

# 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



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### **Phase 5 — RI Documentation**

- Instructor name
- Course breakdown by topic and hours
- Confirm RI/OJL ratio compliance

### **Phase 6 — Review & Signatures**

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

### **Phase 7 — Apprentice Enrollment**

- Submit Sponsor Data Sheet
- Enter apprentice into CTIMS at start date:
  - Code 03 — CareerTech Apprentice

### **Phase 8 — Program Monitoring & Closeout**

- Notify ODCTE Apprenticeship Team if:
  - Apprentice withdraws
  - Program issues arise
- Follow ODCTE closeout procedures to process:
  - CTA Certificate and Complete

#### **Helpful Resource:**

Mentor Training (Click Program Administration +)

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



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