**Apprenticeship Employer Guidelines**

Maine Career Catalyst partners will uphold our mission of expanding high-quality experiential learning opportunities through internships and apprenticeships across Maine.

**Benefits for Employers:**

Educate Maine will…

* Be the Sponsor of your apprenticeship program. Our full-time Workforce Development Specialist and Maine Career Catalyst staff will work directly with the Maine Department of Labor to take primary responsibility for program administration, oversight, and compliance, *saving your company valuable staff time and associated costs*
* Directly connect you with educational providers to provide your apprentices with relevant foundational knowledge and classroom experiences to enhance their on-the-job learning
* Work with the Cutler Institute and other local community-serving organizations to provide your apprentices with the wraparound support services required to successfully complete their apprenticeship
* Provide access to resources, ready-to-use materials, and ongoing expert guidance for designing and administering an apprenticeship program that meets state requirements
* Promote your company’s apprenticeship opportunities and actively partner with you to recruit apprentices
* Promote your company on the Educate Maine website by posting logos with links to partner websites
* Increase the size and diversity of your pool of future job applicants through ongoing engagement with partners across the state

**Employer Guidelines:**

* Designate key leadership partners and subject matter experts to work with Educate Maine to determine program design and metrics
* Sign and provide all relevant documentation and paperwork required by the Maine DOL
* Monitor, track, and evaluate apprentice progress using the WorkHands apprenticeship tracking software (training and access provided)
* Provide apprentices with a minimum of 2,000 hours of on-the-job learning
* Support apprentices to obtain a minimum of 144 hours of related classroom instruction
* Attend provided training sessions on topics including, but not limited to, diversity, equity, inclusion and accessibility (DEIA), anti-harassment, and engaging youth in the workplace
* Attend ongoing apprenticeship program partner meetings with Educate Maine as appropriate
* Work with Educate Maine staff to abide by the Employer Sub-Sponsor Responsibilities as identified by the Maine Apprenticeship Program:
	+ *Have the necessary facilities to ensure effective training in all aspects of the profession*
	+ *Exercise continuous precaution for the health and safety of Apprentices in the workplace*
	+ *Provide a positive learning environment and encourage training at all levels*
	+ *Provide fair and equitable treatment for all Apprentices.*
	+ *Provide the foundation for the apprenticeship training and the continuum for passing the skills on to the future*
	+ *Work with Educate Maine to determine the quality and quantity of experience of On-the-Job-Learning (OJL) that Apprentices should have and to make every effort toward their obtaining it*
	+ *Hire Apprentices in accordance with your own hiring standards and in alignment with EEO obligations*
	+ *Notify Educate Maine of any change in status of apprentices*
	+ *Assure that Apprentices work under the supervision of a qualified Trainer/Mentor*
	+ *Ensure that the ratio of apprentices to trainers/mentors is at least 1:1*
	+ *Arrange evaluations of Apprentices' progress on task-based skills and technical knowledge*