



Registered Apprenticeship: How to Start a Program in Texas

When you are ready to create or expand a registered apprenticeship program:

- ☐ Contact TWC's Office of Apprenticeship at ApprenticeshipTexas@twc.texas.gov. Our experts can give advice on successful programs and the Department of Labor (DOL) registration process. We offer free help with designing and registering your program.

Here's how to create a program:

- ☐ Start with an apprenticeable occupation. To view a list of apprenticeable occupations visit, www.apprenticeship.gov/apprenticeship-occupations.
- ☐ Find sponsors and partners and stay connected with our TWC experts. Learn more about program sponsors at www.apprenticeship.gov/help/what-apprenticeship-program-sponsor.
 - If you already have a sponsor, keep building your network.
 - If you do not have a sponsor, look for others who have similar goals to create or expand apprenticeships. Work together to find a sponsor and build a network of support.
- ☐ Make sure your program will meet the core components:
 - ☐ The program is industry led.
 - ☐ Apprentices are paid employees.
 - ☐ The program offers on-the-job learning and mentorship.
 - ☐ The program has an education component.
 - ☐ Apprentices receive proper training and supervision to be safe.
 - ☐ Apprentices earn a nationally-recognized credential within their industry.
- ☐ Work with TWC to review occupation titles and training standards approved by the DOL.
 - When reviewing, decide if the standards meet your needs, the standards need a few changes, or new standards need to be developed.
 - You can change existing standards by up to 25%. If you need to change them more than that, new standards must be developed.
- ☐ Create a training plan that includes on-the-job training and educational instruction.
- ☐ Find a training provider for your related instruction or provide your own. Training can be in a classroom or online. It can be delivered offsite or at your workplace.
- ☐ Create a wage schedule for the apprentice, including entry-, mid-, and exit-level wages.
- ☐ Complete the DOL registration process with the assistance of TWC's [Office of Apprenticeship](#).
- ☐ Once standards are approved by DOL, launch and manage your program. Visit www.apprenticeship.gov/employers/registered-apprenticeship-program/launch for details.
 - Management includes DOL reporting. Visit www.apprenticeship.gov/help/what-rapids to learn more.

If you are awarded an apprenticeship grant from TWC:

- ☐ Complete TWC's online training on fiscal requirements. This training will show you how to receive the funding.
- ☐ Meet deliverables as outlined in the grant agreement.
- ☐ Meet reporting requirements as outlined in the grant agreement.
- ☐ Receive feedback and help from TWC's [Office of Apprenticeship](#) to ensure a successful program. We're here for you!