

## How To Become an Apprentice

Most employers will have existing employees enter an apprenticeship instead of hiring someone new to enter directly into an apprenticeship.

If you are currently employed, talk with your employer about beginning an apprenticeship program.

If you are unemployed and want to enter into an apprenticeship, you can

- **Work with a Career Coach at GST Michigan Works!. They have tools that will help you navigate through the process of becoming an apprentice**

— OR —

- **Use the links below to find companies that offer registered apprenticeship opportunities**

[www.apprenticeship.gov/apprenticeship-finder](http://www.apprenticeship.gov/apprenticeship-finder)

## If an Employer Has Current Openings:

- Apply for an entry level position.
- Express interest in an apprenticeship.
- Demonstrate that you are the type of person that the company wants to invest in.

*\*The companies may not have current openings\**

## Additional Questions?

**Talk with your Career Coach to receive additional information about apprenticeship program opportunities**

— OR —

**Contact someone in the Apprenticeship Department by calling (810) 233-5974, Ext. 171 or emailing [apprenticeshipdept@gstmiworks.org](mailto:apprenticeshipdept@gstmiworks.org)**



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## Job Seekers: A Guide To Apprenticeships



## Definitions

**Apprentice:** An employee who is paid while learning the skills for a high demand job through on-the-job training and related training instruction.

**Qualities of Successful Apprentices:**  
*Perseverance • Initiative • Ambition*

**Registered Apprenticeship:** A nation-wide training system, implemented by employers, that produces high quality skilled workers to meet the demands of a skilled American workforce.

**It Includes:**  
*Paid Job • Education • Credentials*

**On-The-Job Training (OJT):** A journey worker or experienced employee is responsible for ensuring proper and adequate training is taking place while an apprentice is working.

**Related Training and Instruction (RTI):** Classroom instruction as well as any hands-on skills needed to learn that aren't practical to teach on the job.

**Types of Apprenticeships:**  
*Traditional* - OJT and RTI occur together  
*Front Loaded* - All or most of RTI occurs up front  
*Segmented* - Alternate between working full-time and attended classes full-time

## Benefits of Being an Apprentice

Apprenticeships help the labor market by promoting an understanding between employers and employees. Employers see the value in investing in their employees and employees feel more committed to their employers.

- **Paid Job**  
Earn a paycheck from day one, guaranteed to increase over time as new skills are learned
- **Credentials**  
Earn a nationally recognized apprenticeship certificate from the U.S. Department of Labor
- **Career Advancement**  
Leverage completed apprenticeship to further career in chosen field
- **Degree Potential**  
Get academic credit towards a college degree for the skills you learn during your apprenticeship

## Minimum Requirements

- **Be at least 16 years old**
- **Have a high school diploma or GED**
- **Be a U.S. citizen or have permanent residency status**
- **Be able to physically perform the occupational tasks**

*Some employers have additional requirements, such as fair aptitude tests and interviews, passing schools grades, and previous work experience*



## Commonly Asked Questions:

***What does an employer look for in an apprentice?***

Employers are looking for job seekers who will commit to completing the apprenticeship, dependable, have a good work ethic and are eager to learn.

***Who pays for the RTI?***

Talk with someone in the Apprenticeship Team at GST Michigan Works! to see if funding is available for classroom training.

***What professions use apprenticeships?***

There are 1300+ professions offering Registered Apprenticeships.

***What happens if an apprenticeship isn't completed?***

An employer may have requirements related to the completion of an apprenticeship. A job seeker will be given these requirements before they start an apprenticeship program with their employer.

***Are there apprenticeship opportunities for both men and women?***

Yes, the U.S. Department of Labor doesn't have any gender limitations on apprenticeships.