



# WI Certified Pre-Apprenticeship Program Guide

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Prepared by the  
Bureau of Apprenticeship Standards  
and the  
WI Apprenticeship Advisory Council  
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# What is a Certified Pre-Apprenticeship Program?

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A pre-apprenticeship program prepares qualified entry-level workers for registered apprenticeship careers while contributing to the development of a diverse and skilled workforce.

To ensure that pre-apprenticeships have a common definition and consistent program elements, these certification guidelines were implemented by the WI Apprenticeship Advisory Council.

**A certified pre-apprenticeship** has been determined by the WI Apprenticeship Advisory Council and Bureau of Apprenticeship Standards to be a program or set of strategies that:

- Prepares participants with skills, competencies, and support to enter a registered apprenticeship
- Has a documented partnership with at least one existing registered apprenticeship
- Incorporates the following seven required components, explained in the next section:
  1. Training and curriculum based on industry standards and approved by a documented RA sponsor
  2. Strategies for long-term success
  3. Access to appropriate support services
  4. Greater use of registered apprenticeship to increase future opportunities
  5. Meaningful hands-on training that does not displace paid employees
  6. Access to driver's license
  7. Facilitation of entry and/or articulation

As such, certified pre-apprenticeship programs can provide a bridge to career opportunities for students, new workers, and underprepared learners; prepare underrepresented populations for high-quality employment opportunities; and increase diversity and equity through the registered apprenticeship and workforce systems.

**These certification standards are based on the following references:**

- U.S. Department of Labor, Employment and Training Administration. (2012). *Training and Employment Notice No. 13-12: Defining a Quality Pre-apprenticeship Program and Related Tools and Resources*. U.S. Department of Labor. Retrieved from <https://wdr.doleta.gov/directives>
- Oregon State Apprenticeship and Training Council. (2018). *Pre-Apprenticeship Program Requirements*. Retrieved from [www.oregon.gov/boli/ATD/Pages/A\\_AG\\_PreApprentice.aspx](http://www.oregon.gov/boli/ATD/Pages/A_AG_PreApprentice.aspx)



# Seven Required Components

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To be certified, a pre-apprenticeship program must incorporate the following components.

## **1. Training and curriculum based on industry standards and approved by the documented registered apprenticeship sponsor:**

This component ensures that the program prepares individuals with the skills and competencies needed to enter one or more registered apprenticeship programs. Approval by the documented registered apprenticeship partner verifies support for the program.

Industry standards refer to the generally accepted knowledge, skills, aptitudes, and occupational tasks that are demonstrated by members of the industry, e.g. employers, journey worker(s), educators, and other subject matter experts.

The intent of this requirement is to ensure that training and/or curricula used by the pre-apprenticeship aligns with the needs of the registered apprenticeship partner(s), while still allowing flexibility in apprenticeship preparatory program design.

Registered apprenticeship partners include joint apprenticeship committees, sole sponsors, and/or local apprenticeship committees. The partner must provide a letter of support for the program.

## **2. Strategies for Long-Term Success:**

Programs must include strategies that increase registered apprenticeship opportunities for under-represented, disadvantaged or low-skilled individuals, such that, upon completion, participants are qualified to enter and prepared to succeed in one or more registered apprenticeship program(s).

Strategies may include the following:

- Recruitment strategies focused on outreach to populations under-represented in local, state, and national registered apprenticeship programs
- Educational and pre-vocational services, e.g. coaching or courses on specific industries, job readiness, English for speakers of other languages, Adult Basic Education, and financial literacy,
- Exposing participants to local, state, and national registered apprenticeship programs and providing direct assistance to participants applying to those programs

Broadly, the intent of this term is to encourage apprenticeship readiness programs to be inclusive of all populations that may benefit from registered apprenticeship, including those that do not proportionally participate in registered apprenticeship, regardless of the reason. For example, veterans may be an under-represented population in registered apprenticeship.

