

EIGHT STEPS TO BUILDING A REGISTERED APPRENTICESHIP PROGRAM (RAP)

1

The Employer *completes the WIN Employer Contact Form* online at miapprenticeship.org.

Alternatively, a WIN Partner can submit the form on behalf of the Employer.



2

WIN *arranges an introductory meeting* with the Employer to discuss apprenticeship best practices, identify the specific trade, and provide a comprehensive explanation of the documents necessary for submission to the U.S. Department of Labor (DOL).



3

WIN *sends a follow-up email* to the Employer outlining the next steps in the process, including guidance on building an apprenticeship and detailing the documents required for submission to the DOL. This communication also ensures the inclusion of the Related Technical Instruction (RTI) Provider(s) and Michigan Works! Partner.



6

After receiving approval from the Employer, WIN proceeds to *submit the RAP documents* to the DOL. Subsequently, WIN confirms this action with the Employer via email.



5

WIN conducts a thorough review, incorporates any recommended changes, and subsequently *forwards the final draft to the Employer* for approval.



4

The Employer *reviews and edits the apprenticeship documents* as necessary, signs the digital agreements, and then *returns the documents to WIN*.



7

WIN *receives DOL approval or denial*. In the event of a denial, documents are revised based on input from the Employer and *resubmitted to the DOL for reconsideration*.



8

Upon *receiving program approval* from the DOL, WIN will *send an email to the Employer* containing the DOL RAP approval along with signed documents for record-keeping purposes. Additionally, the email will outline the subsequent *steps required to register an apprentice*.



Please be advised that the duration of this process may vary from 30 days to 12 months, contingent upon factors such as the complexity of the documents, the number of stakeholders involved, and the efficiency of communication and coordination among all parties.



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