recognized credential

College courses
Paid on-the-job learning

COLLEGE

MULTIPLE OPTIONS EXIST FOR STUDENTS WHO COMPLETE YOUTH APPRENTICESHIP



FULL-TIME EMPLOYMENT

Youth apprentices can start careers with valuable industry knowledge and experience.

OR



FULL-TIME EDUCATION

Youth apprentices can enroll full-time at postsecondary institutions to build on the college credits they earned through their apprenticeship programs.

OR



EMPLOYMENT AND EDUCATION

Youth apprentices can continue working and enroll in college courses to complete a degree.

PAYA's Defining Principles for High-Quality Youth Apprenticeship

Career-oriented: Learning structured around knowledge, skills, and competencies that lead to careers with family-supporting wages

Equitable: Learning accessible to every student, with targeted supports for those adversely impacted by long-standing inequities in our education system and labor market

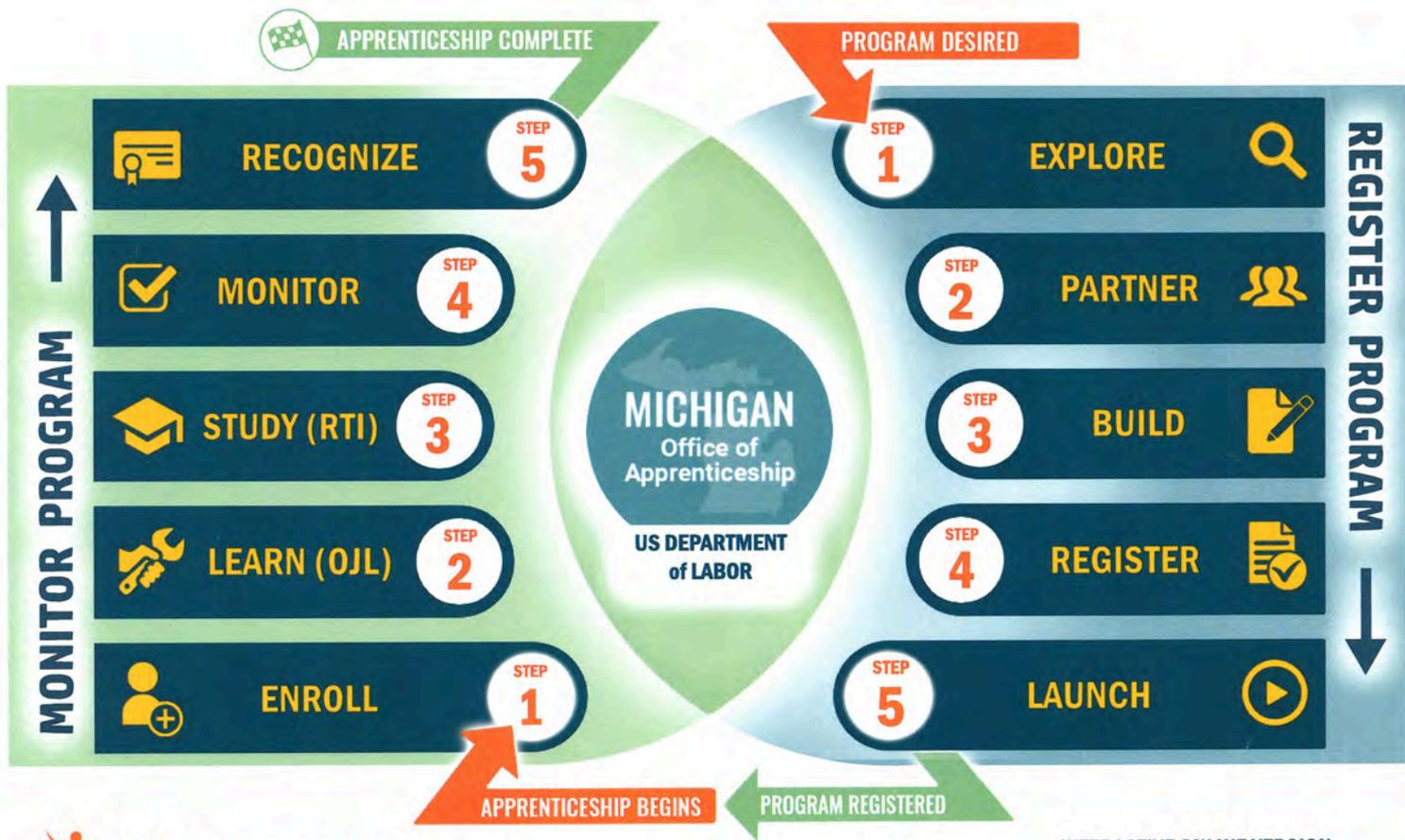
Portable: Learning leads to postsecondary credentials and transferable college credits that expand options for students

Adaptable: Learning designed collaboratively to be recognized and valued across an industry or sector

Accountable: Students, employers, and program outcomes are monitored using transparent metrics to support continuous improvement

payaresourcelibrary.org





Time to Build!

