

Sponsor Referral Form

Office of Apprenticeship and Training

Delaware Department of Labor
Division of Employment and Training
4425 North Market Street, Wilmington, DE 19802
(302)-761-8328 | Apprenticeship@Delaware.gov



Referral Contact Information

Date:

Contact Name:

Contact Organization:

Phone:

Email:

Company Information

Company Name

Phone

Email address

Industry

Address

City, State _____, Delaware

Zip Code

County New Castle County Kent County Sussex County

Apprenticeship

Potential Occupations for Apprenticeship

Potential Apprentice County Location (Select one) New Castle County Kent County Sussex County

Notes

Instructions:

This form should be completed and emailed to Apprenticeship@delaware.gov. The submission of this form will result in the Delaware Office of Apprenticeship contacting the Company indicated in accordance with the Office's Sponsor Referral Policy and Procedure. The submission of this form does not indicate that the Company is a Registered Sponsor.

CLEAR FORM



Delaware Department of Labor

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Policy 1-Sponsor Referral Policy

I. Policy and purpose

Sponsor Referral Policy establishes the procedure for partner programs and organizations to submit a referral to the Office of Apprenticeship and Training (OAT) and expectations resulting from submitted referrals. OAT values referrals to connect employers to Registered Apprenticeship to determine if a program is a good fit for the employer.

Scope of this Apprenticeship Program Referral Policy applies to everyone who refers an employer as a potential sponsor to Apprenticeship and Training and OAT staff who process received referrals.

II. Procedure to Refer an Interested Employer

1. Partner Program or Organization has determined that the employer is interested in Registered Apprenticeship and would like more information about how to become a sponsor.
2. Complete the Sponsor Referral Form (obtained from website or requested through OAT) and submit via e-mail to apprenticeship@delaware.gov.
3. Division of Employment and Training Business Services Unit will receive updates at regularly scheduled BSR meetings. Other referring partners can inquire about the status of a referral by requesting update via email to apprenticeship@delaware.gov.

III. Apprentice and Training Internal Process

Apprenticeship Project Manager (APM) will monitor inbox for referrals. When a referral is received, PM will:

1. Log referral on the OAT Referral Tracking Log spreadsheet.
2. Review log for previous referrals with the same company on the log.
3. For referrals that include a company that was referred previously within a year from current referral, APM will review results from previous referral, consult with Apprenticeship and Training Representative (ATR) if applicable, and contact the referring individual for additional information.
4. Companies that do not have a previous referral within a year of current referral will be assigned an ATR on a rotating basis to contact the referred company.
5. ATR will contact the employer within 3 business days of receiving the referral form.
 - a. If the employer does not answer, the ATR will make one additional attempt to contact the employer. After second attempt to contact the employer, ATR will not attempt contact again and will enter the dates that he/she attempted to contact company on the OAT Referral Tracking Log or
 - b. Upon contact with company, ATR will complete the Employer Outreach form, save it in the referral folder, and update the OAT Referral Tracking Log with the result.

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