



How to Become a Registered Sponsor of Apprenticeship

1. Business/Potential Apprenticeship Sponsor expresses an interest in apprenticeship training.
2. Apprenticeship Staff assists business in completing 2-page registration form.
 - a. Business identifies occupation and if available, provides apprenticeship staff with job description
 - b. Sample Schedule of Work created by apprenticeship staff
 - c. Related Technical Instruction (classroom training) discussed and identified
3. Business submits completed registration form and Schedule of Work to Maine Apprenticeship Program (MAP).
4. MAP staff finalize apprenticeship standards for business approval.
5. Business signs off on paperwork and sends to MAP.
6. MAP sends to Maine Apprenticeship Council for review and approval.
7. Council has 10 business days to review packet and ask questions or provide approval.
8. Once approved Business becomes a registered sponsor of apprenticeship.