

# 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
- Business/Sponsor name
- Business address
- Wage schedule:
  - Journey worker wage
  - Apprentice starting wage
- RI breakdown in hours (if employer provides training)



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 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

### 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](#)
- Update in CTIMS:
  - Apprentice withdraws
  - Employer changes occur
  - Wages change
- Notify ODCTE staff if program issues arise

### Helpful Resource:

Mentor Training (Click Program Administration +)

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