

TO GET AHEAD IN TODAY'S JOB MARKET, YOU NEED SKILLS AND EXPERIENCE. NOW, MORE AND MORE JOB SEEKERS AND WORKERS ARE DISCOVERING A PROVEN STRATEGY FOR GAINING BOTH: **APPRENTICESHIP.**

Apprenticeship programs offer the opportunity to earn a salary while learning the technical skills necessary to succeed in exciting, high-demand professions. Combining classroom instruction with on-the-job training, apprenticeships may also count toward college credit, in some cases even leading to an associate's or bachelor's degree paid for by your apprenticeship sponsor.

What's more, apprenticeships now exist in not only traditional fields, such as construction, but also high-growth industries, such as health care, information technology, transportation, energy, and many others. Now more than ever, apprenticeships can open the door to long-term, rewarding careers for everyone, including people with disabilities and those with diverse backgrounds, varying skill levels, and educational experiences.

In short, Apprenticeship Works...

**for individuals,
for employers,
for opportunity,
for inclusion,
FOR YOU.**

Hear More About Apprenticeship

Interested in learning more about apprenticeship as a career path? You may want to view "#ApprenticeshipWorks," a video produced by the U.S. Department of Labor's Office of Disability Employment Policy. This video features interviews with four diverse apprentices and former apprentices in a range of fields, including information technology, health care information management, and shipbuilding. It is one in a two-part series; the other video focuses on the value of apprenticeships to employers through interviews with apprenticeship sponsors. To view either video, visit www.dol.gov/odep/topics/youth/Apprenticeshipworks-video-series.htm.



#APPRENTICESHIPWORKS

Apprenticeship Works for You:

A GUIDE FOR INDIVIDUALS EXPLORING INCLUSIVE CAREER PATHS

#ApprenticeshipWorks



OFFICE OF DISABILITY EMPLOYMENT POLICY
UNITED STATES DEPARTMENT OF LABOR

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REGISTERED APPRENTICESHIP PROGRAM SPOTLIGHT:

NEWPORT NEWS SHIPBUILDING

"You can get paid to go to school and learn a craft or a skill. It's something that you've earned. It's something that will always be with you."

- Kristee Arceo, Marine Engineering Apprentice, Newport News Shipbuilding

The Apprentice School at Newport News Shipbuilding in Newport News, Virginia, offers multi-year Registered Apprenticeships in a wide range of shipbuilding fields as well as advanced programs of study. These apprenticeships offer the opportunity to simultaneously learn a trade, receive competitive pay, and earn college credit. They also provide Newport News Shipbuilding a continuous supply of employees with the skills and knowledge necessary to grow and succeed in the years ahead.

What is an apprenticeship?

An apprenticeship is a job that allows you to earn money while gaining skills and experience through both technical instruction and hands-on training. As an apprentice, you start working on day one and receive pay increases as you learn new skills and take on more responsibilities. In fact, the average starting wage for an apprentice is \$15.00 per hour. When researching apprenticeships, it's important to look for whether a program meets established standards that make its credentials transferrable and recognizable to employers across the country.

What occupations can I train for through apprenticeship?

Apprenticeship offers access to thousands of career paths. Some of the top occupations for Registered Apprenticeship programs include carpenter, chef, construction craft laborer, dental assistant, electrician, software engineer, mechatronics technician, elevator constructor, fire medic, law enforcement agent, over-the-road truck driver, and pipefitter. But really, these examples just scrape the surface of the opportunities available in a wide range of exciting industries, including those predicted to grow significantly in the coming years.

Who can become an apprentice?

People eligible for apprenticeship programs are as diverse as the opportunities available. Because entry requirements vary by program, apprentices reflect a range of backgrounds and educational experiences. The eligible starting age for Registered Apprenticeship can be no less than 16; however, in certain occupations, you need to be at least 18. Each apprenticeship program's sponsor also develops its own minimum qualifications related to education and the ability to perform essential job functions. In light of President Trump's June 2017 Executive Order calling for the expansion of apprenticeships and reduction of regulatory burdens on workforce development programs, the U.S. Department of Labor is currently in the process of partnering with industry groups, companies, nonprofit organizations, unions, joint labor-management organizations, and many others to help them design apprenticeship programs that fit their unique industry needs.

Some apprentices start their journey in pre-apprenticeship programs. These programs prepare people to enter and succeed in apprenticeships by enhancing their qualifications and expertise. Like apprenticeships, pre-apprenticeships involve both classroom instruction and the chance to apply new skills in the real-world environment.

Do apprenticeships offer a disability-inclusive career path?

Yes! Apprenticeship is a tried and tested career pathway for all people, including people with disabilities. Individuals with disabilities can offer employers a competitive edge, helping diversify and strengthen their workplaces through varied perspectives on how to confront challenges and get the job done. Furthermore, the U.S. Department of Labor protects applicants and current participants in Registered Apprenticeship programs from discrimination on the basis of disability.

If you are a person with a disability and are qualified for the program, your apprenticeship sponsor must provide you with a reasonable accommodation to allow equal employment opportunity, unless to do so would cause undue burden. An applicant for an apprenticeship may also require a reasonable accommodation to assist in applying and interviewing for an apprenticeship. Generally, the individual with a disability must inform the sponsor that an accommodation is needed. Also, Registered Apprenticeship programs are taking proactive steps to recruit people with disabilities. This is why you may be asked to self-identify as a person with a disability, both during the application and hiring process and once enrolled in an apprenticeship program.

Apprentices and their employers who need help determining effective accommodations can use the Job Accommodation Network (JAN). A free service of the U.S. Department of Labor's Office of Disability Employment Policy, JAN is the leading source of free, expert, and confidential assistance on workplace accommodations. It offers one-on-one guidance over the phone at **(800) 526-7234** or **(877) 781-9403 (TTY)** or via email or live chat. JAN's website, **AskJAN.org**, also offers a wealth of information, including an A to Z guide of disabilities and accommodations.

