



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

## **REGISTERED APPRENTICESHIP PROGRAM DEFINITIONS**

**For information or to register  
Call Janet Carter at RADACT 563-9202  
Or email at [jmcarter@gci.net](mailto:jmcarter@gci.net)**

Listed below are some important definitions relevant to the apprenticeship program:

- ❖ **APPRENTICE** – Any individual employed by the employer meeting the qualifications described in the standards of apprenticeship who has signed an apprenticeship agreement with RADACT providing for training and related instruction under these standards and who registers with the Registration Agency
- ❖ **APPRENTICESHIP AGREEMENT** – The written agreement between the apprentice and RADACT setting forth the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice’s employment and training under the standards. Each apprenticeship agreement must be registered with the Registration Agency
- ❖ **CAREER LATTICE** – Career lattice apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship credential.
- ❖ **CERTIFICATE OF COMPLETION OF APPRENTICESHIP** – The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in the standards of apprenticeship

- ❖ **CERTIFICATION OF TRAINING** – A credential that may be issued by the U.S. Department of Labor’s Office of Apprenticeship administrator to those registered apprentices whom RADACT has certified in writing to the Registration Agency as having successfully met the requirements to receive an interim credential.
- ❖ **EMPLOYER** – Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, organization, or company signatory to RADACT’s standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under the standards.
- ❖ **EMPLOYER ACCEPTANCE AGREEMENT** – The written agreement between RADACT and the Employer that undertakes to participate in the Apprenticeship Program.
- ❖ **ON-THE-JOB LEARNING (OJL)** – Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.
- ❖ **PRE-APPRENTICESHIP** – Pre-apprenticeship services and programs are designed to prepare individuals to enter and succeed in Registered Apprenticeship programs. Quality pre-apprenticeship program contribute to the development of a diverse and skilled workforce by preparing participants to meet the basic qualifications for entry into one or more Registered Apprenticeship programs. Through a variety of unique designs and approaches, pre-apprenticeship programs can be adapted to meet the needs of differing populations being trained, the various employers and sponsors they serve, and specific opportunities within the local labor market.
- ❖ **PROVISIONAL REGISTRATION** – The 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency
- ❖ **REGISTRATION AGENCY** – The registration agency is the U.S. Department of Labor, Office of Apprenticeship.
- ❖ **SUPERVISOR OF APPRENTICE(S)** – An individual designated by RADACT to supervise or have charge and direction of an apprentice



Apprenticeship**USA**

[www.dol.gov/apprenticeship/toolkit/index/htm](http://www.dol.gov/apprenticeship/toolkit/index/htm)