

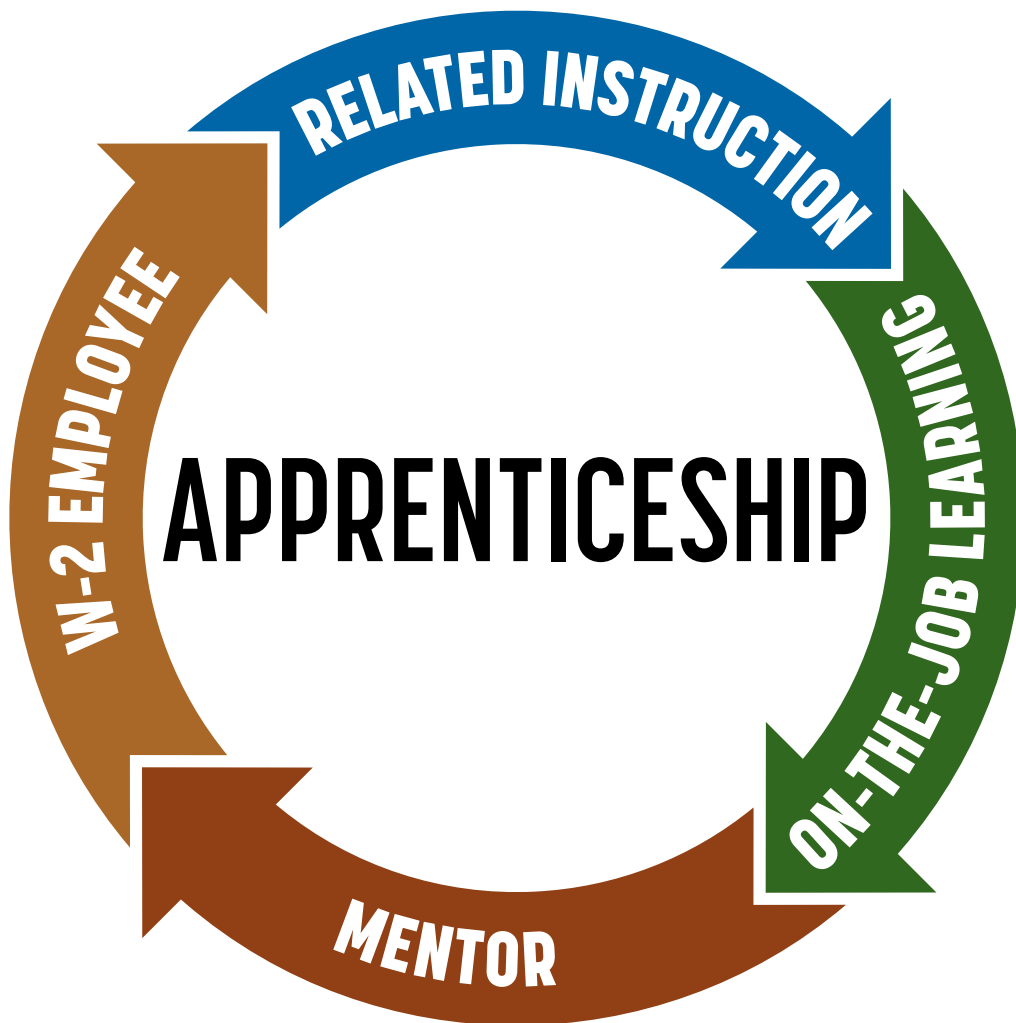


**OKLAHOMA**  
CareerTech

Apprenticeship Oklahoma

# Apprenticeship Coordinator Toolkit

2025 - 2026



# Mission, Vision and Values

Strategic Planning is a key function of a team that helps to set priorities, allocate resources, and ensure everyone is working towards common goals and objects.

## Mission

To build a robust, skilled workforce in Oklahoma by combining work experience and high-quality classroom education, delivering career-ready talent that strengthens industry, supports economic growth, and provides opportunity for all.

## Vision

To position apprenticeship/work-based learning as the bridge between Oklahoma's education and industry, building a stronger, more skilled workforce.

## Core Values

**Learner Success** – We believe every Oklahoman deserves the opportunity to learn, earn, and advance in a meaningful career.

**Industry Partnership** – We collaborate with employers to design programs that meet real workforce needs and ensure long-term impact.

**Quality & Integrity** – We uphold rigorous standards and transparent practices to maintain trust and deliver measurable results.

**Innovation** – We embrace creative solutions and flexible models that expand access and modernize workforce training.

**Collaboration** – We connect CareerTech students, employers, educators, and state partners to align education with economic opportunity.

**Sustainability** – We build programs designed for long-term success, adaptability, and continuous improvement.

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# February Action Items:

## **Apprenticeship Advisory Committee**

Attend Quarterly Apprenticeship Advisory Committee Meeting

## **Registered Apprenticeship**

Send Agreements to Oklahoma Department of CareerTech

Contacts: <https://oklahoma.gov/careertech/business-and-industry/apprenticeship-oklahoma/contact-us.html>

## **CTA Agreement**

The purpose of this CTA agreement is to outline the roles and responsibilities of the Employer and the Technology Center in the establishment, management, and completion of the apprenticeship program in compliance with Oklahoma Department of Career and Technology Education (ODCTE) standards. The program will provide apprentices with structures on-the-job learning (OJL) and related instruction (RI), ensuring successful completion of the program requirements.

<https://oklahoma.gov/careertech/business-and-industry/apprenticeship-oklahoma/reports-and-forms.html>

## **Marketing**

Please complete [Sponsor Data Sheet](#) to allow **CareerTech** to market and promote your apprenticeship program on our website.

To request an apprenticeship banner, submit the **Banner Request Form** located on the apprenticeship website under **Reports and Forms**. Banners are available in two sizes: **24" × 36"** and **24" × 48"**.

