

Required sponsor documents for an apprenticeship program review (APR)

Documentation is required from an apprenticeship program sponsor at least two weeks prior to the program review meeting. The Apprenticeship Division will provide the sponsor with a list of selected apprentices.

Examples of supporting documentation

On-the-job learning (OJL):

Program level and selected apprentices: standards, OJL tracking of work activities, attendance records, written observations of apprentice OJL from employers, journeyworkers, performance reviews, evaluations

Related instruction (RI):

Program level and selected apprentices: standards, RI curriculum and course details including RI method, tracking spreadsheets, syllabus, attendance records, transcripts, assessments, grades, results, certificates of completion, written observations from instructors, performance reviews, evaluations

Safety training:

Program level and selected apprentices: standards, safety training curriculum and course details including method, tracking spreadsheets, syllabus, attendance records, transcripts, assessments, grades, results, certificates of completion, written observations from instructors, performance reviews, evaluations

Ratio of apprentices to journeyworkers:

Program level: A roster of all supervising journey workers and if the ratio is different than [Minnesota Statutes sec. 178.036](#), supporting documentation for the variance (i.e. CBA, approval by the Apprenticeship Advisory Board)

Wages:

Program level and selected apprentices: paystubs and/or check stubs, proof of current and prior wages paid that show apprentice wage increase, and/or notice of wage increases, copy of a payroll report

Probationary period:

Program level: standards, apprentice handbook and/or policies, HR documentation

Credit for previous experience:

Program level and selected apprentices: standards, advanced credit tracking, assessments, and/or forms for demonstrated competency acquired experience, skills or training, handbook and/or policies, HR documentation

Apprenticeship instructor requirements:

Program Level: instructor hiring processes, credentials and if instructor does not meet the Minnesota Department of Education instructor requirements then verification that instructor has received training in

teaching techniques and adult learning styles

Record keeping:

Program level and selected apprentices: standards, administrative files relating to monitoring quality of program, tracking of progression and status for apprentices and/or Apprenticeship Committee minutes, applications, and selected apprentice records requested in above headings

Responsible staff:

Program level: program specific forms, RAPIDS program contacts

Complaints:

Standards, complaint contacts and procedures, anti-harassment and discrimination policies, handbooks, manuals, HR documentation, anti-harassment training documentation

EEO pledge, information sessions, complaints information notice:

Standards, EEO pledge in publicly available locations and in program policies, handbooks, manuals, apprenticeship opportunity announcements, information session tracking informing about sponsor's EEO policy

Universal outreach:

Standards, list of recruitment outreach and engagement provided, areas and counties served, dissemination list for apprentice opportunities, social media postings

Provision of advanced notice of openings to recruitment sources:

Job postings, recruitment process, company handbooks, manuals, CBAs, copy of application announcement

Reasonable accommodations:

Reasonable accommodation request process and/or form

External findings or allegations of unlawful discrimination:

Complaints and program investigation documentation

Selection procedures:

Program application form, selection processes (pre-hire processes) interview questions, applicant testing and scoring process (progression and completion processes)