JOB CORPS
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NJCA Professional Development Series

Registered Apprenticeships

Agenda

I. Welcome, Introductions and Training Objectives

I. Pre-Apprenticeship & Registered Apprenticeship Fundamentals

II. Apprenticeship Placements and Partnership Development

III. ETA-678 Verification and Documentation

IV. Q&A

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Training Notes

- This training is being recorded – a copy of the training and associated materials will be sent to all *REGISTERED* attendees and posted online

- The slide deck and associated materials will also be available to download via the NJCA Professional Development webpage: https://njcaweb.org/professional-development/

- Please ask questions via the chat

- If you would like a certificate confirming your participation in the training, please contact Stacy Green (sgreen@njcaweb.org)

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Disclaimers

The contents of this training do not constitute legal advice with respect to compliance with contract terms. Additionally, this training is being facilitated by the National Job Corps Association and has *no affiliation with the U.S. Department of Labor.*

Please coordinate with your direct manager/supervisor, campus leadership, AND/OR corporate leadership prior to implementing the recommendations or best practices from this training

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Introductions and Training Objectives

Nolyn Fueller, President
Horizons Youth Services

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Questions to Consider

- How might we increase quality pre-apprenticeship programs leading to Registered Apprenticeship (RA) placements?

- What are the known "issues" connecting Job Corps students to Registered Apprenticeships?

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Presenters

Gretchen Cantali

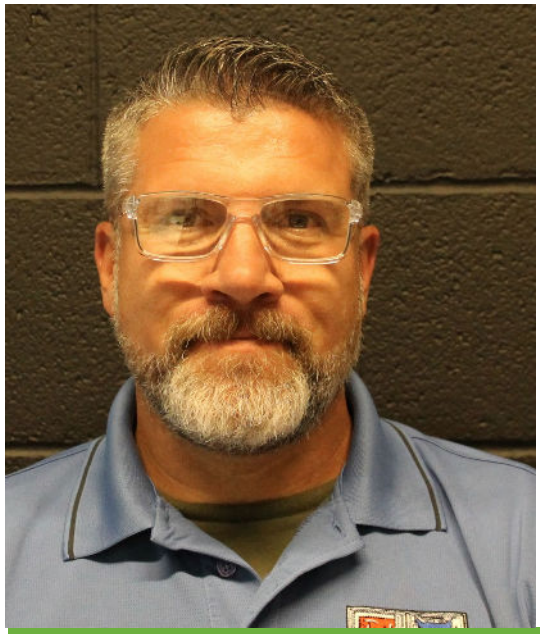
Vice President of Job Corps

Home Builders Institute

Bonnie Kunkel-Forest

Regional Career Services Manager

Home Builders Institute



Charlie Schuett

Placement Coordinator

International Masonry Institute

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REGISTERED APPRENTICESHIPS

October 22, 2026

Welcome and Training Objectives

Apprenticeship Pathways to Student Success

- Apprenticeship Fundamentals
- Staff Roles and Center Culture
- Placement Verification & Reporting

Welcome and Training Objectives

Importance of Collaboration and Center Culture

- Understanding Registered Apprenticeship placements, and the documentation for reporting.
- Keeping the students centered and have a career pathway strategy
- Communication –the stronger the partner relationship, the easier to clarify requirements and stay aligned
- Collaboration-Problem solving *and the use of* Collective experience

Pre-Apprenticeship & Registered Apprenticeship Fundamentals

What a Registered Apprenticeship is and common misconceptions

- A Structured program with defined standards, wage progression, and industry credentials.
- Union Apprenticeship – Partnerships with local unions and JATCs that provide access to a network of employers, projects, career pathways with wage progression, industry credentials, typically 3-4 years in duration.
- Employer Sponsored Apprenticeship – Recruitment based on specific workforce needs.

Pre-Apprenticeship & Registered Apprenticeship Fundamentals

Benefits to students, employers, and Centers

- Career pathways to sustainable careers
- Earn while you learn
- No college dept
- Cradle-to-grave training
- Job Corps offers a direct pipeline to its employer partners

Pre-Apprenticeship & Registered Apprenticeship Fundamentals

Impact on retention, employability, placement, and student success

- Apprenticeships lead to high wage, full time, JTM employment opportunities
- Students more likely to remain engaged when they see a clear connection between training and long-term career opportunities
- Early connection to expose students to employers gives them a better reason to complete their training
- Hands on experience, safety knowledge, and communication skills all lead to employability

Pre-Apprenticeship & Registered Apprenticeship Center Culture

Roles and responsibilities of Center staff in supporting Apprenticeships

- Apprenticeships lead to high wage, full time, JTM employment opportunities with employment sustainability (Supports Center Report Card Goals)
- DOL initiative for Apprenticeship job placements
- Apprenticeship placement provides students with great career pathways with lifelong careers

Pre-Apprenticeship & Registered Apprenticeship Center Culture

Developing a sustainable Apprenticeship culture

- Pre-Apprenticeship Training
- Industry Credentials
- Building strong employer partnerships
- Transition to employment preparation *(expectations, resumes, and interviews)*
- Safety Training *(OSHA 10/30 Hour)*

