

Guidance on Using the NCHA Standards for Apprentice Registration

Welcome to the National Center for Healthcare Apprenticeships (NCHA). On behalf of our National Joint Apprenticeship Training Committee (NJATC) and the Healthcare Career Advancement Program (H-CAP), we congratulate you on your commitment to train apprentices in your area, using the NCHA Standards of Apprenticeship as approved and registered with the U.S. Department of Labor's Office of Apprenticeship. NCHA and the NJATC use a high road approach to design and develop Registered Apprenticeship programs for the healthcare industry that connect quality workforce training and education to improving the patient experience, improving population health, and reducing costs. The NCHA Standards and its healthcare occupations have been reviewed and vetted by multiple healthcare employers, unions, labor/management partnerships, and other stakeholders across the country to create a robust Registered Apprenticeship model.

To participate as a Local Committee operating under these Standards, we require the following documentation.

1. You have read and understand the requirements of these Standards and have the ability to carry out the apprentice training under the direction of these Standards.
2. You have formed a Local Committee that will be recognized by the NJATC to perform delegated responsibilities for the operation and administration of your apprenticeship program locally under the broad authority of the NJATC. You will be expected to perform the duties as listed in the attached Local Committee Participation Agreement (LCPA) Form, working within the parameters of the National Standards, and allowing for flexibility depending on local requirements and needs.

The attached LCPA Form needs to be filled out with your Committee information and your contact person's information. The NJATC is required to document the occupation(s) you plan to train through this apprenticeship and if there are any local changes/additions to the minimum qualifications, selection, wages, ratio, and probationary period (as outlined in the National Standards), and who will provide the related instruction.

3. The Employer Participation Agreement (EPA) Form must be signed by each employer that may train apprentices under these Standards.
4. H-CAP will continue to offer assistance throughout this process and the implementation of your local apprenticeship program. Please always contact H-CAP for questions and clarification on any issues.

Please send the completed LCPA and EPA forms to the H-CAP Project Manager Neelam Gupta at neelam.gupta@hcapinc.org. They will be reviewed by H-CAP and presented to the NJATC for approval of your program. You will be contacted by H-CAP within two weeks on the decision. Once approved, you may develop and launch your local program and then start registering apprentices. We will guide you in this process as well.

Feel free to contact Neelam should you require additional information. We look forward to our partnership in advancing quality apprenticeship training.

The H-CAP Staff

Attachments

- NCHA Fact Sheet
- NCHA Standards of Apprenticeship
- LCPA Form
- EPA Form