



TOOLS

Workplace 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

- Indicate your interest in participation in apprenticeship by completing your business profile on [Connect 2 Business](https://okcg-c2b.kuder.com) at <https://okcg-c2b.kuder.com>. To register your apprenticeship program go to <https://www.sos.ok.gov/wlp/default.aspx> and pay the fee.
- Determine who will be the person working most closely with the students and the teacher.
- Interview and select the student for apprenticeship.
- Inform staff that a student apprenticeship will be at the workplace.
- Review support materials provided by the teacher. This will help guide your role with students for the apprenticeship.
- Provide Workplace orientation for student(s).

During the Apprenticeship

- Confirm the communication strategy.
- Communicate successes and opportunities for improvement during the apprenticeship so the teacher can use them to enhance the value of classroom connections.

After the Apprenticeship

- Complete program **Apprenticeship Evaluation** and send to the school.

**are standards that are required for Registered Apprenticeship