

Registered Apprenticeship Program Planning & Implementation: **Process at-a-Glance**

The Institute for Local Government (ILG) will work with each local government participating in the Bridge pilot phase to develop and implement a customized Registered Apprenticeship Program that best meets their unique workforce needs. Pilot sites will receive ongoing technical assistance, support and resources as they navigate this process.

To get started, senior staff or elected officials within interested city, county, or special district departments should complete [this interest form](#).



PLAN

Identify your jurisdiction's workforce needs and occupations that could benefit from Bridge. Determine the occupation and credentials needed. With support from ILG, evaluate funding needs and possible sources to offset costs.



DEVELOP & DESIGN

Develop and design your program's structure, objectives, framework, curriculum and duration. Partner with educational institutions to develop the workforce training curriculum and secure regulatory certification, if needed.



RECRUIT & SELECT

Create your recruitment plan and promote the program to attract candidates for the apprenticeship positions, partnering with community-based organizations and other collaborators. Screen and hire applicants.



RUN

Implement your program and have apprentices begin their training. Work with other providers to offer wraparound support services. Ensure the local education partners issue appropriate certificates or qualifications for apprentices who complete the program.



PLACE & EVALUATE

Ensure apprenticeships have met program requirements. Verify apprentices and hire desirable, well-trained candidates. Place in full time positions. Gather data to analyze the program, ensuring data represents a variety of points of view.