
— FIRST-WEEK SPONSOR ONBOARDING · INDEPENDENT · NOT DOL · RE-CONFIRM REGISTRATION

First-week sponsor onboarding checklist

Calm blanks for week 1 after a registered apprenticeship offer: **who signs, where Related Instruction meets, and how to re-confirm registration** after week 1. Listing ≠ opening. No wage promises.

- ☐ ☐ Agreement / indenture signed by: apprentice _____ · sponsor _____ · date _____
- ☐ ☐ Copy of signed agreement retained by apprentice: ☐ Yes · where _____
- ☐ ☐ Related Instruction location / schedule (week 1): _____
- ☐ ☐ Worksites / journeyworker contact for week 1: _____
- ☐ ☐ apprenticeship.gov re-check after week 1: date _____ · still matches? ☐ Yes ☐ No · notes _____
- ☐ ☐ School / Scorecard facts (if classroom RI) re-checked: ☐ Yes · date _____
- ☐ ☐ Questions still open for sponsor: _____

Counselors: step 3 stays “Send them home with a double-check...”. Pair RI decode · Job-Center prep. Independent · not DOL. registeredtradeschools.com/for-counselors/first-week-onboarding/