

## How to apply to participate in Apprenticeship Maryland as an Eligible Employer

To participate in **Apprenticeship Maryland**, you must first be approved as an “Eligible Employer.”

Here’s how:

**Step 1:** Contact the Youth Apprenticeship team who will work with you to fill out your application.

**Step 2:** After completing your application, the Youth Apprenticeship team will submit your application to the Maryland Labor Secretary for review.

**Step 3:** If initially approved, the Secretary will then forward your application to the Maryland Apprenticeship and Training Council (MATC) for consideration and final approval.

**Step 4:** MATC will conduct an expedited review of your application, in consultation with the Department of Labor’s Commissioner of Labor and Industry, who will notify the Secretary of its decision.

**Step 5:** You will then be notified of the final determination of your eligibility to participate in the program.

**Step 6:** Join **Apprenticeship Maryland** and start developing a pipeline of talented, high-skilled workers to help your business grow.

*“Maryland’s American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations.”*

For questions or further information,  
please contact:

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LABOR, LICENSING AND REGULATION



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*Governor*

BOYD K. RUTHERFORD  
*Lt. Governor*

Maryland Department of Labor  
KELLY M. SCHULZ  
*Secretary*

[www.dllr.maryland.gov](http://www.dllr.maryland.gov)

For more information on  
Eligible Career Track Occupations, please see:  
<http://www.dllr.state.md.us/regis/propreg-seccomar090112.shtml>

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## GROW YOUR BUSINESS WITH Apprenticeship Maryland

### OUR VISION

Engaging a new generation of workers and employers through youth apprenticeships ensures that Maryland remains open for business.

Apprenticeship Maryland specifically invests in the key industries of manufacturing, science, technology, engineering and math (STEM), and traditional apprenticeships.

By empowering your future workforce now, you’re investing in your company, your community and your future.



## How does Apprenticeship Maryland work?

**Apprenticeship Maryland** is a new State program that gives your business the unique opportunity to train, influence and shape high school students into top-performing employees who are invested in your business.

The program requires that Eligible Employers hire Apprenticeship Maryland participants in Eligible Career Track occupations related to manufacturing industry or science, technology, engineering and math (STEM) and provide paid compensation thus creating an “earn and learn” opportunity. Eligible Employers must also be located in close proximity to the local school systems selected to participate in Apprenticeship Maryland and must have expected future entry level job openings in the Eligible Career Track occupations.

## Why participate in Apprenticeship Maryland?

Studies show that apprenticeships are a win-win for the business and the apprentice alike. Investing in your business by establishing apprenticeship opportunities reduces turnover costs, increases job satisfaction and increases employee productivity.

**fact:**  
For every dollar spent on apprenticeship, US employers get \$1.47 back in increased productivity. –USDOL

## Apprenticeship is Good for Business

Apprenticeships are a great way to develop a pipeline of talented, high-skilled workers to help businesses grow.

## Recruiting and Developing a Highly Skilled Workforce

Through **Apprenticeship Maryland**, you’ll be able to build a workforce trained to meet your specific skill needs. Through on-the-job training and related classroom instruction, apprentices will acquire the knowledge and skills needed to become experts in your field.

## Creating a Customized Training Program

We’ll work with you to create a unique, business-driven, flexible training program that meets your business needs.

## Retaining Employees

Nationwide, apprenticeships have been proven to reduce turnover costs and increase employee retention.

## Am I An Eligible Employer?

Eligible employers are businesses approved by the Maryland Apprenticeship and Training Council (MATC) with an apprentice position available for a high school student in one of the eligible career tracks. For more information, please email [DLApprenticeshipMaryland-DLLR@maryland.gov](mailto:DLApprenticeshipMaryland-DLLR@maryland.gov).



## Contributing to Your Bottom Line

**Apprenticeship Maryland** is a win-win for your business. As your business hires quality highly productive additions to your staff, your student-employees hone their skills in some of Maryland’s leading industries. You’ll see a noticeable contribution to your bottom line through higher quality levels and productivity.

## Planning for Employee Succession

As many industries face a maturing workforce, **Apprenticeship Maryland** will help you ensure a system designed to successfully facilitate the transfer of knowledge from experienced employees to new recruits.

## Don’t know anything about Apprenticeships? No problem!

If you are a company with openings related to manufacturing, science, technology, engineering and math (STEM), are located near participating **Apprenticeship Maryland** school systems, and will have future entry level STEM job openings, please contact us!

Our Maryland Department of Labor experts will walk you through the entire process.

## Ready to sign up?

Go to <http://www.doit.state.md.us/selectsurvey/eligible-employer#>