# February 2026

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 1      | 2      | 3       | 4         | 5        | 6      | 7        |
| 8      | 9      | 10      | 11        | 12       | 13     | 14       |
| 15     | 16     | 17      | 18        | 19       | 20     | 21       |
| 22     | 23     | 24      | 25        | 26       | 27     | 28       |

# March Action Items:

## Summit Hotel

Make Hotel Reservations for Summit

<https://www.okacte.org/oklahoma-summit-info>

Regional WED Meetings

PO's for PACE Conference (Registration, Hotel, Transportation)

<https://www.okpace.com/home/spring-conference>

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| 8      | 9      | 10      | 11        | 12       | 13     | 14       |
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| 22     | 23     | 24      | 25        | 26       | 27     | 28       |
| 29     | 30     | 31      |           |          |        |          |

# April Action Items:

## Attend PACE Spring Conference

<https://www.okpace.com/home/spring-conference>

## Submit Enrollment Reports

Login to CTIMS: <https://ctims.okcareertech.org/CTBDSWeb/>

The Enrollment Guide walks you through the step-by-step process for submitting your enrollment report. Please download the guide using the link below.

- Enrollment Guide:
  - <https://oklahoma.gov/careertech/business-and-industry/apprenticeship-oklahoma/reports-and-forms.html>
- Website Help:
  - <https://oklahoma.gov/careertech/business-and-industry/apprenticeship-oklahoma/reports-and-forms.html>
- MIS Code Lookup:
  - <https://oklahoma.gov/careertech/business-and-industry/apprenticeship-oklahoma/reports-and-forms/mis-codes.html>

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| 19     | 20     | 21      | 22        | 23       | 24     | 25       |
| 26     | 27     | 28      | 29        | 30       |        |          |

# May Action Items:

## Staff Changes

Notify division of any changes to staff

## Registered Apprenticeship

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| 3      | 4      | 5       | 6         | 7        | 8      | 9        |
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| 24     | 25     | 26      | 27        | 28       | 29     | 30       |
| 31     |        |         |           |          |        |          |

# June Action Items:

## Staff Changes

Notify division of any changes to staff

## Apprenticeship Advisory Committee

Attend Quarterly Apprenticeship Advisory Committee Meeting

## Inventory

Update Inventory List

## Purchase Orders

Check with finance that all PO have been paid for items received or training/conference attended

## Registered Apprenticeship

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| 28     | 29     | 30      |           |          |        |          |

## Apprenticeship Types Defined

Apprenticeships should be industry-driven and developed with employer partners to meet specific workforce needs. Programs may be either DOL Registered Apprenticeship (RAP – Type 02) or CareerTech Apprenticeship (CTA – Type 03), and both are eligible for WED-AT Formula Funding. Technology centers are funded at **\$15 per Related Instruction (RI)** hour, with tiered funding used if needed.

For compliance, **DOL (Type 02) programs must document RI**, while **CTA (Type 03) programs must document both RI and On-the-Job Learning (OJL)**.

### Type 02 U.S. Department of Labor (DOL) Registered Apprenticeship Program (RAP)

A formal, employer-driven workforce training model registered with the U.S. Department of Labor that combines paid, on-the-job learning, related instruction, and mentorship to develop a skilled workforce while meeting national quality and compliance standards.

- Minimum of 2000 hours of OJL.
- Require a minimum of 144 hours of RI.
- RAPs must be registered and certified with US-DOL Office of Apprenticeship prior to beginning training.
- [ODCTE Apprenticeship Team](#) will assist in this process
- Employers should serve as the sponsor of RAP
- Technology Center may report RI provided in support of the RAP
- Appendix A & [student acceptance letter](#) sent to ODCTE
- Apprenticeships are designed to build a sustainable workforce pipeline. Apprentices are expected to remain employed with the sponsor after successfully completing the apprenticeship program. The apprenticeship occupation is expected to continue to be filled as apprentices complete the program.
- After an apprenticeship is approved and training has begun, submit the [Sponsor Data Sheet](#) and the [Sponsor Banner Request Form](#).

### Type 03 - Oklahoma CareerTech Apprenticeships (CTA)

Approved and supported by Oklahoma CareerTech, CareerTech Apprenticeships (CTAs) provide a flexible, efficient pathway to develop skilled talent in Oklahoma's high-demand occupations. These programs help employers grow their own workforce while upholding the high standards of education and training that define the CareerTech system.

- Require a minimum of 510 hours of OJL
- Required a minimum of 90 hours of RI.
- The large majority of apprenticeship training is intended to be **on-the-job learning (OJL)**. A common model is approximately **15% Related Instruction (RI)** and **85% OJL**; however, the exact ratio may vary based on industry standards and occupation requirements.
- The sponsor should be the technology center.

- A completed [CareerTech Apprenticeship Agreement](#) must be maintained and approved by ODCTE prior to beginning a CTA.
  - Includes Start/Dates
  - RI to be provided by the Technology Center
  - OJL Schedule & Targeted Learning Objectives
  - Apprentice, Employer, ODCTE & Technology Center Signatures
- After an apprenticeship is approved and training has begun, submit the [Sponsor Data Sheet](#) and the [Sponsor Banner Request Form](#) for employer.
- Once the apprenticeship has been completed
  - Mark the apprentices as complete in CTIMS
  - [Request a CTA certificate](#) (until CTIMS issues directly)
  - ODCTE will then issue a CTA Certificate (until CTIMS issues directly)
  - ODCTE will send the student a digital badge (quarterly)
- Follow-up will need to be reported 6-12 months after completion

