



RHODE ISLAND APPRENTICESHIP PROGRAM

Apprenticeship Program Quality Review

Sponsor Name: _____ Program # _____

CONFIRM AND UPDATE PROGRAM DEMOGRAPHICS

Check here if any information detailed below needs to be updated in Sponsors Standards

1) Sponsor Mailing Address: _____

Phone: _____ Website: _____

Apprenticeship Contact Name: _____ Title: _____

2) Type and Number of Apprenticeship Programs, and Associated Apprentices/Journeyman Information

Sponsors Program Number	OJT Occupations	Current Number of Apprentices	Current Number of Female Apprentices	Current Number of Journeymen	Current Journeyman Wage	Ratio of Apprentice to Journeyman
					\$	
					\$	
					\$	
					\$	

REVIEW ON-THE-JOB-TRAINING STANDARD & PRACTICES

(ALL ITEMS CHECKED "NO" SHOULD BE THOROUGHLY ADDRESSED ON PAGE 4)

ON-THE-JOB LEARNING (OJL)

1. Apprentices receive OJL in all phases of occupation as outlined in occupation schedule. Yes No
2. OJL is coordinated with related instruction. Yes No
3. Program sponsor is providing reasonably continuous employment to all apprentices. Yes No
4. Safety training included as part of OJL. Yes No
5. The OJL (work process schedule) is kept current with industry practice. Yes No
6. Program sponsor's workforce is consistent with the approved ratio as registered in apprenticeship standards. Yes No
7. Program sponsor regularly evaluates the apprentices' on-the-job progress with the apprentice. Yes No

8. Are the apprentices' scheduled wage increases determined (e.g., by actual hours of OJL and/or by months in the program), consistently with the registered apprenticeship standards? Yes No
9. The probationary period is reasonable (hours/months) in relation to the term of apprenticeship, and full credit is given for probation toward the completion of apprenticeship. Yes No
10. The program sponsor grants advanced credit for previously acquired experience and training to applicants/apprentices in a uniform manner. Yes No

REVIEW RELATED INSTRUCTION STANDARD & PRACTICES

1. Identify the related instruction delivery system (electronic media, classroom, correspondence, home study; and the source Vocational-education center, program sponsored, etc.).

2. How many hours per year of related instruction are actually being provided? _____
3. Is the related instruction being provided consistently as approved in apprenticeship standards? Yes No
4. Are related instruction curriculum and training aids kept current with industry technological changes? Yes No
5. Is safety training included as part of the related instruction? Yes No
6. Have related training instructors received formalized instructor training? Yes No
What kind? _____ How many hours? _____
7. Has the program sponsor established criteria/guidelines for instructors (i.e., state certification, teaching experience, occupation experience)? Yes No
8. Does the program sponsor provide feedback to apprentices on related instruction progress/test results? Yes No
9. Is related instruction provided on a regular basis during the term of apprenticeship? Yes No
10. Is there a course outline of subjects to be covered each year? Yes No
11. Is the progressive wage schedule paid based on the completion of both the OJL learning as well as related instruction? Yes No

REVIEW PROGRAM OPERATION

1. Do you have a specific person(s) responsible for monitoring the program and providing assistance to the apprentices? Yes No
If yes, please provide Name: _____
Title: _____
2. Is the Registration Agency notified of all new registrations, cancellations, and completions? Yes No

- 3. Does the program sponsors periodically assess success or needed improvements in the program by interviewing apprentices, completed apprentices, and journey workers? Yes No
- 4. Does the program sponsor maintain required records (selection/employment/training)? Yes No
- 5. Does the program sponsor submit revisions to the Registration Agency prior to instituting them? Yes No
- 6. What is the completion rate for each occupation? (Analysis based on the last five years.)

- 7. What is the cancellation rate for each occupation? (Analysis based on the last five years.)

- 8. Has the program sponsor addressed high cancellation rate? (If yes, explain below.) Yes No

- 9. Does the program sponsor follow-up on terminations to determine the “cause”? Yes No
- 10. Are **all** apprentices in each occupation registered with the Registration Agency? Yes No
- 11. Is the “Complaint Procedure” identified in the standards and available for review by all apprentices/applicants? Yes No

1. **Please provide an attached list of all apprentices registered in the last five years including the dates completed or canceled for each trade.**

2. Has apprenticeship benefited the company and the apprentices? How can the Rhode Island Apprenticeship Program be improved to better serve the company and the industry?

SUMMARY

EXISTING DEFICIENCIES/RECOMMENDATIONS

ON-THE-JOB LEARNING:

RELATED INSTRUCTION:

PROGRAM OPERATION:

On behalf of the above named sponsor, I hereby certify that all information provided is true and correct to the best of my knowledge.

SPONSOR'S Signature: _____

FOR PROVISIONAL PROGRAMS:

Recommend Conversion from Provisional to Permanent Registration Yes No Date: _____

Recommend Continuation as Provisional Yes No Date: _____

Recommend Deregistration Yes No Date: _____

Reviewing SAA Representative: _____ Date: _____

Supervisor's Review and Approval: _____ Date: _____

Please return completed Quality Review Forms to: Juana Rosales at Juana.Rosales@dlt.ri.gov or mail to:



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