

Written Apprentice Intake Policy

Due to the low graduation rates experienced by many sponsors, the Division is requiring all sponsors to have a written intake policy. The high attrition rate is due in large part to new apprentices not being properly screened to determine whether they understand what is required from them to be successful in their chosen occupation. Field staff will work with each of the sponsors to assist them in developing a written policy. The Division has provided a template below which the sponsors may use; however, verification of the process will be monitored by staff.

Date:

Written Apprenticeship Intake Policy

For _____

At least one of the following intake procedures will be followed with every new apprentice applicant hired.

- **Job Posting with the** _____ **Career Center**

Address

Contact Name & Phone#

- **As recommended by the** _____ **Vocational School**

Address

Contact Name & Phone #

Direct Hire / Articulation Agreement (Circle)

- **Advertisement in the following newspaper(s).** _____
- **Personal contacts and walk-ins**