### WED-AT Related Instruction Reimbursement Eligibility & Requirements

- **Reimbursable Hours:** Up to a maximum of **200 Related Instruction (RI) hours per student, per year** for **multi-year programs**, and **144 RI hours per student** for **single-year programs**, delivered by the technology center. Technology centers are funded at **\$15 per Related Instruction (RI) hour**, with tiered funding used if needed.
  - RI hours that exceed the **144- or 200-hour limits** must still be reported.
- **Delivery Methods:** RI may be delivered in person, virtually, or through a hybrid model, provided the technology center is actively facilitating, monitoring, and documenting student learning.
  - If a short-term program is approved as Pell/Title IV eligible and instruction is delivered via Distance Education (DE), DE approval is also required.
- **Technology Center Role:** The technology center must have **material participation** in facilitating or supporting apprenticeship RI in order to claim WED-AT funds.
- **Reporting Requirements:**
  - All apprenticeship RI training must be reported in CTIMS.
  - Refer to the [Apprenticeship Reporting Guidebook](#) for detailed reporting instructions.
- **Reimbursement Timeline:** WED-AT reimbursement is **disbursed quarterly, in arrears**.
- **Eligible Hours:**
  - Only RI hours completed during the apprenticeship period are eligible for WED-AT reimbursement.
  - Prior training hours do not qualify, even if the employer or a third-party credentialing entity grants credit or advanced standing.
  - **Lunch breaks must not be included** in reported OJL or RI hours.
- **Training Alignment:** RI in a WED apprenticeship must be **new, additional training** aligned to **employer-specific workforce needs**.

### Apprenticeship Follow-Up Reporting Requirements

Technology Centers accepting WED-AT funding agree to providing follow-up data in CTIMS 6 – 12 months after the completion of the apprenticeship, documenting outcomes.

## Financial Aid Information and Guidelines

The timing of a student's withdrawal in relation to the next payment period is a critical factor in determining **federal student** aid repayment obligations, and possibly the student's continued eligibility for additional aid later. To ensure compliance with federal regulations and proper aid distribution, schools must work closely with their local financial aid officer when determining program packaging and payment schedules. **The IDEAL time for a funded student to leave a fulltime program is near the end of a payment period – and before they start the next payment period.**

- Determining the End of the Payment Period
  - The end of a payment period varies depending on how the school structures a student's program. Payment periods are often ½ of a 1-year fulltime program. Longer programs will have 3 – 4 payment periods.
- Factors that influence the payment period include:
  - Total program hours
  - The Pell academic year for that program, (often — but not always — 900 hrs.)

Because each institution may package programs differently, confirming payment period dates with the financial aid office is essential before processing any withdrawals or payments.

- Impact of Withdrawal on Pell Funding

Students who complete 60.1% or more of their payment period generally should not be required to repay Pell Grant funds. However, depending on the timing and packaging of aid, the school may be responsible for repaying a portion of the disbursed funds.

This underscores the importance of maintaining open communication with local financial aid officer to:

- Accurately track student progress and completion rates
- Ensure correct calculations for return of funds (if applicable)
- Avoid institutional repayment liabilities

The training may be delivered in person, virtually (distance education (DE), or in combination as long as the technology center is facilitating, monitoring and documenting student learning. If related instruction is going to approved as Pell/Title IV eligible – and wants to instruction to be delivered via Distance Education – **would also need Distance Education approval.**

To protect both the student and the institution, all program withdrawals and payment schedules must be reviewed and coordinated with the school's financial aid office before finalizing any action.

While there are always preferred timelines, financial aid processes exist to deal with withdrawals whenever they happen.

## Apprenticeships Should Consist of the Following:

- **Paid Job:** Apprentices are paid, W-2 employees of the company. Independent contractor (1099) arrangements are not eligible.
- **On-the-Job Learning (OJL):** Apprenticeships provide structured, on-the-job learning with targeted learning objectives outlined in either the RAP or CTA Agreement.
- **Related Instruction (RI):** Apprenticeships include guided learning that may be delivered in person, virtually, through a hybrid model, or asynchronously. If Short-Term Pell funding is used, additional guidance and requirements apply; please see the Financial Aid Information and Guidelines section for more details.
- **Mentorships:** Apprentices should be assigned to a work mentor to guide workplace learning. Mentor training resources are available through the Registered Apprenticeship Academy: <https://www.apprenticeship.gov/registered-apprenticeship-academy/registered-apprenticeship-sponsors>
- **Credentials:** Apprenticeships should align with and support attainment of industry-recognized credentials or certifications.
- **Long-Term Workforce Development:** Apprenticeships are designed to build a sustainable workforce pipeline. Apprentices are expected to remain employed with the sponsor after successfully completing the apprenticeship program. For a U.S. Department of Labor (DOL) Registered Apprenticeship, the apprenticeship position is expected to continue to be filled as apprentices complete the program. For Oklahoma CareerTech Apprenticeships (CTA), this is optional.

## Student Eligibility

- **Eligibility:** Adult & Secondary students 16 years old or above are eligible.
- **Transition from Full-time Program:**
  - Full-time Technology Center students may be transitioned from a full-time program and enrolled into a **WED apprenticeship**.
  - The student becomes a **course concentrator**.
  - Related Instruction (RI) for the apprenticeship must be **new, additional training** aligned to **employer-specific needs**.
- **Dual Enrollment:** A full-time student can be enrolled in a Tech Center Program and a WED Apprenticeship only if:
  - The RI for the apprenticeship is above and beyond the coursework in the full-time program and is completed outside of and in addition to full-time program hours.
  - Prior full-time program hours do not qualify for WED-AT reimbursement.
- **Advanced Standing:** In certain cases, advanced standing from prior learning may be granted toward completion of an apprenticeship, as approved by ODCTE.

# Apprenticeship Coding

## Type Codes

Type 02 – US-DOL Registered Apprenticeships (RAPs)  
Type 03 - Oklahoma CareerTech Apprenticeships (CTA)

## CTIMS Codes

073 - Division Code - Apprenticeship  
260 - Job Code - Coordinator  
042 - Job Code – Director  
720 – Job Code – Manager-Supervisor

## OCAS Financial Codes

Project Code 462 - Youth Apprenticeship  
Revenue Code 3862 - Youth Apprenticeship

## OCAS Program Codes

9041 - Apprenticeship Program I  
9042 - Apprenticeship Program II

## OCAS Course Codes

8990 – Work-Based Learning I  
8991 – Work-Based Learning II

## Assigning Non-Instructor PID

<https://oklahoma.gov/content/dam/ok/en/careertech/products-and-services/imd/ctims/tc/info-submitter-guidebook.pdf>

**Website Link:** <https://oklahoma.gov/careertech/business-and-industry/apprenticeship-oklahoma/reports-and-forms/coding.html>



# Helpful Websites

**Apprenticeship Mentorship Training:** Earn your **Mentor Certificate** for a DOL Registered Apprenticeship Program.

To begin the training, click the “+” next to Program Administration on the right side of the screen.

