



TOOLS

Student Checklist for Apprenticeship

Use this checklist as a quick reference to ensure you have completed all the steps detailed in this How-to Guide.

Before the Apprenticeship

- Complete the **Apprenticeship Application**.
- If you need help finding a apprenticeship after looking on [Connect 2 Business](#) or [Oklahoma Works**](#), let your teacher know.
- Get **Apprenticeship Permission** form to be signed.
- Turn in signed **Apprenticeship Permission** form.
- Provide any contact information for your worksite supervisor and your teacher that can improve communication.

During the Apprenticeship

- Journal on the connection between what is learned at school and at the experience.
- Participate in ongoing reflection activities and skill building classroom assignments.

After the Apprenticeship

- Complete and send thank-you letter for worksite supervisor.
- Complete Apprenticeship Evaluation** and Journal activities.
- Update your resume on [OKCareerGuide.org](#) based on any new skills and experience.
- Update your **My Documents** on [OKCareerGuide.org](#) with any documentation of your project.

**are standards that are required for Registered Apprenticeship