

# Registered Apprenticeship Flow Chart

## Business Services to OA

### STEP ONE: Initial Meeting with a Business Marketing Specialist (or assigned Business Service Team Member)

This is a meeting regarding all of the services IowaWORKS can provide to the business including an initial discussion on the components of Registered Apprenticeship. Ask the Business/Organization point of contact who in the Business/Organization needs to be involved in understanding or proceeding with Registered Apprenticeship discussions.

### STEP TWO: In-Depth Meeting with a Business Marketing Specialist (or assigned Business Service Team Member)

The BMS will discuss Standard's of Apprenticeship and explain/gather/complete the information needed on the referral form.

Explain how the IowaWORKS team can help provide creditable job seeker candidates for referrals with possible WIOA benefits.

If the employer would like candidates to be referred, the Business Marketing Specialist will email the Operations Manager. Operations Manager will contact appropriate staff to start the job seeker referral process.

### STEP THREE: Qualified Referral Form Completed

IowaWORKS Business Marketing Specialist sends the completed referral form and RTI outline in Microsoft Word to IWD RA Program Coordinator for review and documentation.

IWD RA Program Coordinator will send all completed Qualified Referrals to the USDOL/OA State Director, who in turn will send to the appropriate Apprenticeship and Training Representatives (ATR).

### STEP FOUR: Work Process and Standards Development

The OA/ATR will work with Business/Organization to develop the Sponsor's Standard of Apprenticeship.

### STEP FIVE: Program Registration

OA will Register the Sponsor once standards have been finalized/signed by the Sponsor and approved and signed by the USDOL/OA State Director.

Every quarter, IWD RA Program Coordinator will check with the OA State Director to see which qualified leads were registered. IWD RA Program Coordinator will inform IowaWORKS staff of programs registered.