

Quality Pre-Apprenticeship Program Checklist



Office of
Apprenticeship

Steps	Task	
Market Research & Industry Outreach	<p>It is highly recommended that all organizations interested in developing a QPA Program with the State of Iowa, conduct labor market and industry research to ensure that the identified occupation is high demand and opportunities are available in your local area. Below are resources to help with research into the high demand occupations:</p> <p>Labor Market Indicators Iowa Workforce Development</p>	
Recruit a Registered Apprenticeship (RA) Sponsor (Business Partner)	<p>QPA programs require at a minimum of one Registered Apprenticeship Sponsor; therefore Step 2 should consist of developing partnerships with Registered Apprenticeship Sponsor(s) in the local area who offer a Registered Apprenticeship Program in your identified high demand occupation (see above). Below are resources to help identify those Registered Apprenticeship Sponsors:</p> <p>The Iowa Office of Apprenticeship Iowa Workforce Development</p> <p>Labor Market Indicators Iowa Workforce Development</p> <p>Apprenticeship U.S. Department of Labor</p>	
Draft QPA Standards (Boilerplate)	<p>Upon recruiting a Registered Apprenticeship Sponsor to participate in your quality pre- apprenticeship program, you will draft QPA Standards (boilerplate). The standards are a structured training plan, approved by DOL/IOA and based on industry standards. You will work with your participating industry partners to refine the plan until acceptable by all partners.</p> <p>QPA Boilerplate - Final Document.docx</p>	
IOA Recognition	<p>You will need to submit your completed QPA Standards (boilerplate) to the Iowa Office of Apprenticeship for review and formal recognition of your program.</p>	
Identify Potential QPA Participants	<p>You will identify participants who may be interested in participating in your QPA program. For high school QPA, we encourage you to work with your guidance counselors and teachers to identify students who may have an interest. Organizations who are not education institutions should partner with your local educational agencies on identifying participants.</p>	