

5 Step Guide to Starting Your Arborist Apprenticeship Program

For more information, email apprenticeship@tcia.org.

Step One: Determining if apprenticeship is right for you

The Employer Guide to Apprenticeship offers a comprehensive overview of the program. Use this guide to determine if apprenticeship is a good option for your business. You may also adopt this guide as the official handbook for your program, should you choose to start one.

Step Two: Journeyworkers, their role, and how to qualify them

Now that you've made the decision to start an apprenticeship program, it's time to identify your journeyworker(s).

A journeyworker is an individual who has attained a level of skills, abilities, and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. As the apprenticeship program sponsor, you are responsible for identifying workers on your team who meet these qualifications.

TCIA's Journeyworker Qualifications sheet offers a suggested outline for determining journeyworker qualifications.

Step Three: Establishing the journeyworker wage rate

When an apprentice is registered in your program, they earn a percentage of the journeyworker wage rate. As the apprentice progresses through the program, their wage increases. Once the apprentice successfully completes the program, they earn a journeyworker credential and their wage increases to 100% of the journeyworker wage rate.

You must determine the journeyworker wage rate at your organization by reviewing the wages of current journeyworkers on your team.

Use TCIA's Journeyworker Wage Rate guide to help you establish the journeyworker wage rate at your company.

Step Four: Choosing a related instruction provider

The apprenticeship program is 90% on-the-job learning, which is completed with the employer. The other 10% is related instruction hours, which may be completed by partnering with your local college or utilizing TCIA's curriculum for arborist apprenticeship (official name?).

Benefits of working with your local college:

- Formal classroom settings offer a different learning environment.
- Apprentices gain access to the college's academic support services.
- Provides apprentices with the opportunity to engage with peers in an academic setting.

Benefits of using TCIA's program:

- Fully developed and industry-backed curriculum.
- Successfully piloted by xx arborist apprenticeship employers.
- Plug and play – simply purchase the materials and get to training.

Step Five: Registering your program

Now that you know where to send your apprentice for their related instruction, you're ready to register your program!

TCIA's Guideline Standards are registered with the US Department of Labor Office of Apprenticeship, which makes registering your program easy. Each state has a designated representative to help you every step of the way. Use the interactive map on <https://www.doleta.gov/OA/contactlist.cfm> to identify your local contact and get started!