

GUIDE TO DEVELOP A STATE REGISTERED PRE-APPRENTICESHIP PROGRAM

This is a public informational guide on the various steps that must be completed in order to develop a California Division of Apprenticeship Standards (DAS) registered Pre-Apprenticeship program. Applications are completed electronically and must include the required supporting documents.

Once the program is approved and operational, all pre-apprentice agreements, cancellations and course completions shall be filed electronically. All Pre-Apprenticeship programs will operate using the DAS on-line web-based registration system.

Below are the steps an applicant would generally follow in order to develop an approved state registered Pre-Apprenticeship program:

Steps to develop an approved state-registered Pre-Apprenticeship program

1. A Pre-Apprenticeship program applicant sends an e-mail expressing their interest to develop a new pre-apprenticeship program to the following e-mail address on the DAS website: preapprenticeship@dir.ca.gov
2. Upon receipt of the initial pre-apprenticeship inquiry, DAS shall forward the application forms and instructions to the proposed program sponsor(s).
 - Pre-Apprenticeship Program Guide
 - Pre-Apprenticeship Informational Sheet
 - Best Practices: Preparation for Pre-Apprenticeship Training
 - DAS-351 PA Request for Approval
 - DAS Pre-Apprenticeship Linkage Agreement (Sample)
3. Program applicant shall complete and return the application form and supporting documents to DAS at: preapprenticeship@dir.ca.gov
 - Completed DAS-351 PA Request for Approval
 - Linkage agreement, MOU or agreement with a State Registered Apprenticeship program(s) agreeing to be associated with the proposed new pre-apprentice program.
4. DAS shall review the completed application form and supporting documents and take the following actions:

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- If the application and supporting documents require further information, clarification, or corrections, DAS will contact the applicant.
 - If the application and supporting documents are complete and correct, DAS will validate the Linkage to a registered Apprenticeship Program and approve the new pre-apprenticeship program request.
 - The program is entered into the DAS database system and assigned a DAS pre-apprenticeship program number;
 - DAS will e-mail the program sponsor a letter of congratulations on the approval of the new pre-apprenticeship program with instructions on the next steps.
 - The program will receive a copy of the signed “*DAS-351 PA Request for Approval*” for their records.
5. As part of the electronic registration process, each program shall electronically complete and return the “DAS Pre-Apprenticeship on-line Web Registration Information” form. This form allows DAS to set-up the program’s access to the on-line web-based registration system.
6. DAS will register the individual(s) authorized by the program to participate in the DAS on-line registration system.
- DAS will provide the new program sponsor with comprehensive instructions on how to use the DAS on-line registration system.
 - DAS shall provide the new program sponsor with all the DAS forms necessary to register, cancel and complete pre-apprentices under their State approved pre-apprenticeship program.
 - Pre-apprentice Agreement (DAS-1PA)
 - Pre-apprentice Request to Cancel form (DAS-5PA)
 - Pre-apprentice Request to Complete (DAS-104PA)
7. The new Pre-Apprenticeship program shall start operating the program by registering their pre-apprentices using the DAS on-line registration system.
8. The program shall cancel and/or complete pre-apprentices as required through the DAS on-line registration system.
9. The program sponsor shall reapply to DAS for approval of their Pre-Apprenticeship program every three years.