



Registered Apprenticeship Checklist

We have the apprenticeship-building process down to a science and are here to support you every step of the way. Want a better idea of what the process involves? Read the checklist below:

- ✓ **STEP ONE:** Review the DOL's [list of apprentice-able occupations](#), and select an occupation that suits your needs.
- ✓ **STEP TWO:** Select a Related Technical Instruction (RTI) provider and define the classes/training that will be required to complete.
- ✓ **STEP THREE:** Request and review sample work process(es) for your selected occupation(s).
- ✓ **STEP FOUR:** Customize & finalize work process.
- ✓ **STEP FIVE:** Define the apprenticeship's minimum wage scale.
 - must include at least one wage increase
 - You can always pay apprentices more, but never less, than the minimum wage scale
- ✓ **STEP SIX:** Define your records-keeping policies and processes (either in-house or using WorkHands)
 - Progress through the Work Process (on-the-job learning)
 - Progress through the RTI (related technical instruction courses/training)
 - Proof that apprentices' wages are at or above the minimum wage scale
- ✓ **STEP SEVEN:** Work with the DOL to develop program standards and obtain approval.
- ✓ **STEP EIGHT:** Obtain access to and learn how to use RAPIDS (DOL online registration system).
- ✓ **STEP NINE:** Hire apprentices (if applicable) and register them on RAPIDS.
- ✓ **STEP TEN:** Generate apprentices' Form 671 on RAPIDS and have apprentices sign them. Keep completed 671 forms on file.
- ✓ **STEP ELEVEN:** Maintain files showing apprentice progress (Work Process & RTI) & undergo initial Provisional Quality Audit (PQA) call with the DOL to ensure records are being kept in accordance with regulations on an ongoing basis.



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