

# STEPS TO DEVELOPING AN APPRENTICESHIP PROGRAM



*No matter your business type, the apprenticeship model can be customized to fit your specific workforce needs.*

To make the development process as easy as possible, a Division of Apprenticeship Standards (DAS) Advisor—will help & guide you every step of the way, which are as follows:

1

## Identify Occupational Needs

You define what occupational needs are necessary to meet the demand and fill the skill gaps in your business. You will identify an O\*NET code from a database that most closely aligns to an occupation of your choice. You and your team determine essential work processes for these occupations internally or take guidance from the O\*NET code information.

2

## Identify Your Talent Pool

There are a number of considerations including:

- Your incumbent workforce
- Industry displaced workers
- Students – High Schools, State, University, Community Colleges, & Adult Education
- New hires with limited or no experience

3

## Partner with a Local Education Agency (LEA) for Curriculum

Every California registered apprenticeship program involves both on-the-job training & curriculum components and requires a Local Education Agency (LEA). Your LEA partner will assist you in the development of curriculum and/or sanction your own coursework.

4

## Develop Program Standards

Apprenticeship program Standards define the structure of your program and serve as a basic governing and guidance document. Your DAS Advisor will help guide you through a streamlined process for creation and registration of the program standards using a template based on your needs. The standards help to define and provide a framework addressing some of the following:

- O\*NET Code(s)
- Wage Scales
- Selection Procedures
- Work Processes
- Guidelines/Rules & Regulations
- Curriculum Requirements
- Equal Employment Opportunity Provisions

## APPRENTICESHIP WORKFORCE INNOVATION TEAM

DASAWI@  
dir.ca.gov

916.928.6800

[www.dir.ca.gov/  
das](http://www.dir.ca.gov/das)

1515 Clay Street,  
Suite 301  
Oakland, CA 94612

**dAS**

California Division of  
Apprenticeship Standards