

## Pre-APR sponsor documents needed

Documentation required from sponsor **at least two weeks** prior to the review meeting

**Documentation needed for selected apprentices (DLI will provide a list of apprentices)**

### Selected apprentices' documentation

- Application
- Attendance records for:
  - RTI (Related Technical Instruction)
  - Safety training
  - OJT (On-the-job training) verification of hours
- Performance reviews from employers, supervising journeyworkers and from instructors
- Tests and results
- Proof of wages paid or notice of wage increases

### Application and advancement materials

- Program Application form
- Interview questions – if required for program entry
- Competency test forms – if required for program entry

### Organizational policies and procedures related to apprenticeship

- Equal opportunity
- Anti-harassment
- Accommodations
- Application and selection processes (pre-hire processes)
- Applicant testing and scoring process (progression and completion processes)
- Copy of program policies and/or apprentice handbook
- Succession planning for overall responsibility of program and EEO
- Administrative files relating to monitoring quality of program or Apprenticeship Committee minutes

### Training: Related Technical Instruction (RTI) and On-the-job training (OJT)

- RTI curriculum, method, & schedule
- Safety curriculum, method & schedule
- OJT training records (timecards proving OJT covers per standards)
- Equal employment opportunity training sign-in sheets
- Anti-harassment training tracking documentation or sign-in sheets
- A roster of all supervising journeyworkers or a copy of the clause of the collective bargaining agreement stating ratio of apprentices to journeyworkers
- Provide Instructor Certifications for training in teaching techniques and adult learning styles
- Advanced credit for previously demonstrated competency, acquired experience, training, or skills.

### HR or Finance system information

- Proof of current wages and wages scales
- Instructor hiring process or criteria

**Outreach and engagement**

- Area served (counties served or radius, in miles, from sponsor)
- List of outreach and engagement provided
- Copy of application announcement and job postings
- Dissemination list for apprentice opportunities

**Other**

- Affirmative action plans & Voluntary Disability Disclosure Form **(only needed for registered apprenticeship programs with 5 or more apprentices)**
- Facility photos (if not an onsite meeting) display for EEO pledge and EEO Complaints Information Notice