

# ECE APPRENTICESHIP PROGRAM QUICK START ACTION PLANNER

## STEP

### WHAT DO I NEED TO GET STARTED?

# 1

#### **DETERMINE YOUR WORKFORCE NEEDS FOR CREDENTIALLED STAFF MEMBERS**

- Do you have challenges finding employees with the needed credentials?
- What type of credential do you need more of? CDA, AA, or BA? Director-level qualified? ECE certification?
- What are your long-term workforce needs? Will you need more assistant group supervisors, group supervisors, lead teachers or directors?

# 2

#### **IDENTIFY PARTNERS AND RESOURCES YOU NEED (DON'T GO IT ALONE!)**

- Region's Professional Development Organization (PDO)
- Registered apprenticeship partner (District 1199c Training and Upgrading Fund)
- TEACH scholarship dollars or wraparound support
- Early Learning Resource Center
- Institutions of Higher Education (IHE)

# 3

#### **DETERMINE YOUR CLASSROOM & ON-THE-JOB LEARNING MODEL**

- Apprenticeship
- Online or in-person
- Cohort based or individually paced
- Identify credentialed coaches/journeyworkers within your organization to support apprentices
- Identify how mentoring of coaches will be implemented

# 4

#### **DESIGN YOUR PROGRAM TO MEET STANDARDS FOR NATIONAL RECOGNITION**

- How will you select individuals to participate?
- Do you want your program to support existing or newly recruited workers?
- What is the length and level of the program?
- How will you compensate individuals as their skills and credentials increase?
- When you work with the PDO and Training Fund to implement apprenticeship, national standards are built in to the model
- How will you structure the coaching experience for apprentices and the mentoring of coaches?
- How will you design the required wage increases for apprentices?
- How will you implement incentives for coaches?

# 5

#### **MARKETING AND IMPLEMENTATION**

- Identify or develop communication pieces for your program
- Recruit/select participants
- Provide training for on-the-job coaches
- Coordinate with IHE and PDO/TEACH to finalize enrollment and tuition support
- Coordinate with Training Fund and Hub intermediary to complete required apprenticeship documentation
- Implement and begin classroom training and on-the-job learning
- Implement coaching of apprentices and mentoring support of coaches

# 6

#### **ASSESS AND CONTINUOUSLY IMPROVE**

- Keep lines of communication open with apprentices and coaches
- Assess the program and participants' success
- Improve the quality of the program over time
- Plan for future enrollment of apprentices

