



"The N.C. Apprenticeship Program plays a key role in John S. Clark Company Inc. training. The apprenticeship program provides the structure and support necessary to train youth and adult apprentices. We are very glad to have the N.C. Department of Labor partner with us in this critical success area."

*Ken Klamfoth
Human Resources Manager
John S. Clark Company Inc.
Mount Airy, N.C*

What if some or all of my jobs are not apprenticeable?

The N.C. Apprenticeship and Training Bureau also registers shorter-term training programs requiring from 1,000 to 4,000 hours of on-the-job training in occupations that are not apprenticeable. Trainees upon completion also receive a nationally recognized certificate that is also portable anywhere in the United States.

What is available for the journeyman who would like to reach the next level?

The Apprenticeship and Training Bureau now has a program called MasterCraftsman. The program is designed for the journeyman-level employees who would like to enhance their overall education and training to become masters in their occupation.



Visit our Web site for more information on apprenticeship:

www.nclabor.com



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Cherie K. Berry
Commissioner of Labor

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APPRENTICESHIP



**APPRENTICESHIP
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What is registered apprenticeship?

Apprenticeship is a unique, voluntary, industry-driven system that prepares individuals for occupations requiring a broad range of high-level skills and related technical knowledge. The apprentice learns the *how-to* as a wage-earning employee in on-the-job training under the direction of a highly skilled craftsperson. The *why* is learned through related technical instruction classes.

When a program is registered by the N.C. Department of Labor, it also is registered nationally with the U.S. Department of Labor. When apprentices complete their training, they receive journeyman certificates that are nationally recognized and portable anywhere in the United States.

A registered apprenticeship program requires from 2,000 up to 10,000 hours of on-the-job training, depending on the occupation. This training is supplemented by a minimum of 144 hours of related classroom instruction for every 2,000 hours of on-the-job training. Traditionally, apprentices start at half the craftsperson rate, working their way to the full rate upon completion.



"Apprenticeship training is a very valuable recruitment incentive. This training is a 'Win Win' situation. The employee receives the opportunity to work while being trained for advancement in his or her field as well as knowledge and skill which will provide the basis for a life long career. In turn, the employer receives a worker who is eager and interested in the work as well as both book and on-the-job training and ... a loyal employee."

*Stuart D. Laney Jr., President
Laney Electric Inc.
Wilmington, N.C*

Why should I register a program?

In a recent survey, North Carolina employers said their apprenticeship programs:

- Improved the skills of their employees
- Improved the quality of their workmanship
- Improved their ability to promote from within the company
- Improved recruitment of highly qualified applicants
- Improved the versatility of their workers
- Reduced turnover of employees
- Improved the problem-solving ability of their workers
- Improved their productivity
- Established training goals and measures



Is registered apprenticeship only for the trades?

The Department of Labor recognizes more than 800 occupations in all industries, including:

- Manufacturing
- Construction
- Telecommunications
- Information technology/networking
- Service and retail
- Health care
- Education
- Public and private utilities
- Public sector

Visit www.nclabor.com for a list of occupations.



What services does the Apprenticeship and Training Bureau provide?

In a recent survey, 93 percent of employers were satisfied or very satisfied with our services, which include:

- Job profiling and task analysis
- Customizing standards and work processes to meet a company's needs
- Assisting in development of competency-based training
- Coordinating related instruction with community colleges or other training providers
- Assisting in establishing recordkeeping systems
- Assisting in developing qualifications and procedures for recruiting apprentice applicants
- Servicing programs, including registrations and completions
- Issuing a nationally recognized certificate of completion to completors
- Coordinating VA approval for eligible veterans in registered programs to receive VA benefits

"The apprenticeship program allows our technical employees to improve upon their problem solving abilities and apply this to specific applications within our plant. The combination of the community college education, our in-house classes and on-the-job training provides us with better employees for the future."

*Tracy Jones
Leviton Southern Devices Division
Morganton, N.C.*