

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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