

**STATE OF DELAWARE**  
**DEPARTMENT OF LABOR**  
**DIVISION OF EMPLOYMENT AND TRAINING**  
**APPRENTICESHIP AND TRAINING**

**DELAWARE CERTIFIED PRE-  
APPRENTICESHIP GUIDELINES AND  
PROCEDURES**



## I. Goals

Certified Pre-Apprenticeship Programs refer to a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprentice Program. Certified Pre-Apprenticeship Programs are designed to:

1. Create a qualified pipeline of individuals ready to become Registered Apprentices.
2. Expand Registered Apprentices to include youth, under-represented participants, disadvantaged populations, and low-skilled workers; and
3. Recognize credit for related education or training.

## II. Definitions

**“Apprenticeship Agreement”** means a written agreement between the State Apprenticeship Agency, Registered Apprentice, and their Registered Sponsor or an Apprenticeship Committee acting as an agent for the Employer, which contains the terms and conditions of the employment and training of the Registered Apprentice.

**“Advance Standing”** means the recognition of a record of previous time in either Related instruction or On-the-Job experience that is applied towards the Registered Apprentices requirements for completion of a Registered Apprenticeship Program.

**“Delaware Apprenticeship State Agency”** means the office under the Delaware Department of Labor supervision that is tasked with the responsibility of performing the duties of the State Apprenticeship Agency.

**“Disadvantaged”** means a broad category which embraces any individual who would be considered to have fewer opportunities than their peers. Some examples include individuals with disabilities, low-income individual/family, or socially disadvantaged individuals. Socially disadvantaged are those who have been subjected to racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities.

**“Employer”** means any person or organization employing a Registered Apprentice, whether or not such person or organization is a party to an Apprenticeship Agreement with the Registered Apprentice or Registered Pre-Apprentice.

**“Journey person”** means a worker who has mastered the skills and competencies required for the occupation. Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through a Registered or Traditional Apprenticeship or through practical on-the-job experience, and formal training.

**“Low-Skilled Populations”** means those individuals who possess less than 1 years’ work experience in relevant trade. Typically, these individuals’ educational attainment is not greater than a high school diploma or recognized equivalent.

**“OJT”** means on-the-job training related to the trade of study.

**“Certified Pre-Apprenticeship Program”** means a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprentice Program. It involves a form of structured workplace education and training in which an employer, employer group, industry association, labor union, community-based organization, or educational institution collaborates to provide formal

instruction that will introduce participants to the competencies, skills, and materials used in one or more Registered Apprenticeship Occupations in the State of Delaware.

**“Pre-Vocational Services”** means services that support the development of general work skills and concepts rather than those work skills required for a particular job. This includes the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services. These skills will prepare individuals for unsubsidized employment or training, career and industry awareness workshops, job-readiness courses, English, math tutoring, etc.

**“Registered Apprentice”** means a worker, at least sixteen years of age, who is engaged in learning an apprenticeable occupation through actual work experience under the supervision of a Journey person (a worker who has mastered the skills and competencies required for the occupation). A Registered Apprentice must enter into a written Apprenticeship Agreement with a Registered Sponsor. The training must be supplemented with properly coordinated studies of Related Instruction. All hours worked by a Registered Apprentice, while in the employment of the Registered Sponsor and in the trade of study, shall be considered apprenticeship hours to be counted toward wage progression increments and completion of their OJT hours as set forth in the Apprenticeship Agreement.

**“Registered Apprenticeship Program”** means a program with agreed upon Apprenticeship Standards which sets forth the terms between a Registered Sponsor and State Apprenticeship Agency or USDOL. This includes an apprenticeship plan containing all terms and conditions for the qualifications, recruitment, selection, employment and training of Registered Apprentices, including such matters as the requirement for a written Apprenticeship Agreement and the elements outlined in the Code of Federal Regulation in 29 CFR Part 29 and 29 CFR Part 30.

