

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)



OKLAHOMA
CareerTech

Apprenticeship Oklahoma



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 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>

