Apprenticeships have been around for centuries, but there is a new and growing awareness by businesses and job-seekers across America about this proven method of training workers and filling job openings. The Missouri Job Center of St. Charles County is on top of this trend!

In summer 2017, the Center became the first Workforce Development Board in Missouri to be certified as an official sponsor of registered apprenticeship programs by the U.S. Department of Labor (USDOL) and its Missouri Office of ApprenticeshipUSA. Staff at the Missouri Job Center is available to help companies and job-seekers with apprenticeship opportunities in St. Charles County!

Here are some frequently asked questions (FAQs) to get you started!

**What is an apprenticeship and what is a registered apprenticeship?**
The U.S. Department of Labor defines an apprenticeship as an arrangement that includes a paid-work component and an educational or instructional component, where an individual obtains workplace-relevant knowledge and skills. Registered apprenticeships are high-quality, work-based learning and post-secondary earn-and-learn models that meet national standards for registration with the USDOL.

**What are the four main components of a registered apprenticeship program?**
The four basic components required of all apprenticeship programs registered through the USDOL are:

1) Training on the job
2) Classroom training
3) Work mentor
4) Progressive wages

**What positions already have been approved for apprenticeship from the USDOL?**
A growing list of more than 1,300 job classifications recognized as registered apprenticeships by the USDOL's Office of Apprenticeship is online at https://www.doleta.gov/OA/occupations.cfm

**What's in it for job-seekers?**
A registered apprenticeship program is a great way for job-seekers to start a new career. Here are some great reasons to do an apprenticeship, according to ApprenticeshipUSA:

- Begin earning a paycheck from day one
- Learn a skill or trade through training on the job and have the potential to earn college credit
- Succeed in a long-term career while earning a competitive salary
- Increase wages as skill level increases
- Receive nationally recognized certification
- Gain valuable skills needed to succeed in your career

**What's in it for participating businesses?**
ApprenticeshipUSA lists these advantages of registered apprenticeship for businesses looking to recruit new talent and fill open positions:

- Highly skilled employees trained to your specifications
- Reduced turnover rates
- Higher productivity
- Lower investment in recruitment
- More diverse workforce
- New pipeline of workers
- Creation of career pathways
About the Missouri Job Center Apprenticeship Program

What is the new Manufacturing Apprenticeship Program through the Missouri Job Center of St. Charles County? Thanks to special federal funding made available from the Missouri Division of Workforce Development, the Missouri Job Center of St. Charles County is starting a pilot project in September 2017 to recruit and assist 30 job-seekers for a new Manufacturing Apprenticeship Program. Based on feedback from local businesses, job classifications focused on in this program include, but are not limited to: CNC Machining, Manual Machining, Production Assembly, Quality Inspection/Bonding, Plastics Production, Welders and Warehouse/Shipping & Receiving.

The program uses a competency-based model that allows for expedited advancement based on demonstrated performance as opposed to a minimum timeframe spent in training. Classroom training either can be provided directly by the employer or by any of the approved training providers in our area, such as St. Charles Community College, Ranken Technical College – Wentzville, Lewis & Clark Career Center, State Technical College or others.

The training timeframe is customized and arranged on a case-by-case basis. In some instances, it can be set up with part of the day in classroom training, and part of the same day at the job. In other cases, it could be a 2-week, 4-week, or 8-week module of alternative training and work.

What apprenticeship assistance is available through the Job Center?
The Missouri Job Center of St. Charles County is available to work with local employers to establish a registered apprenticeship program for full-time, permanent positions in partnership with the USDOL and ApprenticeshipUSA. These programs can be created for currently recognized “apprenticeable” positions, or to help recognize new positions. Once established, our Job Center assists in recruiting candidates for a company's consideration. Depending on job-seeker eligibility and availability of program funds, our Job Center may be able to provide some funding for wage reimbursement during on-the-job training and for some classroom training costs.

What basic requirements does a business need to follow to participate in the Manufacturing Apprenticeship Program pilot project through the Missouri Job Center of St. Charles County?
Participating employers are required to:

- Agree at the outset their intent is to hire their apprentices as full-time, permanent employees.
- Provide a work-site mentor.
- Have a starting salary of at least $12 an hour.
- Provide increased salary during the apprentice’s progression through the program.
- Allow consultation by staff from the Missouri Job Center for monitoring compliance and participant progression.
For Employers

How do companies participate?

• Missouri Job Center staff work with businesses to complete the registration process on MoJobs.
• Companies send the Missouri Job Center the official job descriptions, including skills needed, for the apprentice positions. Center staff can assist in drafting a job description.
• Companies complete and sign federal and local paperwork; the Job Center is available to assist.
• The company and the Job Center work together to recruit potential candidates for apprenticeship positions. If companies find an interested job-seeker first, the Center needs to verify eligibility before a job offer is extended.

After finding an eligible job-seeker to hire and enroll in the program, what’s next?

Once a job-seeker’s eligibility is confirmed by staff at the Missouri Job Center of St. Charles County, the company needs to provide the Center with a copy of its E-Verify MOU.

The company provides a mentor from its supervisory staff for the new apprentice starting the first day. Companies need to track work hours and other training provided to the apprentice at the work site.

If the company is receiving wage reimbursement through the “On-the-Job Training” portion of the apprenticeship program, a monthly report needs to be submitted to the Missouri Job Center of St. Charles County in order to receive that reimbursement.

The Missouri Job Center of St. Charles County works with companies to monitor compliance, track progress and assist with any issues that might occur. As an apprentice nears completion of the program, the Center will notify the U.S. Department of Labor so an official USDOL apprenticeship certificate can be obtained for the apprentice.

How does a company receive wage reimbursement for On-the-Job Training (OJT)?

Reimbursement to companies for OJT is available for eligible applicants, including:

• Adults 25 years or older who have been displaced because of a company layoff.
• Recently discharged military personnel.
• Those who qualify as low-income.
• Young adults, ages 16 to 24, who are out of school, homeless or a foster child, pregnant or parenting, or have a documented disability or offender status.

For more information about OJT eligibility, contact Vicki Swartzenberg at vswartzenberg@stchas.edu or 636-255-6060, ext. 5250.

For Job-Searcers

How do job-seekers participate?

Job-seekers are encouraged to meet with the apprenticeship program coordinator at the Missouri Job Center of St. Charles County to discuss their desired employment, skills, background and resume. The coordinator determines the job-seeker’s eligibility for the “On the Job Training” (OJT) program that could reimburse the potential employer for part of the apprentice’s wages during training. The Job Center will assist with arranging interviews with participating companies.

Once hired, the Job Center staff works with the apprentice and the company to track progress, make sure everything is in compliance with the program, and assist with any issues that might occur. When completion of the program is near, the U.S. Department of Labor is advised and an official USDOL apprenticeship certificate is provided for the apprentice.

For more information about apprenticeship, the new Manufacturing Apprenticeship Pilot Program or the “On-the-Job Training” Program, contact Vicki Swartzenberg at 636-255-6060, ext. 5250, or vswartzenberg@stchas.edu, or visit the Missouri Job Center of St. Charles County at 212 Turner Blvd., St. Peters, MO 63376.

St. Charles County and its Workforce and Business Development department are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.

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