

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 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.

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. 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)

3. 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.*

4. 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. (2-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. (2-page limit)

6. 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. (2-page limit)

7. 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. (2-page limit)

8. 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 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. The MOA should specify the process by which a pre-apprenticeship completer will be granted the credit by the apprenticeship sponsor.

Credit may come in the form of:

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

Pledge of Non-Discrimination for Certified Pre-Apprenticeship Programs

_____ 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.