- Select the Occupation(s)
- Obtain, Review & Tweak Sample “Work Process Schedule(s)”
- Pick RTI Partners & Classes
- Decide if Each Employer or an “Intermediary” will Hold the Standards of Apprenticeship
- Complete the Standards

Checklist: Build an Apprenticeship Program Employer Sponsor

Purpose: Lists the tasks that need to be completed in order for an employer to develop a registered apprenticeship program for which they will act as the sponsor.

✓	Task	Resource(s)
	Find DOL representative servicing your area and contact them to indicate interest	(4) MI Apprenticeship Partner Contacts
	Review materials sent by DOL, go/no go decision	
	Select occupation(s) to apprentice from the list of DOL apprenticeable occupations	(6) DOL Apprenticeable Occupations List 2.E Selecting an Apprenticeable Occupation
	Obtain samples for selected occupations (search online and/or request samples from DOL); review sample Work Process from DOL for selected occupation(s)	(7) Workforce GPS Apprenticeship Samples
	Review and customize Work Process for each occupation	2.H Building an Appendix A
	Select RTI provider(s) and request RTI	(4) MI Apprenticeship Partner Contacts
	Draft and finalize RTI curriculum	2.G Related Technical Instruction
	Define minimum wage scale (with at least one increase)	2.F Apprenticeship Wage Scale
	Send Work Process, RTI, and wage scale to DOL for review and approval	
	Review, customize, and sign Registered Apprenticeship Standards (provided by DOL)	
	Review and sign DOL Employer Agreement	
	Submit all final documents to DOL and obtain approval	

Selecting the Occupation(s)

The screenshot shows the homepage of the ApprenticeshipUSA website. The browser address bar displays 'www.apprenticeship.gov'. The navigation menu includes 'CAREER SEEKERS', 'EMPLOYERS', 'EDUCATORS', 'RESOURCES', 'ABOUT US', and 'RA ACADEMY'. The 'RESOURCES' menu item is currently selected. Below the navigation, the page is organized into three columns: 'Information', 'Key Initiatives', and 'Apprenticeship Tools'. The 'Apprenticeship Tools' column contains a list of tools, with 'Occupation Finder' highlighted in a yellow box.

Homepage | Apprenticeship.gov

www.apprenticeship.gov

An official website of the United States government [Here's how you know](#)

[Translate this page](#)

