

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)

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|--|--|--------|-----|--------|-----|--------|-----|--------|-----|
| <input type="checkbox"/> Determine RI provider (could be combined): <ul style="list-style-type: none">• CareerTech instructor• Employer-provided training | <input type="checkbox"/> Meet with RI instructor/ to review: <ul style="list-style-type: none">• Topic areas• Hour breakdown | | | | | | | | |
| <input type="checkbox"/> Collect RI provider details: <ul style="list-style-type: none">• Provider name• Contact person• Address• Phone and email | <input type="checkbox"/> Verify RI hour meets requirements below: <table border="0"><tr><td>1 Year</td><td>144</td><td>Year 3</td><td>432</td></tr><tr><td>2 Year</td><td>288</td><td>Year 4</td><td>576</td></tr></table> | 1 Year | 144 | Year 3 | 432 | 2 Year | 288 | Year 4 | 576 |
| 1 Year | 144 | Year 3 | 432 | | | | | | |
| 2 Year | 288 | Year 4 | 576 | | | | | | |
| <input type="checkbox"/> Submit to ODCTE Apprenticeship Team | | | | | | | | | |

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 [acceptance letter](#) acceptance letter to each apprentice
- ☐ Send acceptance letters to ODCTE Apprenticeship Team
- ☐ Enter apprentice into CTIMS at start date:
 - Code 02 – Registered Apprentice
- ☐ 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>



Apprenticeship Oklahoma

