

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



Apprenticeship Oklahoma



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

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
 - Upload signed CTA agreement in CTIMS

Helpful Resource:

Mentor Training (Click Program Administration +)

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