

List of Apprenticeship Documents

PURPOSE: To provide the company with a list of documents needed for the apprenticeship, the timing of the documents, and suggestions for who could be responsible for each. The below represent suggestions only.

TARGET DATE	ACTION NEEDED	DOCUMENT	EXAMPLE	OWNER	PARTICIPANT	TIMEFRAME
		Equal Employment Opportunity Pledge Poster	EEO Poster	Apprenticeship Coordinator	HR	Prior to posting first apprenticeship
		Apprenticeship Program Standards	Apprenticeship Program Standards	Apprenticeship Coordinator	HR	Posted with EEO Poster
		Appendix A for Specific Apprenticeship	Example Appendix A (See folder for examples)	HR	Apprenticeship Coordinator	Given to each interviewed apprentice candidate
		Apprenticeship Offer Letter (NOT required by U.S. DOL OA)	Generic Offer Letter Sample	HR	Apprenticeship Coordinator	Sent after all interviews complete
		ETA 671/ Voluntary Disability Disclosure	Blank Example ETA 671 and Blank Example Voluntary Disability Disclosure	Apprenticeship Coordinator	HR or Department Manager	Collected at first day of apprentice orientation and periodically during apprenticeship
		Prior Learning Credit form, if applicable	Example Prior Learning Documentation	Apprenticeship Coordinator	Department Manager	Filled out during interviews
		College grades, if applicable		HR	Apprenticeship Coordinator	Asked for during interviews
		OJT/RTI tracking sheet	Example OJT Tracker	Department Manager or Training Coordinator	Training, Apprenticeship Coordinator	Monthly for OJT/ at end of college quarter or semester for RTI
		Apprentice Evaluation and Feedback Form	Blank Performance Review/ Apprentice Feedback Form	Department Manager	Apprenticeship Coordinator/HR	Periodically after start of apprenticeship