

## Before joining the program

<input type="checkbox"/>	Meet with representatives of the consortium (you may request more than one meeting)
<input type="checkbox"/>	Sign an Apprentice Alamance agreement and pay the consortium membership (\$1,500 annually)
<input type="checkbox"/>	Decide on company mentor or apprenticeship supervisor
<input type="checkbox"/>	Visit an Apprentice Alamance meeting to meet the other company members and understand how things work
<input type="checkbox"/>	<p>Meet with our regional ApprenticeshipNC Consultant to set up the work process document(s)</p> <p>Questions to ask yourself <b>before</b> the meeting:</p> <ul style="list-style-type: none"> <li>● What occupation(s) are you interested in registering?</li> <li>● What are your specific training needs?</li> <li>● What type of training program do you currently have?</li> <li>● How can your current training be improved?</li> <li>● Is everyone being trained the same? How is it measured?</li> <li>● How is training structured and is it documented?</li> <li>● Is the trainee/employee aware of the training requirements?</li> <li>● Is your training supported by educational related instruction?</li> <li>● In what format is related studies provided?</li> <li>● Do you have a wage scale that corresponds with skill progression? Is the wage scale comparable with industry standards?</li> <li>● Do you hire military veterans?</li> <li>● Is your training used as a tool for performance evaluation? What additional credentials are available upon completion of training?</li> </ul> <p>Apprentice Alamance members and partners can help you answer these questions, and provide further guidance.</p> <p>Must be finalized by the end of May.</p>

## After joining the program

### A typical Apprentice Alamance year

An Apprentice Alamance year typically starts in August. Depending on when you join the program, you may skip some of these points during your first months.

<input type="checkbox"/>	Attend or have assigned designees attend monthly Apprentice Alamance meeting every 4th Wednesday of the month at 3:30 pm
<input type="checkbox"/>	Volunteer for at least one Parent/Student Information Session to talk to parents/guardians and students about the program (October-November)
<input type="checkbox"/>	Host at least one facility tour to students and their parents/guardians (December-January)
<input type="checkbox"/>	Review students' applications and take part in the selection process for orientation (February)
<input type="checkbox"/>	Participate in orientation planning (February-March)
<input type="checkbox"/>	Actively participate in orientation (March) or assign a designee to attend and observe/assist each evening
<input type="checkbox"/>	Participate in Draft Day: Review student performance during orientation and pick a student / several students for a pre-apprenticeship (April)
<input type="checkbox"/>	Begin hiring process for your pre-apprentice (May): Drug screens, applications, background checks, etc.)
<input type="checkbox"/>	Make sure all paperwork with the State has been approved (by May)
<input type="checkbox"/>	Register your apprentice with the State (June)
<input type="checkbox"/>	Have a student / several students at your company for a pre-apprenticeship (June-July)
<input type="checkbox"/>	Extend an offer for apprenticeship to suitable student(s) (July)
<input type="checkbox"/>	Participate in formal signing ceremony to sign apprentices (August)

<input type="checkbox"/>	Fill out and sign a credit application for the ACC bookstore (August)
<input type="checkbox"/>	<p>Apprenticeship starts (August)</p> <p>High school apprentices work half-days at companies while attending high school for the other half of the day. Upon graduation, they transition to working four days per week at these companies and attend college one day per week.</p> <p>The State covers the students' community college tuition for the duration of the program, but does not cover the cost of repeating any courses. Companies handle expenses related to books, fees, and required tools, and also pay the consortium wage for the time the student spends in class.</p>

### Ongoing responsibilities

<input type="checkbox"/>	Attend Apprentice Alamance meetings / Zoom calls
<input type="checkbox"/>	Represent Apprentice Alamance at ABSS events (career fairs, school visits, etc.)
<input type="checkbox"/>	Host groups of middle or high school students as well as their teachers at your company (upon request)
<input type="checkbox"/>	Host one apprentices' meeting a year at your company