<https://www.apprenticeship.gov/registered-apprenticeship-academy/registered-apprenticeship-sponsors>

**Apprenticeship USA:** A national initiative led by the U.S. Department of Labor that promotes, expands, and supports high-quality apprenticeship programs by connecting employers, education partners, and workforce systems. <https://www.apprenticeship.gov/>

**CareerTech Information Management System (CTIMS):** This is the website you will use to report program information. <https://ctims.okcareertech.org/CTBDSWeb/>

**Construction Industry Board (CIB):** The state entity that oversees construction industry training and education in Oklahoma, supporting apprenticeship and workforce development programs to ensure a skilled, qualified construction workforce.

CIB approves construction education programs, including required program hours, curriculum, and instructors. If any of these elements change, the program must be submitted to CIB for reapproval to remain in compliance.

Learn more: <https://oklahoma.gov/cib/your-industry/career-pathways.html>

**Electrical Contact:** Ron Morris 405-640-9169 or [rmorris@cib.ok.gov](mailto:rmorris@cib.ok.gov)

**Mechanical Contact:** Gary Kirk 405-659-2631 or [garyk@cib.ok.gov](mailto:garyk@cib.ok.gov)

**Plumbing Contact:** Richard Hager 405-659-7731 or [richardk@cib.ok.gov](mailto:richardk@cib.ok.gov)

## CareerTech Certification Testing

The CareerTech Testing Center works closely with instructors, industry representatives and credentialing entities to identify and develop assessments and assessment preparation materials that are aligned with recognized industry standards. No Cost to technology Centers.

<https://oklahoma.gov/careertech/testing-center/ok-competency-testing/study-guides.html>

## Digital Badges

The Oklahoma Department of Career and Technology Education provides leadership, resources, and ensures standards of excellence for a comprehensive statewide system of career and technology education. To explore available badges, please visit Credly and search for ODCTE offerings.

<https://www.credly.com/organizations/oklahoma-department-of-career-technology-education/badges>

## Verify My Apprenticeship (DOL)

Verify My Apprenticeship Record – Confirm and track hours completed. Whether the student has moved or the employer is sponsoring, verification is required.

<https://www.apprenticeship.gov/verify-my-apprenticeship>



## Sponsor Data Collection Sheet

Please complete the information below if your organization would like to be recognized as an official Oklahoma company that employs apprentices. Submission of this form grants CareerTech permission to publicly acknowledge and promote your organization as an apprenticeship provider within the state of Oklahoma.

Sponsor (Company)

Name: \_\_\_\_\_

Company Website: \_\_\_\_\_

Street Address: \_\_\_\_\_

City or Cities: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Occupation(s): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

RAP  CTA Which apprenticeship type are sponsoring?

Yes  No I authorize CareerTech to publicly recognize and promote our organization as an apprenticeship provider.

Yes  No Do you want a banner for your business? If yes what Size?  24" X 36"  24" X 48"

Please Email to: [Apprenticeships@careertech.ok.gov](mailto:Apprenticeships@careertech.ok.gov)

# CareerTech Apprenticeship Checklist

## Phase 1 — Employer Engagement

- Meet with employer to discuss:
  - Workforce needs
  - Occupation(s) and skill requirements
  - Training expectations
- Confirm CTA training structure:
  - 15% – 20% Related Instruction (RI)
  - 85% – 80% On-the-Job Learning (OJL)
- Assign a workplace mentor who will:
  - Provide supervision and coaching
  - Verify skill progression
  - Serve as the apprentice’s primary workplace contact

## Phase 2 — Agreement Development

- ODCTE staff assist with completion of the CTA Agreement.
- Identify RI Provider – Technology Center
- Meet with designated instructor to review:
  - Topic areas
  - Hour breakdown
- CTA Minimum Hour Guidance:
  - RI: Minimum 90 hours
  - OJL: Minimum 510 hours
  - Maintain 15–20% RI / 80–85% OJL ratio

## Phase 3 — Employer Information Collection (Record on CTA Agreement)

- Legal business name/Sponsor
- Business address
- Wage schedule:
  - Journey worker wage
  - Apprentice starting wage

## Phase 4 — OJL Competency Planning

- Collect and review OJL competencies
- Assign hours to each competency
- Verify totals maintain:
  - 15–20% RI
  - 80–85% OJL



### **Phase 5 — RI Documentation**

- Instructor name
- Course breakdown by topic and hours
- Confirm RI/OJL ratio compliance

### **Phase 6 — Apprentice Selection**

- Full-Time Program – Concentrator move to WED apprenticeship – RI is new
- Full-Time Student on Financial Aid – Communicate with financial aid coordinator at your school
- Upskill Employee
- New Employee

### **Phase 7— Review & Signatures**

- Review entire agreement for accuracy
- Submit draft to employer for review
- Obtain signatures:
  - Employer
  - ODCTE Apprenticeship Staff
  - Apprentice
  - Parent/Guardian (if needed)
  - CareerTech Point of Contact
- Send signed CTA agreement to ODCTE Apprenticeship Team

### **Phase 8 — Apprentice Enrollment**

- [Submit Sponsor Data Sheet](#)
- Enter apprentice into CTIMS at start date:
  - Code 03 — CareerTech Apprentice

### **Phase 9 — Program Monitoring & Closeout**

- Notify ODCTE Apprenticeship Team if:
  - Apprentice withdraws
  - Program issues arise
- Follow ODCTE closeout procedures to process:
  - CTA Certificate and Complete

### **Helpful Resource:**

Mentor Training (Click Program Administration +)

<https://www.apprenticeship.gov/registered-apprenticeship-academy/registered-apprenticeship-sponsors>

# CareerTech Apprenticeship Agreement

Purpose: The purpose of this CTA agreement is to outline the roles and responsibilities of the Employer and the Technology Center in the establishment, management, and completion of the apprenticeship program in compliance with Oklahoma Department of Career and Technology Education (ODCTE) standards. The program will provide apprentices with structures on-the-job learning (OJL) and related instruction (RI), ensuring successful completion of the program requirements.