# Seven Required Components

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## **3. Access to Appropriate Support Services:**

Support services refer to any service intended to assist individual participants with an assessed or expressed need to ensure participants' success in completing the pre-apprenticeship program, gaining employment, acquiring necessary skills, or addressing any other identified barriers.

The pre-apprenticeship must facilitate access to support services and identify partners that can provide the services during the program and a significant portion of the registered apprenticeship.

The pre-apprenticeship may directly provide support services or facilitate the provision of support services through referrals. The intent of this term is to ensure support services are available and emphasize the importance of such services.

## **4. Access to a Driver's License:**

Certified pre-apprenticeships must be aware of and address the need for registered apprenticeship applicants to have the ability to get to and from school and work and the potential need to have a valid Wisconsin driver's license prior to employment.

## **5. Promotes Greater Use of Registered Apprenticeship to Increase Future Opportunities:**

The pre-apprenticeship provider should collaboratively promote registered apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities.

## **6. Meaningful Hands-on Training that does not Displace Paid Employees:**

A certified pre-apprenticeship must provide hands-on training through a lab experience or volunteer opportunity, when possible, that accurately simulates the industry and occupational conditions of the registered apprenticeship sponsor, without supplanting a paid employee.

## **7. Facilitated Entry and/or Articulation:**

When possible, a certified pre-apprenticeship must enter into a formalized agreement with a registered apprenticeship sponsor that enables graduates to enter into the registered apprenticeship and/or include articulation agreements for skills and competencies already acquired.

*Successful completion of a certified pre-apprenticeship does not guarantee placement in any registered apprenticeship. Graduates must still meet all program requirements and follow application procedures.*



# Review and Reporting Requirements

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**Certified pre-apprenticeships must regularly report participant data and be reviewed by the Bureau of Apprenticeship Standards.**

**Certified programs will be reviewed by the Bureau of Apprenticeship Standards according to the following timeframes:**

1. Within one year after the first cohort completes, BAS will conduct an onsite visit.
2. Thereafter, BAS will review the program every other year.
3. For each review, BAS will notify the applicant of the review date 30 days in advance and provide a written report of outcomes to the program within 45 days. If BAS notes areas of concern, the program must take corrective action and respond to BAS within 45 days of the report being issued. Once the program satisfies all requirements, BAS will send an official letter that it has been returned to good standing.

**Certified pre-apprenticeships must maintain and report the following information to the Bureau according to the respective timeframes.**

1. Any time the program title, training provider, or active registered apprenticeship sponsor changes, the applicant must immediately resubmit the application, check "program modification," and highlight the changes.
2. Any time the program competencies or hours change by at least 20%, the applicant must immediately resubmit the application, check "program modification," and highlight the changes.
3. Within two weeks after a cohort begins, the applicant must report each per participant:
  - Name
  - Birthdate
  - Address
  - Phone Number
  - Social Security Number
  - Gender
  - Race/Ethnicity
  - Disability Status (optional)
  - Veteran Status (optional)
4. Within two weeks after a cohort completes, the applicant must report each per participant:
  - Outcome: Completed; Cancelled; Withdrew
  - Completion data, if applicable
5. Within two weeks after a cohort completes, the applicant is recommended, but not required, to report the following data per participant:
  - Entered into a registered apprenticeship
  - Entered into related employment
  - Entered into a related diploma program
6. The Bureau may request this information at any time.



# How to Apply

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## **Application Process**

1. [Complete the Certified Pre-Apprentice Application.](#)
2. Attach an official letter of support from your active registered apprenticeship sponsor.
3. [Email both documents to your local Apprenticeship Navigator.](#)

## **If your certified pre-apprenticeship program is approved:**

1. BAS will email a confirmation receipt to you.
2. BAS will email a certificate of approval to you.
3. BAS will email the program review form to you.

## **If your certified pre-apprenticeship program is NOT approved:**

1. BAS will email a notification and recommendations for improvement to you.
2. You may implement the recommendations and reapply.
3. If your resubmittal does not resolve the initial concerns, BAS will email further input to you.