How long are apprenticeship programs?

The time it takes to complete an apprenticeship varies depending on a number of factors, including the occupation and nature of program. They range from one to six years, with most being somewhere in the middle. During this time, you participate in both on-the-job training and classroom-based instruction, which may count toward college credit. Sometimes these two components happen in tandem. For instance, you might spend three days a week on the job and two days in the classroom, or you might have



REGISTERED APPRENTICESHIP PROGRAM SPOTLIGHT:

URBAN TECHNOLOGY PROJECT

"If you are considering an apprenticeship, I would definitely go for it."

- Derek Schwartz, Information Technology Apprentice, Central High School, Philadelphia

The Computer Support Specialists Information Technology (IT) apprenticeship program run by the Urban Technology Project trains individuals for IT careers, allowing them to gain technical skills and put them to work in Philadelphia high schools. In addition to providing much needed IT support for these schools, apprentices gain leadership skills by organizing after-school computer clubs and participating in other community-building activities. Upon completion of the program, many alumni go on to work for the school district, while others pursue IT jobs at firms in and around the city.



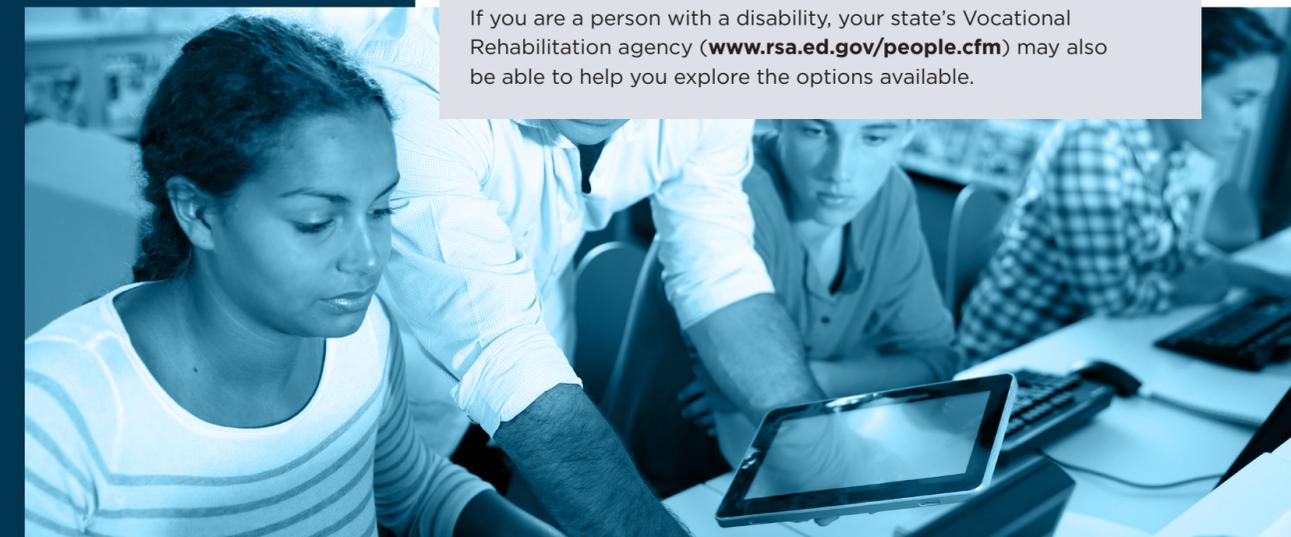
REGISTERED APPRENTICESHIP PROGRAM SPOTLIGHT:

MEDPARTNERS

"The apprenticeship definitely gave me the confidence that I didn't have before. It gave me the tools to understand what I am doing. It gave me the tools to look at something in a different way."

- LaTasha Hall, Health Information Management Professional, MedPartners

MedPartners' apprenticeship program is designed to bridge education and employment in health information management, often referred to as medical coding. The company developed the program in collaboration with the American Health Information Management Association as a way to build a pipeline of professionals with the skills needed to keep pace with rapid changes in the field. Apprentices serve MedPartners' client hospitals and other health care facilities across the nation, and the computer-based nature of the work means they may have the opportunity to work from home.



a few weeks or months of instruction followed by continuous time in the workplace. Either way, apprenticeships are designed to meet the needs of the occupation, including the number of hours apprentices spend in the classroom and on the job each year.

What's life like after an apprenticeship?

Completion of an apprenticeship program results in a portable, industry-recognized credential that serves as the foundation for a long-term career with a competitive salary and little, if any, educational debt. In fact, the average salary for a fully skilled worker who completes an apprenticeship program is \$60,000. Apprenticeship alumni often work for their employers for years to come, moving into management or, if entrepreneurial in spirit, starting businesses of their own later down the line. Many also become educators or trainers, helping build their industry's future workforce. They are innovators and leaders, in not just their workplaces, but also the local communities in which they work and live.

How can I learn about apprenticeship opportunities near me?

Apprenticeship programs exist in communities across the U.S., many sponsored by some of the nation's most well-known companies. To learn more, visit the Apprenticeship Finder (**www.dol.gov/featured/apprenticeship/find-opportunities**), which allows you to search for available opportunities by state and city. On this page, you can also read about the experiences of apprentices and former apprentices working in a wide range of occupations.

You can also learn more about apprenticeship programs, as well as other opportunities for training and employment, by contacting your nearest American Job Center (**www.servicelocator.org**). If you are a person with a disability, your state's Vocational Rehabilitation agency (**www.rsa.ed.gov/people.cfm**) may also be able to help you explore the options available.