## Employer Responsibilities:

1. Identify Apprentices:
  - a. Recruit and select apprentices in alignment with the program's goals.
2. On-the-Job Learning (OJL):
  - a. Develop and implement a plan for apprentices to achieve required OJL objectives and competencies.
  - b. Assign and oversee qualified mentors to oversee and support apprentices.
3. Oversight and Evaluation:
  - a. Monitor the progress and performance of apprentices during OJL.
  - b. Provide regular evaluation and feedback to Career Tech Instructor and apprentices.
  - c. Address performance issues as necessary.
4. Compliance:
  - a. Ensure all workplace policies and program standards comply with applicable laws and regulations, including wage, safety, and labor standards.
5. Recordkeeping:
  - a. Maintain accurate documentation of apprentice attendance, work hours, and performance during OJL and share relevant records with (technology center) as needed.

## Technology Center Responsibilities:

1. Provide Related Instruction:
  - a. Deliver high-quality training aligned with the employer needs, industry standard, and the apprentice's OJL objectives.
  - b. Utilize qualified instructors to teach required technical skills and knowledge.
2. Track Completion of Program Requirements
  - a. Maintain accurate records of apprentices' contract number, progress in RI, attendance, and completion of all program requirements.
  - b. Share regular updates with (employer) regarding apprentices' progress.
3. Certificate of Completion:
  - a. Report to ODCTE apprentices who successfully meet all program requirements, including OJL and RI to receive Oklahoma Career Tech Apprenticeship Certificate of Completion.
4. Program Support:
  - a. Collaborate with (employer) to ensure alignment between OJL and RI objectives. Provide assistance as needed to maintain program quality and resolve issues.

## Both parties agree to:

1. Program Alignment: Work collaboratively to ensure the apprenticeship program meets the needs of apprentices, employers, and the industry.
2. Communication: Maintain open and consistent communication to monitor the progress of apprentices and address challenges.
3. Compliance: Follow all EEO guidelines.

# Apprenticeship Program Outline

This Career Tech Apprenticeship (CTA) Agreement is entered into by and between \_\_\_\_\_ and  
Employer Name

\_\_\_\_\_ is entered into on this \_\_\_\_\_ of \_\_\_\_\_  
Technology Center-Campus Day Month Year

Occupation / Job Title: \_\_\_\_\_

### Duration and Termination:

This MOU is effective from: \_\_\_\_\_ to \_\_\_\_\_ unless terminated earlier by agreement of both parties.  
Start Date End Date

### Apprentice Wage Information

### CTIMS Contract Number

Beginning Wage: \_\_\_\_\_

\_\_\_\_\_

Ending Wage: \_\_\_\_\_

## Apprentice Attachment

The program sponsor and apprentice agree to the terms of the CareerTech Apprenticeship Agreement in effect on the date of signing. Apprenticeship Standards may be amended during the term of this agreement with the consent of both parties.

The apprentice will be provided equal opportunity in all phases of apprenticeship employment and training, without discrimination based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, or disability.

This agreement may be cancelled at the request of the apprentice or suspended/cancelled by the sponsor for good cause, with due notice, an opportunity for corrective action, and written notification to the apprentice and to the technology center is on this agreement.

Instructor Name: \_\_\_\_\_

Instructor Email: \_\_\_\_\_

Mentor Name: \_\_\_\_\_

Mentor Email: \_\_\_\_\_

Mentor Phone: \_\_\_\_\_

By signing this MOU, both parties affirm their commitment to the responsibilities outlined and to the successful implementation of the apprenticeship program.

**Sponsor/ Employer:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Technology Center Representative:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CareerTech Apprenticeship Division Representative:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Apprentice:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Guardian (if necessary):**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**On the Job Learning (OJL) Objectives:** List the on-the-job skills apprentices will learn under a qualified mentor, aligned with the employer's job description for the occupation.

**On the Job Learning Objectives/Competencies:**

Approximate  
Hours:

| On the Job Learning Objectives/Competencies: | Approximate Hours: |
|--|--------------------|
| Total OJL Hours                              |                    |

**Related Instruction (RI) Hours:** Identify all related instructions that will be provided by the technology center.

| <b>Related Instruction Courses/Curriculum</b> | <b>Approximate Hours:</b> |
|---|---------------------------|
|   |                           |
| <b>Total RI Hours</b>                         |                           |

Total Career Tech Apprenticeship Hours (OJL + RI): \_\_\_\_\_

# RAP Checklist

## Phase 1 — Employer Engagement & Program Planning

- Meet with employer to discuss:
  - Workforce needs
  - Occupation(s) to be registered
- Confirm program model:
  - RAP standard = 2,000 hours OJL + 144 hours RI per year
- Assign a workplace mentor who will:
  - Provide supervision and coaching
  - Verify skill progression
  - Serve as the apprentice’s primary workplace contact
- Notify ODCTE Apprenticeship Team

## Phase 2 — Work Process Schedule (Done by ODCTE Apprenticeship Team)

- ODCTE team will draft a Work Process Schedule that is approved by DOL.
- Review and edit On-the-Job Learning (OJL) competencies with employer:
  - Competencies may be customized to employer needs
  - Assign hours to each competency

- Confirm total OJL hours:

Program Length OJL Hours

|         |       |
|---------|-------|
| 1 Year  | 2,000 |
| 2 Years | 4,000 |
| 3 Years | 6,000 |
| 4 Years | 8,000 |

- Ensure all competencies combined equal total required hours above.
- Legal business name
- Sponsor name
- Business address
- Wage schedule:
  - Journey worker wage
  - Apprentice starting wage
- RI breakdown in hours (if employer provides training)



