

# New Apprentice Registration Process

Follow the steps below to register a new apprentice:

1. Use the Apprenticeship Agreement form found on the website at the bottom of the Employers/ Employer Operations page, to register a new apprentice. Original signatures of new apprentice and Apprenticeship Coordinator are required on this form for compliance review auditing purposes.
2. Apprenticeship Coordinator enters information from the handwritten Apprenticeship Agreement into the L&I ARTS database.

Print the electronic copy of the completed Apprenticeship Agreement from ARTS and staple it to the handwritten copy. These two documents will be required during a compliance review with L&I.

An Apprentice ID number will be assigned to the new apprentice by L&I. A card with the number and identifying information will be mailed to the new apprentice from L&I verifying that they are a registered apprentice.

3. Create a permanent file for the new apprentice.

Include the original signed Apprenticeship Agreement with the electronic copy from ARTS stapled to it, a copy of the Program Requirements (found on website under Occupations) for the program the apprentice is registered in, and copies of previous college transcript evaluation if available.

4. Collect the one-time \$50 registration fee from the new registered apprentice.

Check is to be made out to the Washington Public School Classified Employee JATC and deposited in the JATC bank account. Contact Nicki Lenssen, JATC Treasurer, at [nlenssen@pseofwa.org](mailto:nlenssen@pseofwa.org) for JATC bank account deposit information and best practice for communicating when your school district makes a deposit. Keep record of payment in the new apprentice permanent file.

5. Provide new apprentice with copy of the apprenticeship standards.

This document can be found at the bottom of the Employers/Employer Operations page of the website. Apprenticeship Coordinator may briefly review key areas such as probationary period and OJT/RSI tracking requirements. Detailed review of standards of apprenticeship is included in the Introduction to Apprenticeship course.

6. Schedule new apprentice for Introduction to Apprenticeship course.

Provide online course link, supplemental materials and the required essay assignment to new apprentice as well as timeline for completing the required essay assignment. New apprentice will be awarded 10 hours of unpaid RSI for completion of the Introduction to Apprenticeship course and required essay assignment.

7. If a new apprentice did not receive a copy of the New Apprentice Checklist during a one-on-one meeting, provide them with one at this time. The New Apprentice Checklist will guide the apprentice from signing an agreement to become a registered apprentice through completing their first RSI college course.
8. The Apprenticeship Coordinator may show the new apprentice where to locate the detailed college registration processes and forms for participating colleges on the website under College Partners at <https://www.educationapprenticeship.com/colleges>

If a new apprentice would like assistance with registering for college courses, they may contact Nancy Mason at [njmason50@gmail.com](mailto:njmason50@gmail.com)

9. Apprenticeship Coordinator reminds new apprentice that they must complete 144 hours of RSI which is equals about 15 college credits per year.
10. Apprenticeship Coordinator suggests that the new apprentice meet with a college counselor at the college they selected to attend for RSI courses to discuss their long-term education objectives and goals. **This will be an important step for any new apprentice interested in becoming a teacher.**
11. Apprenticeship Coordinator schedules a follow up appointment with new apprentice after they complete Introduction to Apprenticeship to review expectations for filling out the monthly OJT/RSI Apprenticeship Work Progress Record form and to confirm that new apprentice has been successful in registering for RSI courses at a college.