



Pre-Apprenticeship Implementation Checklist

If your organization is interested in adopting and implementing an FHI 360 Pre-Apprenticeship curriculum, please review and consider the following steps.

- ☐ **Attend an Information Session** with FHI 360's National Institute for Work & Learning or **schedule a direct call** with our team to learn more about available curricula and the foundations of a high-quality pre-apprenticeship program. This is an *optional step*, but may be helpful to your understanding of our program offerings.
- ☐ **Assess industry needs and demands** in your community, considering the type of skill and professional development opportunities that would best support continuous, tiered career growth for youth.
- ☐ **Identify your preferred pre-apprenticeship curriculum** developed by FHI 360 and National Youth Employment Coalition – Youth Development Practitioner, or Mental Health.
- ☐ **Request curriculum access** from FHI 360.
- ☐ **Check on state requirements** for running a recognized pre-apprenticeship program in your area.
 - Does your state require program registration to access state funding? If so, you may be required to register your pre-apprenticeship program with a state office before launching a cohort.
- ☐ **Connect with industry employer partners** in your area who can accommodate volunteer opportunities for pre-apprentices to engage in on-site work. A high-quality pre-apprenticeship includes hands-on training or work-based learning to support skill development.
- ☐ **Identify a staff member or volunteer to serve as the program facilitator** for your organization and guide them to the facilitator training modules.
- ☐ **Identify a cohort** of participants who can attend all sessions, an interest in the industry, and foundational knowledge that will allow them to persist through the program.
- ☐ **Establish a training schedule** in collaboration with your cohort over days or weeks that work for all. Each pre-apprenticeship curriculum is designed to be administered over about 40 hours.
- ☐ **Report participation numbers back to FHI 360** for complete and transparent data capture. This is a *requirement* for Pre-Apprenticeship Navigators using one of FHI 360's curricula.

- Once participant information has been received, all individuals who have completed the program will ***receive a digital badge*** that certifies their participation.
- ***Research opportunities for your participants to matriculate to a formal Registered Apprenticeship Program (RAP)*** that will allow them to continue building on the transferable skills and industry knowledge they've established during the pre-apprenticeship program. A high-quality pre-apprenticeship provides facilitated entry to RAPs. FHI 360 offers [several related RAPs](#), but you can also do a more local search for similar opportunities in your community.