### Phase 3 — Related Instruction (RI) Planning (Done by Technology Center)

- Determine RI provider (could be combined):
  - CareerTech instructor
  - Employer-provided training
- Collect RI provider details:
  - Provider name
  - Contact person
  - Address
  - Phone and email
- Submit to ODCTE Apprenticeship Team
- Meet with RI instructor/ to review:
  - Topic areas
  - Hour breakdown
- Verify RI hour meets requirements below:

|        |     |        |     |
|--------|-----|--------|-----|
| 1 Year | 144 | Year 3 | 432 |
| 2 Year | 288 | Year 4 | 576 |

### Phase 4 — Apprentice Selection

- Full-Time Program – Concentrator move to WED apprenticeship – RI is new
- Full-Time Student on Financial Aid – Communicate with financial aid coordinator at your school
- Upskill or New Employee

### Phase 5 — Program Finalization

- Review all documentation for accuracy
- Submit final draft to employer for review

### Phase 6— Program Finalization (Done by ODCTE Apprenticeship Team)

- Obtain Employer Approval
- Submit federal documents for approval
- Setup Meeting between DOL and Employer to approve RAP
- ODCTE Apprenticeship Team will notify technology center of RAP approval

### Phase 7 — Apprentice Enrollment & Documentation

- Technology Center issues student [acceptance letter](#) to each apprentice
- Send acceptance letters to ODCTE Apprenticeship Team
- Enter apprentice into CTIMS at start date:
  - Code 02 – Registered Apprentice
- [Submit Sponsor Data Sheet](#)
- Notify ODCTE staff if:
  - Apprentice withdraws
  - Employer changes occur
  - Program issues arise

### Helpful Resource:

Mentor Training (Click Program Administration +)

<https://www.apprenticeship.gov/registered-apprenticeship-academy/registered-apprenticeship-sponsors>



February 12, 2026

**Student First Last Name**  
**Street Address**  
**City, OK Zip**

Dear **first name**,

We are pleased to inform you that you have been accepted into the United States Department of Labor Registered Apprenticeship Program sponsored by **Name Technology Center**. This program is registered as part of the National Apprenticeship System and operates in accordance with the basic standards of apprenticeship established by the Secretary of Labor.

Participation in this nationally recognized program represents an important step in your professional development. Upon successful completion, your apprenticeship record will be maintained within the National Apprenticeship System. You will be able to access and download a copy of your official apprenticeship transcript from the national website, which documents your training and credentials.

Verify My Apprenticeship: <https://www.apprenticeship.gov/verify-my-apprenticeship>

We look forward to supporting you as you begin your apprenticeship and progress toward achieving industry-recognized skills and credentials.

**Name Technology Center** Program: \_\_\_\_\_

US Dept. of Labor approved Occupation: \_\_\_\_\_

Student Phone: \_\_\_\_\_

Student Email: \_\_\_\_\_

Employer: \_\_\_\_\_

O NET SOC Code: \_\_\_\_\_

RAPIDS Code: \_\_\_\_\_

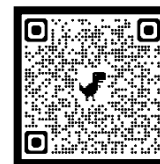
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Sincerely,

**First Last**  
**Apprenticeship Coordinator**  
[Email.address@technologycenter.edu](mailto:Email.address@technologycenter.edu) 405-000-0000 ext. 1234

# Dictionary and Acronyms

<https://oklahoma.gov/careertech/media-center/brand-resources/careertech-dictionary.html>



**ACTE:** Association for Career and Technical Education: The national professional association for CareerTech educators.

**ACTE Region IV:** The regional division of the Association for Career and Technical Education to which the Oklahoma Association for Career and Technical Education belongs. States in the region are Louisiana, Texas, New Mexico, Arkansas and Oklahoma.

## **American Job Center (Oklahoma Works – American Job Center):**

A local workforce support center that is part of the national **American Job Center network**, providing career services such as job search assistance, career counseling, training referrals (including apprenticeship opportunities), and access to employment resources for job seekers and employers. American Job Centers in Oklahoma operate under the **Oklahoma Works** system to help individuals find work and connect with training, education, and apprenticeship programs.

<https://www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx?location=Oklahoma>

## **Career and Technology Education (CTE or CT)**

**CareerTech Apprenticeship (CTA):** The purpose of this CTA agreement is to outline the roles and responsibilities of the Employer and the Technology Center in the establishment, management, and completion of the apprenticeship program in compliance with Oklahoma Department of Career and Technology Education (ODCTE) standards. The program will provide apprentices with structures on-the-job learning (OJL) and related instruction (RI), ensuring successful completion of the program requirements.

**CareerTech Information Management System (CTIMS):** You will be sent an email to create an account in late August or early September. CTIMS is what you will use to complete your required reports.

**Concentrator (ODCTE Completion Status Definition):** The student did not complete the entire program but did complete 240 hours or more of the program and is no longer enrolled in this program.

**Dynamic Workforce Solutions:** Is often referenced as a **service provider engaged by local workforce boards** (such as the Central Oklahoma Workforce Innovation Board or Western Oklahoma Workforce Development Board) to help deliver workforce programs and services under the state's workforce development system. One example is they manage the funds provided by OESC through LWDBs for dislocated workers

**Eligible Training Partners (ETPL):** An education or training provider approved to deliver workforce training, including apprenticeship-related instruction, that meets state and federal eligibility requirements for workforce funding programs such as WIOA.

**Follow-up:** A report you complete annually for technology center program or K12 seniors that communicates what students are doing with the education they were provided (work, military, college).

**Fiscal Year (FY):** Education fiscal periods are July 1 – June 30.

**Local Workforce Development Board (LWDB):** Oklahoma’s four local workforce development boards work to provide area specific strategies to enhance the local workforce. They analyze the local labor market, determining what occupations and industries are in high-demand, and then use that information to drive various economic and workforce initiatives, including training opportunities to bridge potential skill-gaps with the existing workforce. <https://oklahoma.gov/workforce/partners/lwdb.html>

**OCAS Codes:** Oklahoma Cost Accounting System. is the statewide system used to track and report education programs by identifying **course numbers for credit** and the associated **financial accounting codes** used for budgeting, reporting, and reimbursement.

