

TYPICAL NCPHCC & EMPLOYER APPRENTICESHIP PROCESS

REQUIRED OF EMPLOYER IS SHOWN IN GREEN

GOVERNANCE

NCPHCC ACADEMY IS THE "PROGRAM SPONSOR" AND IT PUBLISHES STANDARDS BASED ON NCDOL/COMMUNITY COLLEGE SYSTEMS/APPRENTICESHIP NC

EMPLOYER ADOPTS STANDARDS AND SIGNS "EMPLOYER AGREEMENT"

RECRUITING

EMPLOYER WILL DEVELOP CRITERIA BASED UP GUIDELINES. THESE DO NOT HAVE TO BE SHARED WITH SPONSOR BUT SHOULD BE STORED FOR INTERNAL RECORD KEEPING

EMPLOYER WILL OPEN THE APPRENTICESHIP PROGRAM TO EMPLOYEES THAT MEET CRITERIA FOR PROGRAM ON AN INVITATION BASIS

EMPLOYER WILL SEND AN INITIAL INVITE LETTER EITHER BY MAIL, EMAIL, TEXT OR HAND DELIVERY. WITHIN THIS LETTER WILL BE A DISCUSSION ABOUT AN INFORMATIONAL SESSION

REGISTRATION

AT THE INFORMATION SESSION

A GENERAL OVERVIEW OF THE PROGRAM WILL BE DISCUSSED INCLUDING ASSOCIATED COSTS, COURSE REQUIREMENTS, OJT REQUIRMENTS, GRADES. THIS GENERAL OVERVIEW MAY NOT BE COMPREHENSIVE

ONCE GENERAL OVERVIEW IS COMPLETE THEN EMPLOYER WILL ISSUE AN "PHCCNC APPRENTICE APPLICATION"

SIGNED APPRENTICE APPLICATION SHOULD BE STORED BY EMPLOYER AND COPY SENT TO SPONSOR

ONCE APPLICATION IS ISSUED, EMPLOYER WILL ISSUE "AGREEMENT SHEET"

SIGNATURES SHOULD BE SECURED AND STORED RELATED TO AGREEMENT SHEET. THIS AGREEMENT SHEET IS BETWEEN YOU AND YOUR APPRENTICES AND DETAILS ITEMS SUCH AS WHO PAYS FOR PROGRAM ETC. DO NOT SEND THIS TO PHCC SPONSOR. KEEP FOR REQUIRED RECORDS

COURSE OF STUDY

ENTER APPRENTICE INTO COMPUTER BY CLASS AND CLASS #

SECURE COMPUTER FOR APPRENTICE AND SET UP

SECURE/CONFIRM MEAN OF EMAIL COMMUNICATION

SECURE BOOK FOR APPRENTICE

SECURE SITE ACCESS FOR APPRENTICE

TEACH APPRENTICE ON WEEKLY BASIS

RECORD ATTENDANCE AND GRADES ON WEEKLY BASIS

CONFIRM SUCCESFUL COMPLETION OF ACADEMY CLASS

EMPLOYER TO PRINTOUT WORK HOURS BY CODE FOR THAT STUDY PERIOD AND SCAN.
RECORD HOURS BY CODE ON WORK PROGRESS MONITORING SHEET AND SCAN
RECORD SUCSESFUL COMPLETION OF CLASSWORK AND OJT ON TRACKING SHEET AND SCAN
SEND COPY OF OJT HOUR TRACKING SHEET TO PHCC SPONSOR
ENSURE COPY OF CERTIFICATE IN FILE
SEND COPY OF CERTIFICATE FROM CLASS COMPLETION (NATIONAL PROGRAM) TO PHCC SPONSOR
RINSE AND REPEAT FOR 3 MORE YEARS
ONCE THEY HAVE REACHED FOURTH YEAR
COMPLETE PROPER DOCS FOR RECOGNITION BY NC APPRETICESHIP
KEEP RECORDS RELATED TO EACH APPRENTICE FOR 5 YEARS BEYOND THEIR EMPLOYMENT

DR