**“Registered Sponsor”** means any person, association, committee, or organization operating a Registered Apprenticeship Program and in whose name the Apprenticeship Program is (or is to be) registered or approved regardless of whether or not such entity is an employer.

**“Related Instruction”** means formal instruction designed to provide the Registered Apprentice with knowledge of the theoretical and technical subjects related to their occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the State Apprenticeship Agency.

**“State Apprenticeship Agency”** means the state agency recognized by USDOL for being responsible and accountable for regulating Registered Apprenticeship within the state. This State Apprenticeship Agency, which has been properly constituted under an acceptable law or Executive Order or authorized by the Office of Apprenticeship, may register and oversee Apprenticeship Programs and agreements for Federal purposes. In Delaware, the State Apprenticeship Agency is the Delaware Department of Labor.

**“State Apprenticeship Council”** means an entity established to provide advice and guidance to the State Apprenticeship Agency. A State Apprenticeship Council is ineligible for recognition as the State’s Registration Agency.

**“Support Services”** means any service that assists participants to qualify for and maintain participation in a Certified Pre-Apprenticeship and/or Registered Apprenticeship program. Support

services are those intended to assist individual participants with an assessed or expressed need in order to ensure participants' success in completing the Certified Pre-Apprenticeship program, gaining employment, acquiring necessary skills, or addressing any other identified barriers. Pre-Apprenticeship organizations may directly provide support services or facilitate the provision of support services through referrals. The intent of this term is to ensure support services are available and being integrated into Certified Pre-Apprenticeship programs.

**“Under-Represented”** means a population that does not represent the majority, or a proportional share as indicated by appropriate data, of current participants in Registered Apprenticeship. For example, veterans may be an under-represented population in Registered Apprenticeship. The intent of this term is to encourage Pre-Apprenticeship programs to be inclusive of all populations that may benefit from Registered Apprenticeship, including those that do not, proportionally participate in Registered Apprenticeship regardless of the reason.

**“Work Readiness”** means the skills, aptitudes, and attitudes employers expect job seekers to have in preparation for the demands of the workplace. These skills can be obtained through education or job training programs, employer-sponsored events, work-based learning, and other activities that increase transferable skills. These include skills such as problem solving, working with others, communication, etc.

**“Youth”** means a participant between the 16 and 24 years old.

### **III. Required Components of a Program**

The following are the required components for an approved Certified Pre-Apprenticeship Program:

#### **1. Align to at least one Registered Apprenticeship Occupation Recognized by the USDOL**

#### **2. Employer Engagement**

Objective: Demonstrate that the Certified Pre-Apprenticeship Program is engaging with Registered Apprenticeship Sponsors (employers).

All Certified Pre-Apprenticeship programs must include job placement support services for participants focused on Registered Apprenticeship Programs.

Examples of Employer Engagement can include:

- Formalized agreements with RA sponsors to hire Pre-Apprentices upon successful completion;
- Collaborative promotion of RA as a preferred means for employers to develop a skilled workforce and create career opportunities for individuals; and
- Use of employers including established industry councils/program advisory committees to inform curriculum, placement, etc.

#### **3. Established Curriculum**

Objective: To prepare individuals with the skills and competencies needed to enter and be successful in a Registered Apprenticeship (RA) program. Both the training models and curriculum must be approved by the Delaware Apprenticeship State Agency to become a Certified Pre-Apprenticeship program, and the following must be demonstrated within the application:

- a. Aligns with industry or occupational standards/needs (including academic and technical skills needs);
- b. Provides training in work-readiness and/or “soft skills” as integrated parts of the training curriculum. These should be taught and reinforced continually as important and interrelated parts of the program.
- c. Includes meaningful hands-on training that will accurately simulate the industry and occupational conditions while observing proper supervision and safety protocols. Some examples include simulated lab experience, job shadowing, and paid internship/work experience opportunities that do not displace existing paid positions.
- d. Defines knowledge and skill competencies/standards as part of the curriculum outline; and
- e. Includes any details for articulation agreements or advanced standing agreement if one exists.