**Office of Apprenticeship (OA):** The U.S. Department of Labor office responsible for registering, overseeing, and supporting Registered Apprenticeship Programs in states that do not have a State Apprenticeship Agency. Oklahoma is an OA State.

**OkACTE:** An organization that seeks to provide the kind of foresight and direction needed to develop a productive and competitive workforce for Oklahoma. The association is recognized as a dynamic educational leadership organization anticipating and fulfilling the professional needs of its members and their customers in developing a competitive workforce. Members are instructors, administrators and other staff at technology centers, comprehensive schools, skills centers and the ODCTE.

#### **Oklahoma Department of Career and Technology Education (ODCTE)**

**Oklahoma Employment Security Commission (OESC):** The state agency responsible for administering unemployment insurance and employment services in Oklahoma, connecting job seekers and employers through workforce programs, labor market information, and reemployment support.  
<https://oklahoma.gov/oesc.html>

**Oklahoma Summit:** An annual conference required for CareerTech professionals. This joint conference, hosted by OkACTE and CareerTech, provides valuable opportunities for career and technical education professionals to network, engage in professional development, and enhance their leadership skills in a collaborative environment.

**Oklahoma Workforce Commission:** The state entity that oversees and aligns Oklahoma’s workforce development system by setting policy, coordinating partners, and supporting programs—including apprenticeship—that strengthen the state’s workforce and economy.  
<https://oklahoma.gov/workforcecommission.html>

**PACE:** Professional organization for WED division. The name of this organization shall be Oklahoma Postsecondary, Adult & Career Education (OkPACE) and shall function as the Oklahoma Postsecondary, Adult & Career Education (OkPACE) Division of the Oklahoma Association of Career and Technology Education.  
<https://www.okpace.com/>

**Professional Development (PD):** is the ongoing process of building knowledge, skills, and competencies to improve performance, effectiveness, and growth in one’s professional role.

**Program Identification Number (PID):** This number is tied to both the division and a job code. It is important that each person is in the correct PID to ensue correct funding and communication between ODCTE and Technology Center employees

**Purchase Order (PO):** A formal request to purchase goods or services. **Never** purchase anything without a purchase order. Always follow school policy on preparing PO and purchasing goods or services.

**Perkins:** Carl Perkins Career and Technical Education Act. Provides funding for CareerTech students.

**Registered Apprenticeship Program (RAP):** A formal apprenticeship program that meets national standards and is registered with the U.S. Department of Labor or a recognized State Apprenticeship Agency, combining paid on-the-job learning with related instruction.

**Related instruction (RI):** Structured, formal learning that complements on-the-job training by providing apprentices with the technical knowledge, theory, and skills required for their occupation.

**Single Sign On (SSO):** is an authentication method that allows users to access multiple applications and services with a single set of login credentials (usually a username and password). Instead of needing separate logins for each application, users authenticate once and can then access all authorized resources.

**Sponsor:** An organization or entity (employer) responsible for developing, registering, administering, and overseeing an apprenticeship program, including ensuring compliance with all program standards and requirements.

**Sponsor Data Sheet:** The Sponsor Data Sheet collects information from employers who wish to be recognized as official Oklahoma companies that employ apprentices. Submission of this form grants CareerTech permission to publicly acknowledge and promote the organization as an apprenticeship provider within the state of Oklahoma.

**State Apprenticeship Agency (SAA):** A state-authorized agency responsible for registering, overseeing, and ensuring the quality and compliance of Registered Apprenticeship Programs within a state. **Oklahoma is an**

**Office of Apprenticeship (OA) state,** meaning apprenticeship programs are registered with the U.S. Department of Labor and supported by a designated DOL representative.

**Type 19:** Central Technology Center Statewide Truck Driver Training (Class A, B, C) CDL Training

**Type 21:** Safety Training

**Type 31:** Customized Industry Training

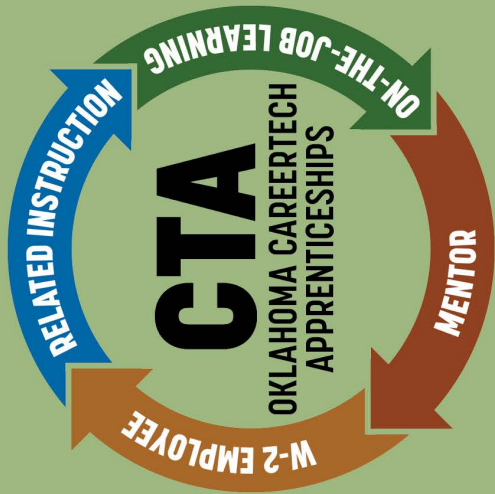
**Workforce Innovation and Opportunity Act (WIOA):** A federal law that supports workforce development by funding education, training, and employment services, including apprenticeship, to help individuals gain skills and connect to in-demand jobs.

# Contacts Page

|   |  |
|---|--|
| Name: <u>Randy Coon</u><br>Role: <u>VA Benefits</u><br>Email: <u>randall.coon@odva.ok.gov</u><br><u>405-522-8073 (direct line)</u><br>Phone: <u>405-306-3845 (Cell)</u> | Name: <u>Richard Hager</u><br>Role: <u>CIB – Plumbing</u><br>Email: <u>richardk@cib.ok.gov</u><br>Phone: <u>405-659-7731</u> |
| Name: <u>Gary Kirk</u><br>Role: <u>CIB - Mechanical</u><br>Email: <u>garyk@cib.ok.gov</u><br>Phone: <u>405-659-2631</u>   | Name: <u>Ron Morris</u><br>Role: <u>CIB - Electrical</u><br>Email: <u>rmorris@cib.ok.gov</u><br>Phone: <u>405-640-9169</u>   |
| Name: <u>Sandra McKnight</u><br>Role: <u>ODCTE Financial Aid Specialist</u><br>Email: <u>sandra.mcknight@careertech.ok.gov</u><br>Phone: <u>405-7743-5519</u>           | Name: _____<br>Role: _____<br>Email: _____<br>Phone: _____   |
| Name: _____<br>Role: _____<br>Email: _____<br>Phone: _____  | Name: _____<br>Role: _____<br>Email: _____<br>Phone: _____   |
| Name: _____<br>Role: _____<br>Email: _____<br>Phone: _____  | Name: _____<br>Role: _____<br>Email: _____<br>Phone: _____   |



