

New Hire Recruiting Guide

Many school districts initiate the conversation about apprenticeship during the new employee intake/onboarding meeting.

New Employee Intake/Onboarding

The Human Resource (HR) or benefits person in your school district may provide a copy of the apprenticeship Recruiting Brochure to all new classified employees entering apprenticeship eligible positions to start the conversation about apprenticeship.

The Recruiting Brochure is located on the website and can be modified to add contact information for the local Apprenticeship Coordinator at your school district. You can find the Recruiting Brochure at the bottom of the Employers Recruitment website page at <https://www.educationapprenticeship.com/recruitment>

The HR or benefits person may extend an invitation the new employee to initiate contact with the Apprenticeship Coordinator at your school district if they are interested in more information.

One-on-one Meeting

When a new employee who is interested in more information on apprenticeship contacts the Apprenticeship Coordinator, a one-on-one meeting between the Apprenticeship Coordinator and the employee is scheduled.

During this one-on-one meeting, the Apprenticeship Coordinator provides a copy of the New Apprentice Checklist and a copy of the Program Requirements that pertain to the occupation the employee is qualified to become a registered apprentice in to the employee.

The Program Requirement document for each apprenticeship occupation can be found on the website under Occupations. The New Apprentice Checklist can be found at the bottom of the Recruitment website page at <https://www.educationapprenticeship.com/recruitment>

The Apprenticeship Coordinator then reviews the following key items with the employee to help them better understand the benefits and responsibilities of becoming a registered apprentice:

1. This program requires an apprentice to continuously take college classes with a minimum of 144 hours (about 15 credits) per year. Use the Program Requirement document to review the RSI courses (college classes) that the employee will be expected to complete during their apprenticeship.
2. An apprentice can attend classes at one of the college partners at a 50% tuition rate. Additional information on each participating colleges including the registration process, financial aid, and

college contact information can be found on the website under College Partners at <https://www.educationapprenticeship.com/colleges>.

A new apprentice may choose to attend classes at a different college so long as they are completing the required RSI courses for their program and providing transcripts to verify completion of the courses. It is important to note that the JATC can only guarantee the 50% tuition rate at the participating colleges.

3. Advise the new employee to check with their school district to see whether support for tuition is available through professional development funds.
4. An apprentice may receive RSI advanced standing for college credits received prior to becoming a registered apprentice. Each college partner has a specific process to follow to review transcripts and grant credits. Details on how to have college transcripts evaluated are available on the College Partners page of the website at <https://www.educationapprenticeship.com/colleges>
5. RSI college courses are completed outside of work hours on the employee's own time.
6. There is a one-time \$50 fee to become a registered apprentice in this program.
7. An apprentice will be required to submit an Apprenticeship Work Progress Record, which can be found on the website, documenting their OJT/RSI on a monthly basis to the Apprenticeship Coordinator.
8. An apprentice must remain in the same job classification at a participating school district for the duration of their apprenticeship in order to remain in the apprenticeship program for that job classification.
9. If the employee would like to become a registered apprentice, then follow the instructions in the New Apprentice Registration Process to register them. This process can be found on the website at the bottom of the Recruitment page at <https://www.educationapprenticeship.com/recruitment>
10. Once an employee is registered, they may use the New Apprentice Checklist provided at the beginning of the one-on-one meeting to help guide them through the next steps.