APPRENTICESHIPUSA CAREER SEEKERS | EMPLOYERS | EDUCATORS | RESOURCES | ABOUT US | RA ACADEMY

Information

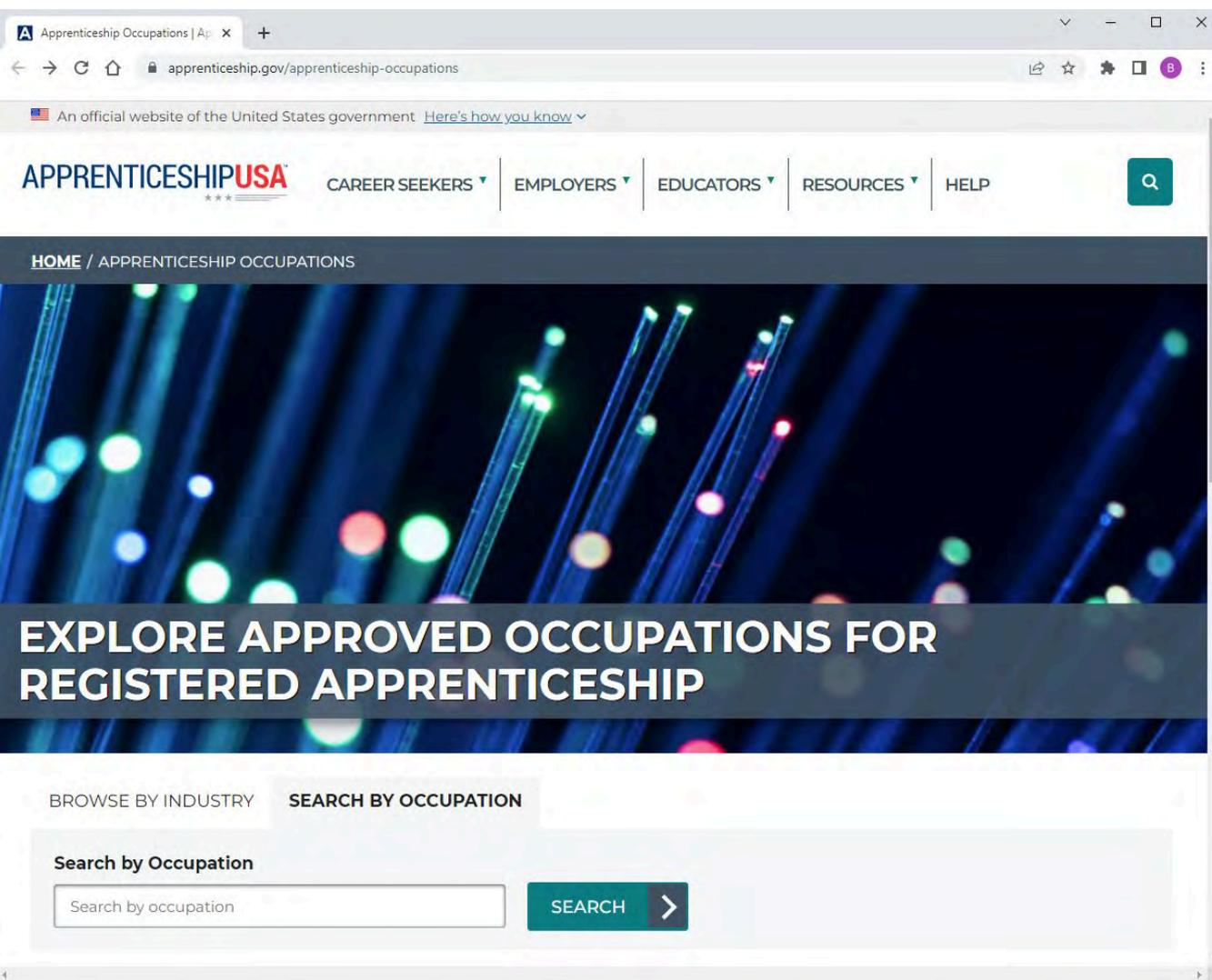
- Apprenticeship Industries
- Delivering Apprenticeships Virtually
- Fact Sheets, Videos, Research, and More
- Public Service Apprenticeship Programs
- Investments, Tax Credits, and Tuition Support
- Registered Apprenticeship Program

Key Initiatives

- Inflation Reduction Act Apprenticeship Resources
- National Apprenticeship Week

Apprenticeship Tools

- Apprenticeship Job Finder
- Data and Statistics
- Express Interest In Starting a Program for Employers
- List Your Apprenticeship Jobs
- Occupation Finder**
- Partner Finder
- RAPIDS
- Standards Builder
- Universal Outreach Tool
- Verify My Apprenticeship



NOTES:

Not all occupations in this system are DOL approved for RA

You can download an Excel file of approved occupations

OR You can submit a request to the DOL for them to consider adding a new RA occupation

APPRENTICESHIP

BROWSE BY INDUSTRY

SEARCH BY OCCUPATION

Search by Occupation

manufacturing tech

SEARCH >

Manufacturing Technician (51-9141.00: Semiconductor Processing Technicians)

Additive Manufacturing Technician (17-3026.00: Industrial Engineering Technologists and Technicians)

Bio-Manufacturing Technician (Downstream) (19-4021.00: Biological Technicians)

Bio-Manufacturing Technician (Upstream) (19-4021.00: Biological Technicians)

Optics Manufacturing Technician (17-3029.08: Photonics Technicians)

Industrial Manufacturing Technician (17-3026.00: Industrial Engineering Technologists and Technicians)

Manufacturing Technology Analyst (17-3026.00: Industrial Engineering Technologists and Technicians)

Technical Sales Representative (41-4011.00: Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products)

Technical Sales Specialist (41-4011.00: Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products)

Inside Sales Representative (41-4011.00: Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products)

Occupations:

DOWNLOAD MS-EXCEL(XLSX) ↓

Apprenticeship Occupations

**Reinforcing Metal Worker
(Alternate Title: Ironworker...)**

O*net Code: 47-2171.00

★ REGISTERED

**Administrative Assistant
(Police)**

O*net Code: 43-6014.00

★ REGISTERED

Most Viewed Occupations



Industrial Manufacturing Technician

Apply engineering theory and principles to problems of industrial layout or manufacturing production, usually under the direction of engineering staff. May perform time and motion studies on worker operations in a variety of industries for purposes such as establishing standard production rates or improving efficiency.