Apprenticeship Placements and Partnership Development

- **Building Strong Partnerships between CTT and CTS**
- **Employer Engagement and Workforce Partner Strategies**

30/60/90-day plans

Training and staff development

Define the mission, roles, responsibilities, and policies & procedures

Apprenticeship Placements and Partnership Development

- ✓ Overview of Apprenticeship opportunities and Placement strategies
- ✓ RAPIDS and state - level reporting systems
- ✓ Overview and application of JCDC Notice 25-135
- ✓ Documentation and placement tracking best practices

ETA-678 Verification and Documentation

Introduction for new staff and onboarding considerations

- PRH Requirements *(reference PRH Chapter 4 (Exhibit 4-2))*
- Verification Standards and required Supporting Documentation
- Common Errors and Audit Findings
- Data Integrity Expectations *(follow your individual Corporate SOP)*
- Strategies for maintaining Audit-Ready Records
- Best Practices to ensure accurate Performance Reporting

RAPIDS

Registered Apprenticeship Partners Information Database System

- Apprentice Number
- Employer Number
- Employer Name
- Occupational Title *(ONET Code)*
- RAPIDS Code

U.S. Department of Labor
Employment and Training Administration
Office of Job Corps

ETA FORM 678
OMB Approval No: 1205-0035
Expiration Date: 05/31/2027

Job Corps Placement Record

Purpose: The purpose of this form is to track, document, and verify a student's post-center placement after separating from Job Corps.

Personal Information

Full Legal Name :	McKinnis, Caleb L	**Student ID:**	204[redacted]5
Preferred name :		**Address :**	1[redacted]3 West Zora Street , Joplin, MO 6[redacted]01
Sex :	Male	**Cell Phone Number :**	
Date of Birth :	1[redacted]/2005	**Email:**	calebmckinnis5@gmail.com
Home Phone Number :	(417)[redacted]-0589	**Alternate Phone Number :**	(417)[redacted]-1162

On-Center Information

Center :	Mingo	**Academic Attainment :**	
Separation Status :	Graduate - CTT	**Separation Date :**	07/19/2026
CTT Completion :	Yes	**CTT Prgram Title :**	Bricklaying Pre-Apprentice
E-Tar Code :	BRICK-101-IMI-18	**Training Program Area(TPA) :**	BRICK
Training provider :	03 Intrnatl. Masonry Inst. (IMI) , 13 No Vocation		

Placement Status

CTS Agency :	R5 OACTS	**CTS Code :**	R5LCFS
Placement Type :	Initial Placement	**Placement Status/Non-Placed Status :**	One Full Time Job

First Placement Information

Registered Apprenticeship :	Yes	**Employer Number (RAPIDS):**	MO003420001
Apprentice Number (RAPIDS):	MO2026008080	**RAPIDS Code (RAPIDS):**	0052
Occupation Title (RAPIDS):	Bricklayer	**Employer Name (RAPIDS):**	Grant Masonry Company
ONET SOC Code :	47-2021.00	**ONET SOC Title :**	Bricklaying Pre-Apprentice
Job Title :	Bricklayer	**Business License (if self-employed) :**	
Hours/Credits/Duration :	35	**Hourly Wage :**	$20.40
JTM :	Yes	**Job Description :**	install brick masonry
Employer or Institution Name :	Grant Masonry Company	**Employer ID :**	
Point of Contact (POC) Name :		**POC Title :**	
Email :		**Phone :**	(636)[redacted]-0170
Fax Number :		**Address :**	777 R[redacted]r Rd, Fenton MO 6[redacted]6
Staffing Agency Name :		**POC Name :**	
Email :		**Phone :**	

U.S. Department of Labor
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Fax Number :		**Address :**	
Student Placed By :	NTC Placed		

First Placement Verification

Placement Agency Name :		**POC Name :**	Grant, Brad
Title :	President	**Phone :**	(636)[redacted]-0170
Date Student Reported :	07/21/2026	**Date Student Placed :**	08/18/2026
Verification Documentation Uploaded?	Yes	**Other/Comments :**	Direct NTC referral
Name and Title of Official Verifying First Placement :	Hughey, Joann - CT Specialist		
Signature :		**Date Placement Verified :**	08/28/2026

Second Placement Verification

Placement Agency Name :		**POC Name :**	
Title :		**Phone :**	
Date Student Reported :		**Date Student Placed :**	
Verification Documentation Uploaded ?		**Other/Comments :**	
Name and Title of Official Verifying Second Placement :			
Signature :		**Date Placement Verified :**	

Placement Approval

Name and Title of Official Approving Placement :	Viernes, Rhea - Project Director		
Signature :		**Date Placement Approved :**	09/02/2026

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Questions

Survey

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Questions/Technical Assistance

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Thank You!

A recording of the training and associated materials will be sent to all registrants and posted to the NJCA Professional Development webpage

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