#### **4. Community Engagement**

Certified Pre-Apprenticeship programs must either have outreach/recruitment efforts targeting under-represented, disadvantaged, or low-skilled populations, or if targeted educational and pre-vocational services are not included in program, Certified Pre-Apprenticeship programs must make referrals to other community partners to help eliminate barriers for these populations.

#### **IV. Other Requirements**

1. An organization seeking approval for a Certified Pre-Apprenticeship program must be one of the following:
  - a. A public entity; or
  - b. A private for-Profit organization; and must provide a State of Delaware Business License(s) with the application; or
  - c. A non-profit organization must provide documentation of 501(c)(3) status with application; and
  - d. Hold a license or certification to administer training where required.
2. Be considered in compliance by the Delaware Department of Labor.

#### **V. Approval/Renewal Process**

1. Certified Pre-Apprenticeship Program Applications must be submitted to the Delaware Apprenticeship State Agency. The application can be obtained at <http://de.gov/apprenticeship> or by emailing [Apprenticeship@Delaware.gov](mailto:Apprenticeship@Delaware.gov).
2. Upon receipt the Delaware Apprenticeship State Agency will review the application to determine if the program meets the required components listed in Section Three (III). During the review process, the Delaware Apprenticeship State Agency has the right to:
  - a. Reject any application that does not meet the minimum criteria or if the application is not completed in its entirety.
  - b. Reject any application that includes a Registered Sponsor who is considered non-compliant with the Delaware Apprenticeship State Agency.
  - c. Contact the applying organization for further clarification on any item.
3. Once approved, the organization will receive a certificate of approval. This certificate will be

valid for two (2) years with a renewal option for 2 additional years. This renewal will be evidenced by the issuance of a new certificate of approval before the expiration of the current 2yr period.

For programs seeking renewal, the Delaware Apprenticeship State Agency will review prior performance. Items that will be reviewed include

- a. the number of pre-apprentices served compared to the number who completed;
- b. periods of inactivity; and
- c. any non-compliance with the guidelines found within Section VI of this document.

## **VI. Guidelines**

1. **Program Length.** Programs will be valid for two (2) years.
2. **Monitoring.** Certified Pre-Apprenticeship programs agree to participate in monitoring of activities, to occur no more than twice annually, which may consist of face-to-face interviews with Pre-Apprentices and observation of the program.
3. **Reporting.** The Certified Pre-Apprenticeship program is required to submit quarterly reports, occurring two (2) weeks after the close of each calendar quarter, using the template provided by the Delaware Apprenticeship State Agency. The report shall be cumulative and at a minimum consist of participant information, start and end dates, and completions.
4. **Certificates.** All registered Pre-Apprentices who successfully complete an approved Certified Pre-Apprenticeship program will receive a Certified Pre-Apprenticeship Certificate. The certificate will detail advanced standing, if established, in related instruction.
5. **Advanced standing for Related Instruction.** Any program that offers advanced standing at one State of Delaware Vo-Tech Adult Division will be accepted in all State of Delaware Vo-Tech Adult Divisions.
6. **Termination of Certification.** Delaware Apprenticeship State Agency has the right to revoke or terminate a Program's Certified Pre-Apprenticeship status for any of the following reasons.
  - a. Non-Compliance with Certified Pre-Apprenticeship Guidelines;
  - b. Mutually agreed upon discontinuation of program; and
  - c. An investigation of a participant's complaint resulting in a determination of non-compliance.
7. **Appeals.** Any proposed Certified Pre-Apprenticeship program may, within fifteen (15) working days, request an appeal with the Delaware Apprenticeship State Agency, and shall be subject to review and approval by the Director of the Division of Employment & Training, whose decision shall be final and binding. A final determination will be sent to the Appellant within 90 days of the appeal date.