★ Registered Occupation ⓘ

ONET Title: Industrial Engineering Technologists and Technicians

ONET Code: 17-3026.00

Alternative Occupations Titles:

Business Process Analyst; Engineering Technician; Industrial Engineering Analyst; Industrial Engineering Technician; Manufacturing Coordinator; Manufacturing Technology Analyst; Quality Control Engineering Technician (QC Engineering Technician); Quality Management Coordinator; Quality Technician; Service Technician; Additive Manufacturing Technician; Industrial Engineering Technician; Quality Control Technician; Additive Manufacturing Technician; 3D Printing Technician; Additive Manufacturing Technician; Industrial Manufacturing Technician; Quality Control Technician; Industrial Engineering Technician; 3D Printing Technician; Industrial Manufacturing Technician; Industrial Manufacturing Technician; 3D Printing Technician; Industrial Engineering Technician; Quality Control Technician

Related Occupations:

Provided by O*Net

★ Registered Occupations

Approved Occupations Titles

The occupation title(s) listed below have been vetted by industry and approved by the U.S. Department of Labor for use in a Registered Apprenticeship Program. In some instances, there may be more than one occupational title to select from based on specific employer foci and needs. Each title includes a set of occupational **Work Process Schedules (WPS)** that provide employers with an approved set of work activities and educational coursework to help you get started creating your program.

[Open all](#) [Close all](#)

+ Additive Manufacturing Technician

+ Industrial Engineering Technician

+ Quality Control Technician

+ 3D Printing Technician

- Industrial Manufacturing Technician

RAPIDS code: 2031

Time-Based:

Estimated Length: 1 Year

[Download WPS \(DOCX\)](#)

Competency-Based:

Estimated Length: 1 Year

[Download WPS \(DOCX\)](#)

Hybrid:



Time-Based

Competency-Based

Hybrid



Office of Apprenticeship
U.S. Department of Labor

Work Process Schedule

Industrial Manufacturing Technician	
Job Description: Apply engineering theory and principles to problems of industrial layout or manufacturing production, usually under the direction of engineering staff. May perform time and motion studies on worker operations in a variety of industries for purposes such as establishing standard production rates or improving efficiency.	
RAPIDS Code: 2031	O'NET Code: 17-3025.00
Estimated Program Length: 1 Year	
Apprenticeship Type: <input type="checkbox"/> Competency-Based <input checked="" type="checkbox"/> Time-Based <input type="checkbox"/> Hybrid	

Suggested On-the-Job Learning Outline

Assess product or process usefulness	Approximate Hours
A. Compile and evaluate statistical data to determine and maintain quality and reliability of products.	
Total Hours	
Test products for functionality or quality	Approximate Hours
A. Test selected products at specified stages in the production process for performance characteristics or adherence to specifications.	
Total Hours	
Research human performance or health factors related to engineering or design activities	Approximate Hours
A. Study time, motion, methods, or speed involved in maintenance, production, or other operations to establish standard production rate or improve efficiency.	
Total Hours	



Office of Apprenticeship
U.S. Department of Labor

Work Process Schedule

Industrial Manufacturing Technician	
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RAPIDS Code: 2031CB	O'NET Code: 17-3025.00
Estimated Program Length: 1 Year	
Apprenticeship Type: <input checked="" type="checkbox"/> Competency-Based <input type="checkbox"/> Time-Based <input type="checkbox"/> Hybrid	

Suggested On-the-Job Learning Outline

Assess product or process usefulness	Date Completed	Initial
Competencies		
A. Compile and evaluate statistical data to determine and maintain quality and reliability of products.		
Test products for functionality or quality	Date Completed	Initial
Competencies		
A. Test selected products at specified stages in the production process for performance characteristics or adherence to specifications.		
Research human performance or health factors related to engineering or design activities	Date Completed	Initial
Competencies		
A. Study time, motion, methods, or speed involved in maintenance, production, or other operations to establish standard production rate or improve efficiency.		



