

**Earn&Learn**  
with Lake Region State College

**APPRENTICESHIP PROGRAM**

# Launch Checklist



**INDUSTRY PARTNER**

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1

## PHASE ONE ●

- \_\_ Meet with LRSC ERLAP representatives
- \_\_ Review the LRSC ELAP proposal
- \_\_ Determine the occupational area(s) of training needed
- \_\_ Determine the number of Apprentices
- \_\_ Review outlines of related training and on-the-job training for customization

2

## PHASE TWO ● ●

- \_\_ Refer industry partner to potential state funding
- \_\_ Develop progressive wage scale for each occupation
- \_\_ Approve and sign Registered Apprenticeship Standards
- \_\_ Complete U.S. Department of Labor document (Appendix A)
- \_\_ Sign and return RCBI contract

3

## PHASE THREE ● ● ●

- \_\_ Identify mentors/supervisors
- \_\_ Schedule train-the-trainer sessions with LRSC ELAP
- \_\_ Schedule assessments and select apprentices

4

## PHASE FOUR ● ● ● ●

- \_\_ Schedule start date for training
- \_\_ Host official signing ceremony
- \_\_ Launch your Registered Apprenticeship