

# Application Instructions for Certification of Pre-Apprenticeship

## Application Submission

Applications will be evaluated on an ongoing basis and may be submitted at any time. Applications may be submitted electronically as a single pdf document to [info@alapprentice.org](mailto:info@alapprentice.org) or may be mailed to:

Alabama Office of Apprenticeship  
ATTN: Josh Laney  
One Technology Court  
Montgomery, AL 36116

Applications will be accepted only as complete documents. Partial submissions will not be reviewed. Any potential applicant needing technical assistance or clarification about the application process may request assistance by emailing [info@alapprentice.org](mailto:info@alapprentice.org).

## Application Content

Applications for certification must demonstrate the program to be reviewed meets all the criteria associated with high-quality pre-apprenticeship programs.

### 1. Information about applicant

Provide a cover letter that includes point of contact information and a description of the organization's experience with technical training, connections to the workforce and community, target population to be served, resources brought to bear, and any other information pertinent to the organization's qualifications as a pre-apprenticeship training provider. (2-page limit)

### 2. Implementation of training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved

Applicants must submit a description of the curriculum to be used in the training program and how it aligns to the needs of employers in the area to be served. Also provide details about implementation, including duration (how scheduling works within a particular program—is it all year, one month, one semester—will it be two days a week, 4-8 hours per day, etc.) Explain if this program will be embedded into a current course or independently offered and include information about the instructor. If postsecondary, also give information about implementation at different campuses/locations. Include details about the timeline and plan to get the pre-apprenticeship started. (2-page limit)

### 3. Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career

Applicants must describe the type and extent of hands-on learning activities, career exploration activities, and other types of skill training provided to participants. (1-page limit)

#### 4. Opportunities to attain at least one industry-recognized credential

For the purposes of certification, the AOA will recognize programs providing credit towards a National Certificate of Apprenticeship as an “opportunity to attain at least one industry-recognized credential.” Applicants must list any other industry-recognized credentials offered to participants and explain how participants will be afforded the opportunity to gain those credentials. (1-page limit)

#### 5. Access to educational and career counseling and other supportive services, directly or indirectly

Applicants must describe the career counseling and other supportive services being provided to participants. If the applicant will not be directly providing the services to participants, this section must include the name, contact information, and qualifications of the third-party providing the services. (1-page limit)

#### 6. Program cost information

Applicants must disclose and detail the necessity of any costs associated with the program which might be the responsibility of the pre-apprentice to pay, as well as any plans for removing cost as a barrier to participation. (1-page limit)

#### 7. Intentional marketing strategy that raises awareness in the community and recruits potential pre-apprentices

Applicants must describe the public relations, promotion and outreach plan to launch the program, entice enrollment, promote job placement or matriculation to registered apprenticeships for completers, ensure public awareness, etc.

#### 8. Maintenance of records for recertification

After three years of implementation, the AOA will review the performance and demographic data of certified pre-apprenticeship program participants and completers as part of the determination for recertification. Certified programs must document and maintain current and accurate records for this purpose. The AOA will conduct an analysis of participation and completion records with enrollment in registered apprenticeship programs to determine how many pre-apprentices go on to become apprentices. Please describe your plan for record keeping, including details about who will maintain these records and how they will be kept.

#### 9. A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program into a Registered Apprenticeship program.

Applicants should specify the process by which a pre-apprenticeship completer will be granted credit by the apprenticeship sponsor. Credit may come in the form of:



- prior learning credit counted toward completion of related technical instruction and/or,
- credit for on-the-job learning hours and/or
- credit for on-the-job learning competencies and/or
- credit for industry certifications required for completion of the registered apprenticeship.

If the connected registered apprenticeship sponsor is not the pre-apprenticeship applicant, applicants must submit a signed memorandum of agreement (MOA) from the sponsor of at least one registered apprenticeship program registered with the AOA. The letter of support must explicitly identify the type of credit a pre-apprenticeship program completer will earn if they later join the registered apprenticeship program and how that prior credit will be applied.

If the applicant is running BOTH the registered apprenticeship and the pre-apprenticeship, in lieu of an MOA, applicants should provide details about credit awarded.

#### 10. Commitment to non-discrimination in training

Applicants must submit a signed non-discrimination pledge\* and will be expected to monitor their programs to ensure equitable access and participation. The Alabama Office of Apprenticeship (AOA) will review demographic data on program participants and completers at the time a program applies for re-certification as part of determination for re-certification. *\*Attached to this document.*

# Pledge of Non-Discrimination for Certified Pre-Apprenticeship Programs

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\_\_\_\_\_ will not discriminate against pre-apprenticeship applicants or pre-apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

\_\_\_\_\_ will adopt selection procedures for their pre-apprenticeship programs, consistent with the requirements set forth herein.

1. Selection procedures must be uniformly and consistently applied.
2. Selection procedures must be facially neutral in terms of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.
3. Selection procedures must be related to the ability of applicants to do the work for which they are being trained.
4. Selections procedures must not result in disproportionate negative impact on any protected class.
5. Selection procedures must allow for accommodations in compliance with the Americans with Disabilities Act. A selection procedure or criterion must not screen out or tend to screen out an individual or individuals with a disability, on the basis of disability, unless the selection criterion is related to pre-apprentices' performance in the pre-apprenticeship program and is consistent with business necessity.

\_\_\_\_\_  
Signature of Pre-Apprenticeship Sponsor Representative

Date: \_\_\_\_\_

*This page must be completed and signed as part of an application for certification of a pre-apprenticeship program.*