Office of Apprenticeship
U.S. Department of Labor

Work Process Schedule

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Research human performance or health factors related to engineering or design activities	Approximate Hours
A. Study time, motion, methods, or speed involved in maintenance, production, or other operations to establish standard production rate or improve efficiency.	
Total Hours	

Completing a Set of Standards

- If not previously done, it's critical at this point for the employer(s)—or their Intermediary if applicable—to engage with their region's DOL Apprenticeship Training Representative
- The DOL provides a “Master Boilerplate Employer Group Guideline Standards” template...just fill in the blanks, have your ATR review the documents, and then submit your Standards for DOL approval!
- Alternately, one can use the online Standards Builder to develop your draft Standards and then submit your Registered Apprenticeship program and an ATR will contact you



(SAMPLE)

STANDARDS OF APPRENTICESHIP

Developed by

(INSERT SPONSORS' NAMES OR SPONSOR GROUP NAME OR ASSOCIATION
OR ORGANIZATION)

(INSERT NAME OF UNION OR LABOR ORGANIZATION)

For the occupation(s) of

(INSERT OCCUPATION(S))

O*NET-SOC CODE: _____

RAPIDS CODE: _____

APPROVED BY
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

State Director, Region X

REGISTRATION DATE: _____

RAPIDS REGISTRATION NUMBER: _____

These "model" national guidelines for apprenticeship standards are an example of how to develop apprenticeship standards that will comply with 29 CFR §§ 29 and 30 when tailored to a sponsor's apprenticeship program. These model standards do not create new legal requirements or change current legal requirements. The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and 29 CFR §§ 29 and 30. Every effort has been made to ensure that the information in the model apprenticeship standards is accurate and up-to-date.

REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP PROGRAM IN ACCORDANCE WITH THE
BASIC STANDARDS OF APPRENTICESHIP ESTABLISHED BY THE SECRETARY OF LABOR

The Standards of Apprenticeship template developed by the DOL provides an example set of documents that fully comply with federal requirements for recognition as a U.S. Department of Labor Registered Apprenticeship Program

Using the Online Standards Builder

The screenshot shows a web browser window displaying the homepage of ApprenticeshipUSA. The browser's address bar shows the URL www.apprenticeship.gov. The page features a navigation menu with the following items: CAREER SEEKERS, EMPLOYERS, EDUCATORS, RESOURCES, ABOUT US, and RA ACADEMY. A dropdown menu is open under the 'EMPLOYERS' tab, listing two columns of options: 'Information' and 'Tools'. The 'Standards Builder' option in the 'Tools' column is highlighted with a yellow background. Below the navigation menu is a large banner image of a man in a factory setting, with a robotic arm visible. To the right of the banner, there is a section titled 'Manufacturing Apprenticeship Fund' with a 'LAUNCH OF THE' sub-header and a 'LAUNCH OF THE Manufacturing Apprenticeship Incentive Fund.' sub-header. A 'LEARN MORE' button is located at the bottom right of the banner area. The browser's address bar also shows a green checkmark icon and a 'Translate this page' link.

Homepage | Apprenticeship.gov

www.apprenticeship.gov

An official website of the United States government [Here's how you know](#)

[Translate this page](#)

APPRENTICESHIPUSA CAREER SEEKERS ▾ EMPLOYERS ▲ EDUCATORS ▾ RESOURCES ▾ ABOUT US ▾ RA ACADEMY

Information

- Explore Apprenticeship
- Equal Employment Opportunity for Sponsors - Under Construction
- Hire Veterans
- Pre-Apprenticeship
- Apprenticeship Industries

Tools

- Express Interest in Starting a Program
- List Your Apprenticeship Jobs
- Occupation Finder
- Partner Finder
- Standards Builder**
- Verify My Apprenticeship

Manufacturing Apprenticeship Fund

LAUNCH OF THE

LAUNCH OF THE Manufacturing Apprenticeship Incentive Fund.

