

# Healthcare Registered Apprenticeship Development Checklist

## Phase I: Program Planning

Activity	
<b>Pre- Apprenticeship</b>	
Create a pre-apprenticeship to reduce barriers to entry as required and offer to pre-apprentices	<input type="checkbox"/>
<b>Planning an Apprenticeship</b>	
Determine healthcare employer(s) and other key partners required to plan RA program	<input type="checkbox"/>
Agree upon skilled healthcare occupation(s) for RA program	<input type="checkbox"/>
Define shared objectives	<input type="checkbox"/>
Develop workplan with clear goals and timelines	<input type="checkbox"/>
Determine evaluation criteria and methodology	<input type="checkbox"/>
<b>Developing a Local Committee</b>	
Determine key partners to serve on a local apprenticeship committee	<input type="checkbox"/>
Determine RA model (time, <sup>1</sup> hybrid, or competency-based) and the term of apprenticeship	<input type="checkbox"/>
Determine order and sequencing of OJL and Related Instruction as work requirements allow	<input type="checkbox"/>
<b>Developing a Program Budget</b>	
Create draft program components and budget	<input type="checkbox"/>
Review and finalize budget	<input type="checkbox"/>
Secure additional support as needed	<input type="checkbox"/>
<b>Developing On-the-Job Learning Competencies</b>	
Review job description, occupation, O*NET, and other similar apprenticeships and training	<input type="checkbox"/>
Develop a generic list of competencies for the job based on research described above	<input type="checkbox"/>
Review list of competencies with Local Committee	<input type="checkbox"/>
Develop On-the-Job-Learning (OJL) outline for Appendix A - Work Processes Schedule	<input type="checkbox"/>
Research if there are any required certifications or licenses to determine if preparation for testing should be added to OJL or to Related Instruction	<input type="checkbox"/>
Develop competencies	<input type="checkbox"/>
Determine process for granting credit for prior experience	<input type="checkbox"/>
<b>Developing Education</b>	
Review existing specific and related curriculum outlines	<input type="checkbox"/>
Review occupation job description and competencies to determine their potential relationship to existing curricula	<input type="checkbox"/>
Research potential training providers. Determine their openness and ability to adapt to the apprenticeship model and industry standards.	<input type="checkbox"/>
Select training provider(s) and have them participate in development and/or adaptation of curriculum	<input type="checkbox"/>
Develop Related Instruction course outline	<input type="checkbox"/>
Determine process for granting credit for prior learning	<input type="checkbox"/>
<b>Develop Registered Apprenticeship Program Standards</b>	
Put course outline into Related Instruction format	<input type="checkbox"/>
Put On-the-Job-Learning (OJL) outline into Work Processes format	<input type="checkbox"/>
Determine mentor to apprentice ratio	<input type="checkbox"/>
Determine wage progression schedule	<input type="checkbox"/>
Develop competency evaluation rubric format	<input type="checkbox"/>
Address other issues such as minimum qualifications and selection, probationary period, and Equal Employment Opportunity requirements	<input type="checkbox"/>
Get Local Committee approval and submit to U.S. DOL/state apprenticeship agency for approval	<input type="checkbox"/>
Have employer(s) sign employer acceptance agreement	<input type="checkbox"/>
Establish implementation plan and timeline for registration and program commencement including training of key personnel and orientation to apprenticeship to apprentices, mentors, and supervisors	<input type="checkbox"/>

<sup>1</sup> A time-based Registered Apprenticeship is not generally as flexible or appropriate for healthcare occupations.

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## Phase II: Program Implementation

Activity	
<b>Apprentice Recruiting, Onboarding, and Tracking</b>	
Recruit apprentices	<input type="checkbox"/>
Screen apprentices	<input type="checkbox"/>
Select apprentices	<input type="checkbox"/>
Provide apprentice orientation	<input type="checkbox"/>
Register apprentices and keep apprentice records of progress	<input type="checkbox"/>
<b>Ongoing Competency and Curriculum Development and Delivery</b>	
Grant credit for prior experience and learning	
Develop ongoing competency assessment and evaluation	<input type="checkbox"/>
Develop detailed apprentice training curriculum	<input type="checkbox"/>
Develop detailed mentor training curriculum	<input type="checkbox"/>
Provide Related Instruction and continue to develop and refine apprentice training curriculum. Document completion.	<input type="checkbox"/>
Document competency evaluation	<input type="checkbox"/>
<b>Mentorship</b>	
Identify mentors	<input type="checkbox"/>
Provide mentor orientation	<input type="checkbox"/>
Provide ongoing mentor training and supervisory support on competency evaluation	<input type="checkbox"/>

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## Phase III: Assessment and Evaluation

Activity	
<b>Assessment</b>	
Conduct final competency assessment	<input type="checkbox"/>
<b>Completion and Evaluation</b>	
Submit completion form to DOL/SAA	<input type="checkbox"/>
Provide apprentices with credential	<input type="checkbox"/>
Advance apprentice into apprenticeship completion status position	<input type="checkbox"/>
Review successes and lessons learned	<input type="checkbox"/>
Determine return on investment (ROI) and examine other key metrics	<input type="checkbox"/>
Expand to additional apprentices and/or RA programs	<input type="checkbox"/>
Provide information to other employers, unions, training partnership, and education providers interested in a similar apprenticeship program	<input type="checkbox"/>