



## Developing an OSAC Recognized Pre-Apprenticeship

Forming an Ohio State Apprenticeship Council (OSAC) Recognized Pre-Apprenticeship consists of only a few necessary components. Content requirements for your recognized Pre-Apprenticeship programs is found in the OSAC Policy on Pre-Apprenticeship, sections (A) through (G).

Below is a guide to assist you in completing your OSAC recognized Pre-Apprenticeship Operating Plan. It is a good idea to consult regularly with your [Apprenticeship Service Provider](#) (ASP) from ApprenticeOhio for guidance during the development of your OSAC Recognized Pre-Apprenticeship.

### **Step 1:**

Identifying the industry cluster(s) that supports the needs of your local area and pre-apprentices.

### **Resources:**

[Find Existing Registered Apprenticeships in your Area](#)  
[O\\*NET OnLine](#)  
[Pre-Apprenticeship Roster](#)  
[Operating Plan Template](#)  
[Insert-Industry Cluster Course Description](#)  
[Insert- Statement of Collaboration](#)

### **Step 2:**

Determine the which of the available industry cluster(s) your recognized Pre-Apprentices will be participating.

Agriculture, Food and Natural Resources  
Architecture and Construction  
Arts, Audio/Video Technology and Communications  
Business Management and Administration  
Education and Training  
Finance  
Government and Public Administration  
Health Science  
Hospitality and Tourism  
Human Services  
Information Technology  
Law, Public Safety, Corrections and Security  
Manufacturing  
Marketing  
Science, Technology, Engineering and Mathematics  
Transportation, Distribution and Logistics

Industry Clusters refer to the industry of the Registered Apprenticeship participating employer which is accepting recognized Pre-Apprentices from your program.

Example: Recognized Pre-Apprentices in the Pre-Apprenticed industry cluster of “manufacturing” are able to have a recognized Pre-Apprenticeship experience with a Registered Apprenticeship participating employer who does manufacturing,

NOTE: Participating employers must be part of a Registered Apprenticeship program recognized by Apprentice Ohio.

**Step 3:**

Determine the related coursework for each industry cluster. Fill out the [Industry Cluster Course Description](#).

A key requirement for all related coursework in a recognized Pre-Apprenticeship is that the coursework be relevant to the identified industry. It is not necessary to create new curriculum. Utilizing existing coursework or industry recognized instruction will likely meet the related coursework requirements.

**Step 4:**

Begin seeking Registered Apprenticeship partners to form “linkages” to support your Pre-Apprenticeship. You may have more than one linkage depending on how many industry clusters you have identified or Sponsors wanting to support your Pre-Apprenticeship program.

Registered Apprenticeship linkages are necessary to form the pathway from OSAC recognized Pre-Apprenticeship to Registered Apprenticeship. Information about existing Registered Apprenticeships may be found on the [ApprenticeOhio Program Search](#) page at the [Apprentice.Ohio.Gov](#) website.

You may also ask your [Apprenticeship Service Provider \(ASP\)](#) for a list of existing Registered Apprenticeships.

**Step 5:**

Begin assembling your [Operating Plan](#). The Operating Plan Template is provided by ApprenticeOhio.

A recognized Pre-Apprenticeship Operating Plan is the desired plan to deliver basic technical and job readiness skills to pre-apprentices.

**Step 6:**

Ask your Registered Apprenticeship Sponsor partner(s) to complete and return to you the [Statement of Collaboration](#) Insert.

**Step 7:**

Keep a draft of your Operating Plan in the format of Microsoft Word. This enables both you and your Apprenticeship Service Provider to make rapid updates to your program.

Next, submit your Operating Plan to your service provider. They will review your Operating Plan with you. The ASP will make recommendations and/or necessary corrections.

**Step 8:**

Once completed your ASP will send a copy of your Operating Plan to OSAC for final review before signatures. After completion of the final review, your ASP will insert the appropriate signature pages and then submit the Operating Plan for approval.