

Registered Apprenticeship Overview

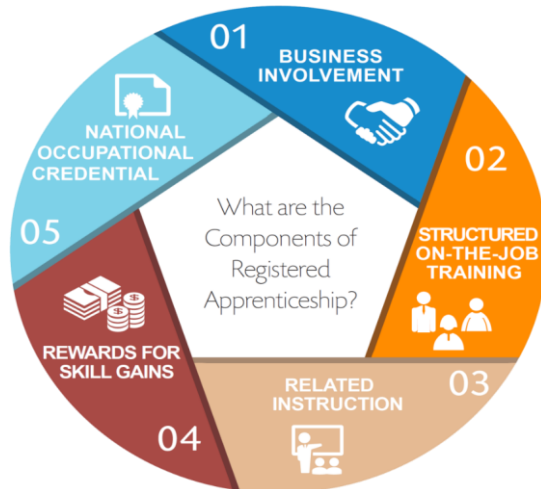
March 20, 2025 Allied Health Meeting



**HAMPDEN COUNTY
WORKFORCE BOARD**

Registered Apprenticeship Basics:

Apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce.



Paid Job: Earn as you learn with a guaranteed wage increase as you develop new skills

+

Education: Gain workplace-relevant skills in the field of your choice through on-the-job learning

+

Credentials: Receive an industry-recognized and nationally-portable credential

Registered Apprenticeship Program Components

Participants (Apprentices)

- New or existing employees

Structure

- Designated length: minimum of 1 year
- On the job learning + related instruction



***On the Job Training (OJT)**

- Minimum of 2000 hours per year of structured and mentored/supervised on-the-Job learning

***Related Technical Instruction**

- Minimum of 150 hours per year of formal learning
- Does not necessarily have to lead to a credential

• Pre-Determined Wage Scale

Registered Apprenticeship Program Components (cont'd)

On the Job Training (OJT)

- ✓ Work Process Plan/Outline
- ✓ 2,000 working hours per year required

Delivery examples:

- At/on worksite
- Supervision/Mentoring

Related Technical Instruction (RTI)

- ✓ RTI Plan/Outline
- ✓ 150 hours per year required

Delivery examples:

- Academic Institution (classroom/online)
- Training Vendor (classroom/online)
- Internal experts

Key Partners:

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Division of Apprenticeship Standards (DAS) MA State Apprenticeship Agency -

Approving and compliance organization in MA for traditional and non traditional trades.

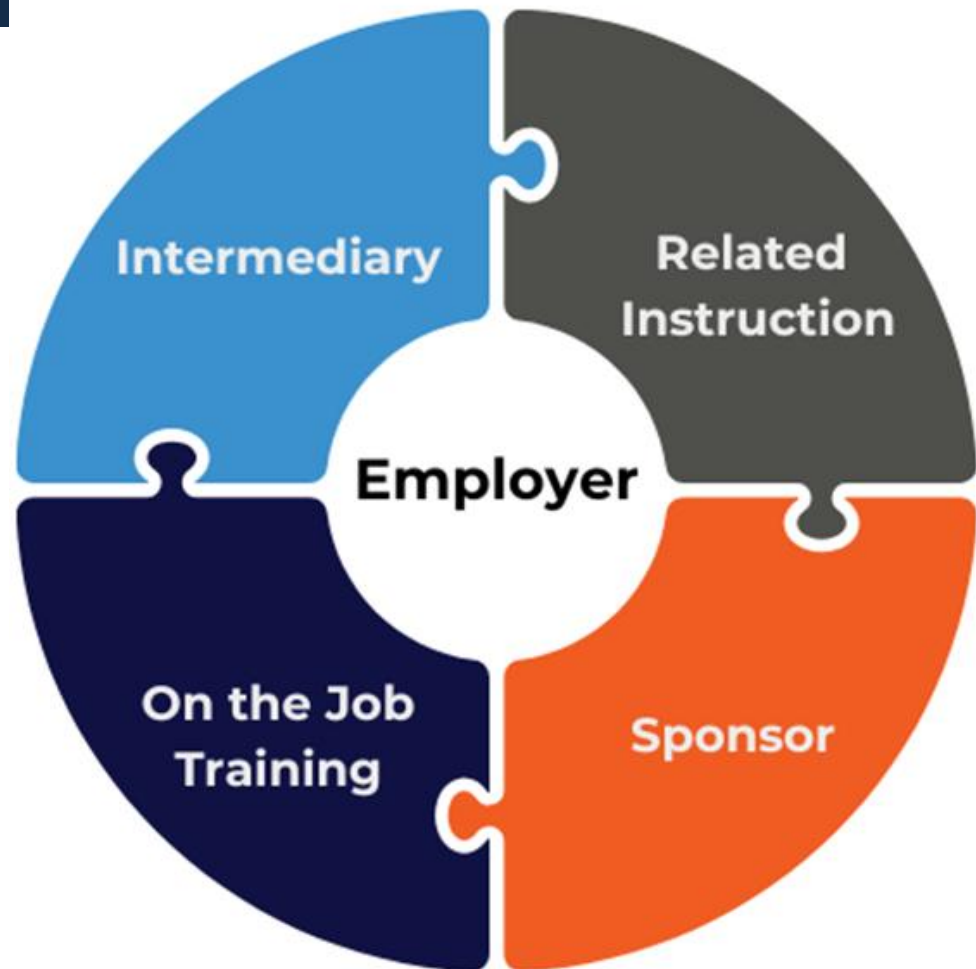
Employer – Fully engaged and dedicate staff to administer program. Key player driving the program.

