

# EMPLOYER EXPECTATIONS

*The reporting expectations are largely standard to all EmployIndy apprenticeships (registered and non-registered)*

REGISTRATION	APPRENTICESHIP	COMPLETION
Work with EmployIndy to select occupation(s) to register	Teach apprentices job skills through on-the-job training	Confirm apprentices are skilled
Approve and sign off on training outline, including on-the-job learning (OJL), related instruction (RI) and wage schedule	Evaluate apprentice knowledge, skills and abilities	Report final apprenticeship outcomes (wage, hours worked, hours of related instruction) to EmployIndy
Hired apprentices sign agreement outlining training plan, OJL and RI hours, start and completion dates, and wage scale	Issue apprentice wage increases on schedule with satisfactory job performance	EmployIndy requests "Certificate of Completion" from Dept. of Labor
Determining OJL and/or RI credit for previous training, if any	Work with EmployIndy and local education partners to deliver related instruction	
DATA REQUESTS		
<p><b>Employer:</b> contact, apprentice wages, number of employees, signature</p> <p><b>Apprentice:</b> contact, signature, workforce development system connections, and demographic information (optional)</p>	<p><b>Employer:</b> competency surveys, wage increases, total hours worked (upon request), related instruction records</p> <p><b>Apprentice:</b> updated contact information, affirm disability status, workforce system participation if any</p>	<p><b>Employer:</b> date of completion, wages, hours worked, and related instruction hours</p> <p><b>Apprentice:</b> contact information to deliver certificate</p>