

## WHY HIRE AN APPRENTICE?

- Build a talent pipeline for highly-skilled employees with industry credentials.
- Lower costs of advertising and recruiting.
- Reduce turnover rates.
- Enhance employee loyalty and motivation.
- Invest in talent that can keep pace with the latest industry advances.
- Solution for workforce retirements of highly-skilled and experienced workers.
- Create career pathway for employees.
- Apprentices can play a role in future recruiting of talented employees.

## WHAT EMPLOYER CAN PARTICIPATE?

- Any employer needing to hire Central Sterile Processing Technician.
- Any employer with a new hire or a current employee.
- No minimum or maximum number of apprentices required.
- Do not need to be located in Illinois or in the Heartland Community College district.

## WHAT IS HEARTLAND'S REGISTERED APPRENTICESHIP (RA) PROGRAM?

- The Central Sterile Processing Technician Registered Apprenticeship (RA) is a 1 year program.
- Upon successful completion, a Nationally-recognized credential within the industry RA and a Central Sterile Processing Technician certificate from Heartland Community College is awarded.
- Heartland Community College is the Registered Apprenticeship Program Sponsor handling all paperwork.

## HOW TO START?

- Sign agreement with Heartland Community College to participate in the RA Program.
- Hire an apprentice prior to start of program.
- Negotiate starting salary with apprentice.

## WHAT ARE THE DETAILS FOR EMPLOYERS?

- Hire an apprentice full time and pay wages/ benefits while apprentice is on the job and in the classroom.
- Pay the cost of the Registered Apprenticeship (RA) program at Heartland Community College.
- Provide experienced mentor for the On-the-Job Training (OJT) component of the RA program.
- Apprentice cannot work more than a 40-hour week while classes are in session (OJT plus course work).
- Permit apprentice to attend RA Program classes.
- Meet regularly with the Office of Apprenticeship coaches.
- Give apprentice annual salary increases until RA program completion to reflect skill and knowledge increase.
- Track apprentice hours and progress using competencies.
- *Optional:* Employer may contract with apprentice to remain an employee 1 – 2 years after completion of Registered Apprenticeship program.
- *Optional:* Employer may contract with apprentice to repay any costs of RA program invested in their education to date if employer terminates their employment, apprentice fails a course, or apprentice decides to quit and does not complete the RA Program.

## HEARTLAND COMMUNITY COLLEGE RESPONSIBILITIES:

- Provide the the approved Registered Apprenticeship curriculum.
- Program courses (total of 6 courses, 17 credit hours) are scheduled during semesters.
- Classes taught by qualified Heartland faculty.
- Tutor for apprentice as needed.
- RA coaches meet regularly with apprentice at Heartland Community College to ensure his/her academic progress.
- RA coaches consistently visit employers and share academic progress of their apprentice. Provide free Train-the-Trainer program for employer mentors/staff .

## HOW MUCH DOES IT COST?

- Total RA Program cost is finalized with participating employers based on the coursework and length of the apprenticeship and covers tuition, books, and wrap-around support.

**CALL THE OFFICE OF APPRENTICESHIP (309) 268-8833**

**[www.heartland.edu/Apprenticeships](http://www.heartland.edu/Apprenticeships)**

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