

## Appendix D: Apprenticeship Program, State of NH

Registered Apprenticeship (RA) is designed to provide the systematic skills training that lead individuals to profitable employment in a wide variety of occupations. RA is an employer-based training program combining mentored on-the-job learning with related technical instruction in all aspects of an occupation, resulting in broad-based technical skills supported by theoretical knowledge. RA Programs may be Time-Based, Competency-Based or a Hybrid of suggested time and competencies.

Employers participate as sponsors of apprenticeship programs. A program can be designed to assist most employers in training their employees in skilled occupations. Employers may select apprentices from incumbent workers or from qualified applicants.

### How the Program Works

- The Office of Apprenticeship (OA) is not a provider of on-the-job learning or related instruction, but performs the following services:
  1. Develops Standards of Apprenticeship to include on-the job learning and related instruction outlines as a training plan for employers who wish to develop a highly skilled workforce.
  2. Monitors the training given in the field to ensure that it is given in accordance with established standards and provides Technical Assistance (TA) to ensure the quality of the program for both the employer and the apprentice.
  3. Coordinates with the New Hampshire Department of Education and other approved training providers for related classroom instruction. Such instruction may be classroom, correspondence, or on-line.
  4. Acts as the Registration Agency for approving apprenticeship programs, registering apprentices, and providing TA as needed.
  5. Upon completion of the apprenticeship issues a portable skills credential (Certificate of Completion) to the apprentice.
- Apprenticeships require a minimum of 2,000 hours of training but can vary from one to five years to complete depending on the occupation and the accepted industry practice.
- More than 75 percent of the apprentices are enrolled in programs in five construction trades: carpenters, electricians, ironworkers, plumbers, and sheet metal workers. Apprenticeships can also be developed in other industries requiring manual, mechanical, or technical skills and knowledge. Industries include advanced manufacturing, healthcare, transportation, Information Technology, and hospitality.
- RA is an “earn while you learn” talent development strategy and wages paid to apprentices progressively increase, per the Standards of Apprenticeship, consistent with the increasing skill level of the apprentice. The entry wage shall be not less than the state minimum and at the conclusion of apprenticeship will be the wage paid to the employers’ journey workers.

### Regulatory Agency

#### United States Department of Labor

Office of Apprenticeship  
55 Pleasant Street, Room 3503  
Concord, New Hampshire 03301

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*fax* (603) 226-7761  
*web* <[www.doleta.gov/oa/](http://www.doleta.gov/oa/)>  
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### Advisory Agency

#### New Hampshire Department of Labor

State Apprenticeship Council  
State Office Park South  
95 Pleasant Street  
Concord, New Hampshire 03301

*phone* (603) 271-3171  
*web* <[www.apprenticeship.gov/](http://www.apprenticeship.gov/)>

## Appendix D: Apprenticeship Program, State of NH (continued)

- Apprenticeship is an excellent choice for women and minorities who need increased access to high-paying jobs. Women and minorities are strongly encouraged to apply for apprentice training opportunities and jobs.

### Requirements

- Apprentices must be at least 16 years old and capable of safely performing the work of the occupation.
- Related Instruction must supplement the on-the-job learning.
- Selection of apprentices must be “without discrimination because of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability”.

### Examples of some of the over 1,000 Recognized Apprenticeable Trades

Required Training	Trade	O*Net Code
2,000 Hours	Dental Assistant . . . . .	31-9091.00
	Cable TV Installer . . . . .	49-9052.00
	Correction Officer . . . . .	33-3012.00
	Heavy Truck Driver . . . . .	53-3032.00
4,000 Hours	Child Care Development Specialist . . . . .	39-9011.00
	Cook (any industry) . . . . .	35-2012.00
	Medical Assistant . . . . .	31-9092.00
	Medical Laboratory Technician . . . . .	29-2012.00
	Hotel Associate . . . . .	43-4081.01
6,000 Hours	Customer Service Representative . . . . .	49-9031.00
	Horticulturist . . . . .	19-1013.01
	Line Repairer . . . . .	49-9051.00
	Painter (Construction) . . . . .	47-2141.00
8,000 Hours	Automotive Mechanic . . . . .	49-3023.01
	Carpenter . . . . .	47-2031.01
	Diesel Mechanic . . . . .	49-3031.00
	Electrician . . . . .	47-2111.00
	Millwright . . . . .	49-9044.00
	Plumber . . . . .	47-2152.02
	Tool and Die Maker . . . . .	51-4111.00
	Welder, Combination . . . . .	51-4121.06
Competency-based	CNC Operator, Milling and Turning . . . . .	51-4034.00
	CNC Set-up Programmer, Milling and Turning . . . . .	51-4012.00
	Database Technician . . . . .	15-1141.00
	Direct Support Specialist . . . . .	21-1093.00
	Help Desk Technician . . . . .	15-1151.00
	Home Health Aide . . . . .	31-1011.00
	Network Support Technician . . . . .	15-1142.00