



Is your organization interested  
in starting or supporting  
**Registered Apprenticeship**  
programs?

Would you like to become an  
**Apprenticeship Navigator**  
Registered Apprentice?

Demand for apprenticeship programs is rapidly increasing. Employers who are expanding their market share are challenged by a lack of skilled applicants while they face projected retirements. Apprenticeship programs address these challenges.

Keystone Development Partnership (KDP) is creating and sponsoring a new Registered Apprenticeship (RA) program for Apprenticeship Navigators. The competency-based program includes 2,000 hours of on-the-job training (OJT) plus 144 hours of Related Technical Instruction. Penn State University will provide a Certificate of Completion for *Project Management* and for *Workforce Intermediary Program*, a new certificate developed by Penn State that includes 7 professional training modules relevant to apprenticeship program development. This new RA is designed to meet the growing demand by employers for apprenticeship training by preparing workforce development intermediaries to assist in starting and scaling up registered apprenticeship programs. The goal is to develop the **Keystone Apprenticeship Alliance** – the infrastructure for employers, unions, intermediaries, and government agencies across Pennsylvania to expand apprenticeship programs into new occupations and industries. The first cohort of 16 apprentices began in September 2019 in Southeast PA.

**KDP is now recruiting  
apprentices in Central and  
Western Pennsylvania.**

All applicants must be employed fulltime by an employer who will help facilitate the apprentice's OJT. Candidates may apply for advanced placement. There is no charge for participation. Space is limited.



Each RTI session will typically include a combination of apprenticeship-specific knowledge provided by KDP, the PA Office of Apprenticeship and Training (ATO) and outside experts, as well as related classroom instruction provided by Penn State University.

- **Module 1: Apprenticeship 101** – History of apprenticeship, components including RTI and work process, apprenticeship’s value as a workforce strategy and return on investment (ROI).
- **Module 2: Leveraging Funds** – Identifying funding sources for RA and Pre-RA programs.
- **Module 3: Industry Stakeholder Engagement** – Best practices for outreach to industry stakeholders, collaborating with LWDB, and strategies for presenting to organizations to promote collaboration.
- **Module 4: Group Dynamics and Organizational Development** – Engaging unions, labor relations, and joint apprenticeship programs (when appropriate), developing collaboration with the regional program partners, and managing conflict.
- **Module 5: Customer Sales & Service** – Marketing apprenticeship programs to stakeholders and helping to facilitate their creation, consultative sales, customizing curriculum, designing a structured OJT program, identifying training providers, and identifying existing work processes as models for new sponsors.
- **Module 6: Mentoring for RA Success** – Introduction to learning styles, the roles of the journeyworker as mentor, the importance of structured OJT sessions, and communication and problem solving.
- **Module 7: Project Management** – 4-day course emphasizes project processes, knowledge areas, terms, tools, formulas, and how to facilitate planning and documentation of program goals, as well as soft skills such as team development, leadership and decision-making.
- **Module 8: Technical Assistance for Apprentice Recruitment** – Introduction to developing the pipeline for RA & Pre-RA programs including Diversity Equity & Inclusion (DEI) strategies, the role of Community Based Organizations, Faith Based Organizations, PA CareerLink® offices, school districts, and colleges.
- **Module 9: PA Compliance Review and Quality Assessment Process** – Requirements for RA and Pre-RA programs, including meeting grant requirements.
- **Module 10: Policy Advocacy; Coordinating with Government Agencies** – Strategies for updating key agencies and local representatives about RA and Pre-RA programs.
- **Module 11: Keystone Apprenticeship Alliance Building** – Ongoing online collaboration supports the apprentices’ experiences as a workforce development intermediary in the field promoting RA as an effective workforce strategy.
- **Module 12: KAA Statewide Workshop & Networking Event** - Networking event for strengthening relationships and developing strategy and next steps.

**Interested? Get in touch with us to learn more.**



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