Intermediary/Sponsor (MHHCWB) – Develop, design and administer/oversee program. Key connector to Division of Apprenticeship Standards (DAS) (State Apprenticeship Agency).

On The Job Training Provider – Employer

Related Technical Instruction – Training provider, community college or employer with proctor certification requirements.

Career Centers – outreach and marketing to employers and apprentice recruitment



Sponsor/Intermediary Support:

Services Offered to Support Registered Apprenticeship through Workforce Boards and Career Centers:

- Program Design and Development
- Outreach, Recruitment, Assessment, and Screening of Applicants (Career Centers)
- Cost Sharing of Related Technical Instruction
- Supports and Services to Apprentices
- Registering a Company with Division of Apprenticeship Standards (DAS)
- Program Application Submission and Approval
- Apprentice Agreements and photo ID's
- Apprentice ID Cards Tracking apprentices and Quality Assurance

Division of Apprenticeship Standards (DAS) Operations:



DAS

State Apprenticeship Agency:

The DAS is recognized by the U.S. Department of Labor as the State Apprenticeship Agency for Massachusetts.

The DAS is the regulatory body for approving, administering, and enforcing apprenticeship standards in Massachusetts

<https://www.mass.gov/orgs/division-of-apprentice-standards>

WHAT DO THEY OFFER?

Supporting Registered Apprenticeship Programs:

The DAS supports, promotes, develops, and services Massachusetts Registered Apprenticeship Programs on behalf of the Executive Office of Labor and Workforce Development.

Helping Employers/Technical Assistance:

The DAS helps Massachusetts employers recruit, train, and retain skilled workers, building a workforce tailored to meet unique business needs.

Funding Opportunities/Tax Credits

Benefits to Employees (apprentices)

- Increased skills
- Earning while learning
- Higher wages
- Mentor provides support while apprentice learns
- Career Advancement
- Increased employee confidence and company engagement
- Credential/Certificate of Completion
- No eligibility (except authorized to work in US)

RTI Example – Certified Medical Assisting 150 hours

Outline of Related Technical Instruction Curriculum for Medical Assistant

- Introduction to Healthcare Management Careers course provided by Holyoke Community College (30 hours)
- Clinical Skills III – Clinical Techniques course provided by Holyoke Community College (45 hours)
- Introduction to Drug Therapy course provided by Holyoke Community College (30 hours)
- Medical Law and Ethics course provided by Holyoke Community College (45 hours)

Work Process Example _ Certified Medical Assistant – Must TOTAL 2,000 hrs.

On-the-Job Training Skills	Hours
Medical Asepsis a. Hand washing b. Proper handling of infectious waste c. Proper disposal of infectious waste d. Proper handling of specimens	40
Pre-Visit Planning, creating the problem list, chief complaints, referral reminders	25
Vital Signs, Ht & Wt. a. Vital Signs training with Nurse navigator b. Proper documentation of VS and ht. and wt. in eCW	80
Escorting pt. to clinical area, advising pt of any delays to the schedule	10
Adequate Preparation of Exam rooms a. Exam rooms are well stocked b. Medications stocked	40
Adequate preparation for Procedures	120
Adequate preparation & documentation in online medical system for the patient a. Professional and courteous explanation of visit for the patient regarding expectations of the visit appropriate to age, capabilities and language. b. Provide patient with gown and draping as appropriate c. Reason for the visit d. List current medications, med and surgical Hx. allergies and med hx.	240

Resources

The Division of Apprentice Standards is responsible for promoting, developing, and servicing registered apprenticeship programs in the Commonwealth of Massachusetts.

<https://www.mass.gov/orgs/division-of-apprentice-standards#:~:text=We%20are%20responsible%20for%20supporting,a%20diverse%20and%20skilled%20workforce.>

O'Net: Occupational Codes and skill sets

<https://www.onetonline.org/>

The US Department of Labor

is a cabinet-level department of the U.S. federal government responsible for occupational safety, wage and hour standards, unemployment insurance benefits, reemployment services, and some economic statistics.

<https://www.dol.gov/apprenticeship/>

Online portal to identify an Occupation for your Program and download Work Processes.

<https://www.apprenticeship.gov/>

Q & A's

Contact me for Additional Information

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