



HEALTHCARE CAREER  
ADVANCEMENT PROGRAM



# ROLES AND RESPONSIBILITIES FOR A REGISTERED APPRENTICESHIP PROGRAM

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# Role of H-CAP as an Intermediary

An intermediary provides industry or occupation-specific expertise to support employers in a particular industrial sector, coordinate partner responsibilities, and provide program administration to aggregate demand for apprentices.

## Duties include, but are not limited to:

- Provide *free* technical assistance in the development of occupational standards.
- Create and develop the On-The-Job Learning Competencies for healthcare occupations.
- Create standards for approval from the State Apprenticeship Agency or the Office of Apprenticeship.
- Conduct and host/co-host outreach events (career fairs, forums, accelerators, panels, etc.) and presentations to interested employers, apprentices, and stakeholders.
- Conduct presentations with senior leadership or executive team to answer any questions supporting the registered apprenticeship program.
- Work with the State Apprenticeship Agency or the Office of Apprenticeship to register standards.
- Facilitate discussions with the registered apprenticeship program's Related Technical Instruction providers (academic portion).
- Facilitate discussions with regional and local workforce development boards/systems to assist in funding and other resources to support apprentices.
- Train and support partners on record keeping and data management.
- Provide input and feedback on recruitment, retention strategies, diversity, equity, and inclusion promotion.
- Allow approved employers to use standards approved under the National Center for Health Apprenticeships (NCHA)
- Meet with H-CAP monthly to discuss the registered apprenticeship program's implementation, challenges, or success.
- Provide ongoing support to partners for the longevity of the registered apprenticeship program.

# Role of the Sponsor

Any employer, association, committee, or organization that operates a Registered Apprenticeship Program. This entity assumes full responsibility for the administration and operation of the apprenticeship program. Sponsors can be a single business or a consortium of businesses. Alternatively, the sponsor can be a workforce intermediary, such as an industry association or a labor-management organization. Community colleges and community-based organizations can also serve as sponsors of apprenticeship programs. The programs operate voluntarily and often receive support by collaborating with community-based organizations, educational institutions, the workforce system, and other stakeholders.

## **Duties include, but are not limited to:**

- Accept full responsibility for the administration and operation of the registered apprenticeship program.
- Work with an intermediary to get assistance with understanding, developing, and implementing a Registered Apprenticeship Program. (If applicable)
- Work with employer(s) (if the sponsor is not the employer) to identify occupation(s) to build a Registered Apprenticeship Program.
- Work with the State Apprenticeship Agency or the Office of Apprenticeship within the prospective state.
- Search, determine, and meet with related technical instruction (RTI) provider(s) for each occupation to discuss curriculum development and modality (online, in-person, blended).
- Work with the Intermediary to develop the On-The-Job-Learning/On-The-Job-training competencies and Wage Progression Scale for each occupation.
- Provide outreach to the community to promote your registered apprenticeship program.
- Hire apprentices and provide on-the-job on-the-job-training/on-the-job-learning. (If the Sponsor is Employer)
- Provide and train mentors/preceptors (if the Sponsor is Employer)
- Enter apprentice data into the Federal Registered Apprenticeship Partners Information Database System (RAPIDS).
- Commit to sharing apprentice information with H-CAP to allow H-CAP to satisfy its grant deliverables. (If working with H-CAP)
- Enter apprentice information into H-CAP's AGS Prime Database for occupations that H-CAP has supported in developing initial cohorts and subsequent cohorts. (If working with H-CAP)
- Provide case notes on the apprentice's progression through the registered apprenticeship program. (If working with H-CAP)
- Alert H-CAP to any challenges that arise in program implementation. (If working with H-CAP)

## Role of the Employer (If not sponsor)

- Work with the sponsor to understand, develop, and implement the Registered Apprenticeship Program.
- Provide eligibility requirements to hire apprentices (i.e., High School Diploma/GED, Assessment Test Scores, Valid State ID, or Driver's License, etc.)
- Work with the sponsor to search, determine, and meet with related technical instruction (RTI) provider(s) for each occupation to discuss curriculum development and modality (online, in-person, blended).
- Work with the sponsor to develop work processes and provide a wage progression scale.
- Sign the employer agreement form provided by the sponsor.
- Hire apprentices and provide on-the-job on-the-job-training/on-the-job-learning.
- Train and provide mentor/preceptor for apprentices.
- Provide biweekly or monthly updates/case notes to the sponsor regarding apprentices.
- Inform the sponsor immediately if the apprentice is not performing duties/skills.
- Inform the sponsor immediately if the apprentice is removed or dropped.
- Keep track of the apprentice's on-the-job training/on-the-job-learning hours.
- Inform the sponsor when apprentices have successfully completed all on-the-job training/on-the-job-learning hours.
- Work with the sponsor to host career fairs, accelerators, registered apprenticeship events, etc.
- Meet biweekly/monthly with the sponsor to provide apprentice updates.

## Role of the Apprentice

An apprentice is someone learning how to do a specialized job through related technical instruction and on-the-job training under the guidance of a mentor or preceptor.

### **Duties include, but are not limited to:**

- Adhere to Sponsor/Employer rules, policies, and regulations.
- Complete all educational hours (144) and On-the-Job Training hours (2000+) to complete the registered apprenticeship program successfully.
- Submit all apprenticeship documentation to the Sponsor/Employer.
- Arrive on time for Instruction and On-The-Job Training.
- Have open communication with your Mentor and the Sponsor/Employer.
- Complete all class assignments and on-the-job training skills.
- Report any misconduct of mentors or fellow apprentices to the Sponsor/Employer.
- Inform your Mentor and Sponsor/Employer of any challenges immediately.
- Meet weekly with Mentor (if applicable)
- BE SUCCESSFUL!