



## Apprentice Guidelines

### Benefits of Apprenticeship:

- You will get trained in a well-paying, meaningful job that can support you long-term and provide opportunities for advancement
- You will learn foundational knowledge through relevant courses that you can quickly and easily apply to your on-the-job training
- Your wage will progressively increase throughout your apprenticeship as you gain and demonstrate mastery of the skills outlined by your employer
- You may be awarded credit for previous experiences, such as completion of related classes, work experiences, or certifications.
- You will receive a Nationally Recognized Credential of Value upon successful program completion

### Benefits of Educate Maine's Apprenticeship Program:

- You will be sponsored by Educate Maine through our network of registered apprenticeship programs and will receive the benefits of being an employee of the employer you work for
- Educate Maine will work with local community-serving organizations to provide you with support services, as needed, to aid in the successful completion of your apprenticeship
- You will have access to 1:1 support from experienced Educate Maine staff and mentoring with your employer's subject matter experts
- You will have access to additional professional development, networking, and social activities through the Maine Career Catalyst program

### Apprentice Expectations:

- Apprentices must be at least 18 years of age
- Meet requirements for the program (this is employer-specific)
- Register with Maine Job Link (assistance provided)
- Abide by the company rules and regulations of your employer and respect employer property
- Develop and practice safe working habits
- Satisfactorily perform the work assigned by the employer and necessary to the occupation
- Attend and complete all required hours of on-the-job learning
- Attend and complete all required job-related classroom instruction
- Maintain and make available all records of work experience and training received
- Work for the Sponsoring Employer to whom the Apprentice is assigned for the completion of apprenticeship, unless reassigned to another Sponsoring Employer or the Apprenticeship Agreement is terminated by the Sponsoring Employer
- Maintain satisfactory work and participation in your required classroom instruction
- Sign an Apprenticeship Agreement agreeing to, but not limited to, all the above

Apprentices that have questions or challenges during their apprenticeship should contact their on-the-job mentor and/or supervisor. Apprentices that require additional support should contact Hannah Greene, Workforce Development Specialist at [hannah@educatemaine.org](mailto:hannah@educatemaine.org) or 207-323-1091.