**120+ hours**  
**Short-Term Employee**  
 Explore Interest  
 Gain Experience  
 Develop Skills  
 ODCTE Course



**510+ Hours OJL**  
**90+ Hours RI**  
**Mentor**  
**W-2 Employee**  
**Long-Term Employee**  
**Employer Led Plan**  
**Flexible**  
**State Recognized**  
**Certification**

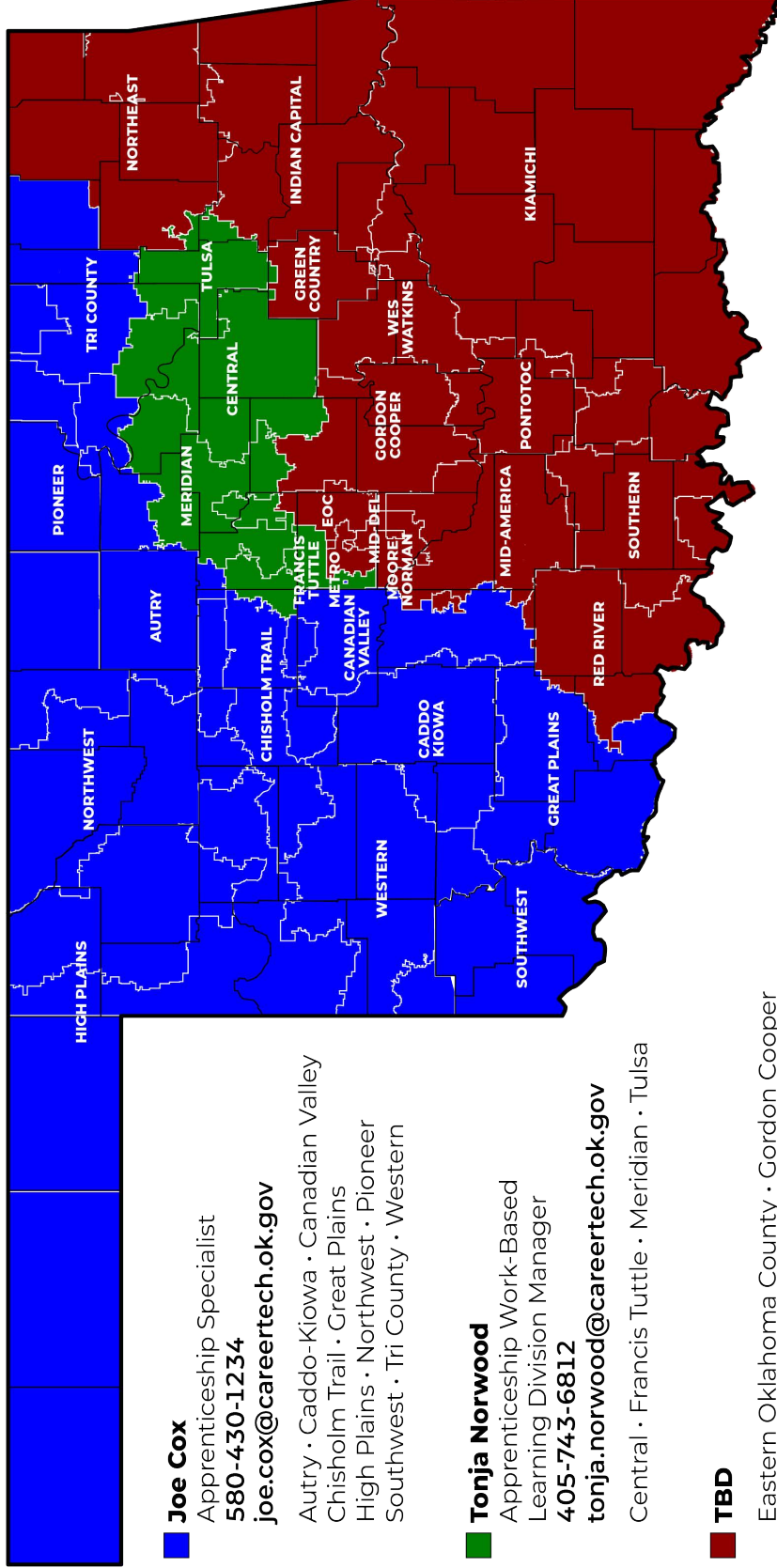


**2000+ Hours OJL**  
**144+ Hours RI**  
**Mentor**  
**W-2 Employee**  
**Long-Term Employee**  
**DOL Detailed Plan**  
**Add Workforce Growth**  
**Nationally Recognized**  
**Certification**

**WORKFORCE DEVELOPMENT**



# APPRENTICESHIP OKLAHOMA REGIONS AND DISTRICTS



**Joe Cox**  
Apprenticeship Specialist  
580-430-1234  
joe.cox@careertech.ok.gov

Autry • Caddo-Kiowa • Canadian Valley  
Chisholm Trail • Great Plains  
High Plains • Northwest • Pioneer  
Southwest • Tri County • Western

**Tonja Norwood**  
Apprenticeship Work-Based  
Learning Division Manager  
405-743-6812  
tonja.norwood@careertech.ok.gov

Central • Francis Tuttle • Meridian • Tulsa

**TBD**  
Eastern Oklahoma County • Gordon Cooper  
Green Country • Indian Capital • Kiamichi  
Metro • Mid-America • Mid-Del  
Moore Norman • Northeast • Pontotoc  
Red River • Southern • Wes Watkins