



Apprenticeship Checklist for Employers

Ready to begin attracting new employees through the PHTA US DOL Registered Pool Maintenance and Service Technician Apprenticeship Program or the Pool Installer Technician Apprenticeship Program? Use our friendly checklist to guide you towards a successful launch!

Let's sign you up!

- Complete the PHTA Enrollment Form (Free for Members / \$500 for Non-Members)
- Review all the US DOL Registered Pool Maintenance and Service Technician or Pool Installer Technician Apprenticeship Program Standards
- Connect with PHTA to walk through the process for employer registration and apprenticeship registration – plan for a 1-hour call to review reporting, documents, etc.
- Submit all paperwork to PHTA
- Go recruit!
- Sign up apprentices and grow your business.

Now you are ready to recruit!

- **Decide what fits you best.** Not all the suggested activities may fit your needs or capabilities. Decide which ones are best, make a list, and begin. Just like marketing your company, multiple activities will better inform the community and possible participants about the program.
- **Identify and develop materials for promotion.** PHTA has developed a host of materials to help you promote the apprenticeship program. Check out what's available at apprenticeship.phta.org and determine what supplemental materials you may wish to create.
- **Who is your leader?** Every successful event or activity has a leader in charge. Ask for volunteers and get the ball rolling.
- **Provide the right resources.** Whether it's money, materials, or human capital, make sure your company provides the necessary resources for success.
- **Identify potential partners to assist.** Local vendors and suppliers may assist you with your activities because the success and growth of your company is also critical to their success.
- **Schedule promotional activities.** Develop a calendar of activities and schedule out as far in advance as possible so you can promote heavily.
- **Keep it going!** Once you have recruited your first apprentices, you need to keep recruiting more.