LEARN MORE



STANDARDS BUILDER

Explore

Registered Apprenticeship Program

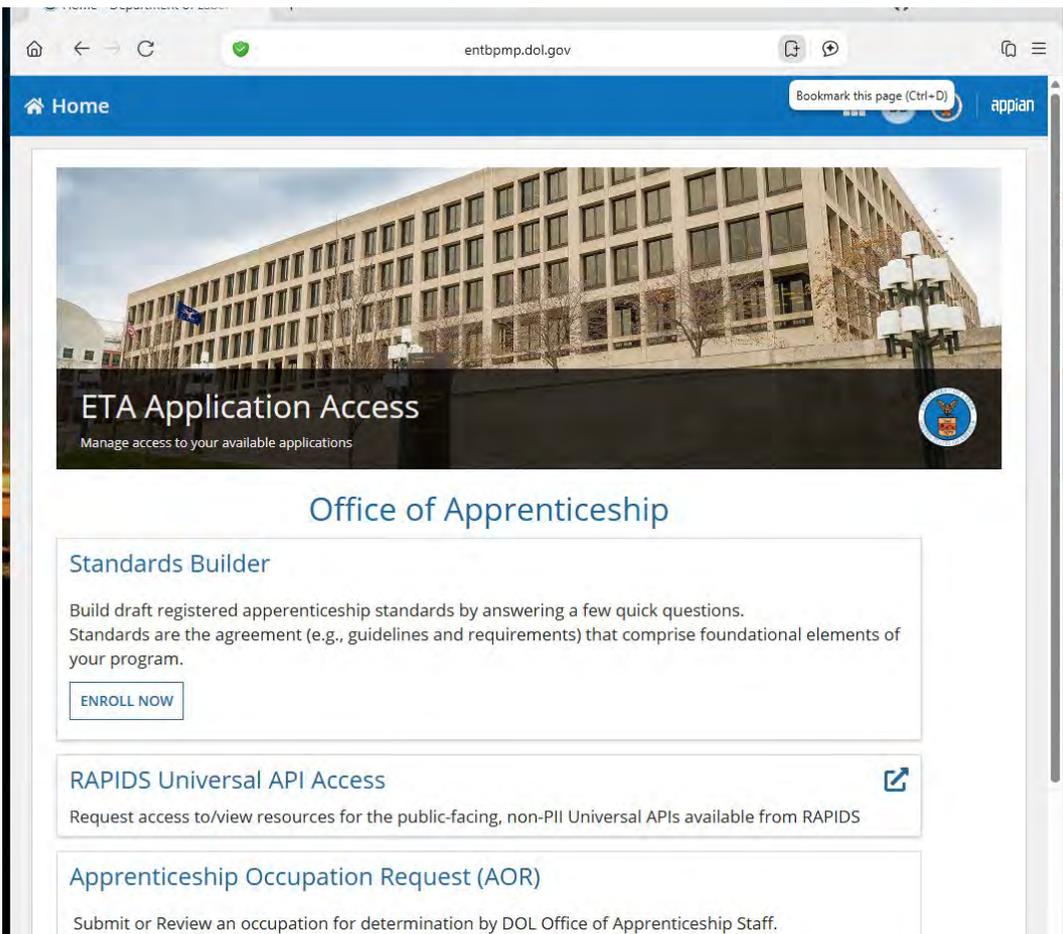
- Build
- Create a Program
- Join a Program
- Partner
- Register

Registering your apprenticeship program with the U.S. Department of Labor is now easier than ever. With our Standards Builder, you can quickly customize and register your program in a single centralized place.

We will ask a few questions about your organization, and ask you to identify the occupation(s) you wish to design your program around. Using this information, we generate a draft version of your Standards that will be reviewed for approval by the U.S. Department of Labor. Your Standards are the agreement (e.g., guidelines and requirements) that comprise foundational elements of your program.

If you would like to understand how to administer an apprenticeship program, please download the [Requirements for Apprenticeship Sponsors Reference Guide](#).

Are You Ready to Go? Let's Get Started!



The website
entbpmp.dol.gov
will become your new
RA best friend.

It will be your portal to
the Standards Builder,
Occupation List &
RAPIDS*

*RAPIDS = Registered Apprenticeship Partners Information Database System





entbpmp.dol.gov



Standards Builder



BR



appian



Bill Rayl
Sponsor

+ Create New
Standards

☰ View your programs

Welcome to Standards Builder!

Build your Registered Apprenticeship Program

Use the links below to review the sample documents that will be generated at the end of the standards builder process.



Download Sample
Boilerplates



Download Sample
Appendix A



Download Reference
Guide



Explore Occupations

Ready to Start? Use the Start Now button to get started building your registered apprenticeship standards

START NOW

**There's Only One Question
Left to Answer...**

Are You

Ready to Build

Your Future Workforce?

