



APPRENTICESHIP  
**MISSOURI**



# Missouri National Guard Apprenticeship Program (For Air National Guard)

## HOW TO PARTICIPATE: A Guide for Airmen & Leaders





# How to Apply.

The US Department of Labor (US DOL) occupation title is the same as your AFSC title . This will be the title on your certificate when you complete the program.





# How to Apply.

Required application forms are located at:  
<https://www.moguard.ngb.mil/Programs/Apprenticeship/>

If you wish to participate, request for approval to enroll from your Chain of Command. Complete US DOL Form 671 and a Memorandum for Record (MFR) with Commander's signature. List the address you wish to receive your certificate (home of record or unit) on US DOL Form 671

After Commander signs, submit copies to Missouri National Guard State Resources Office at:  
[MONGApprenticeship@mong.dps.mo.gov](mailto:MONGApprenticeship@mong.dps.mo.gov)

You should receive an email within 10 business days that you are enrolled in the program via the Registered Apprenticeship Partners Information Data System (RAPIDS).

**Your application is complete!  
 Begin your Apprenticeship**

Be sure to keep accurate records of your hours towards completion with supervisor approval.

<p style="text-align: center;"><b>MISSOURI NATIONAL GUARD</b>          JOINT FORCE HEADQUARTERS          I&amp;E SKELETON TRAINING SITE          2302 MILITIA DRIVE          JEFFERSON CITY, MO 65101-1203</p>	<p style="text-align: right;"><b>U.S. Department of Labor</b>          Employment and Training Administration</p> <p style="text-align: right; font-size: small;">APPRENTICESHIP REGISTRATION - SECTION II OMS No. 1205-0223 Expires: 06/30/2018</p> <p style="font-size: x-small;">Warning: This agreement does not constitute a certification under Title 29, Part 9 for the employment of the apprentice on Federally-financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below, (Item 24)</p> <p style="font-size: x-small;"><b>THIS FORM SHOULD ONLY BE FILLED OUT BY APPRENTICE</b></p> <table style="width: 100%; font-size: x-small;"> <tr> <td style="width: 50%;">                 Answer Both A and B (Voluntary) (Definitions on reverse)                  A. a. Ethnic Group (Mark one)  <input type="checkbox"/> Hispanic or Latino  <input type="checkbox"/> Not Hispanic or Latino                  b. Race (Mark one or more)  <input type="checkbox"/> American Indian or Alaska Native  <input type="checkbox"/> Asian  <input type="checkbox"/> Black or African American  <input type="checkbox"/> Native Hawaiian or other Pacific Islander  <input type="checkbox"/> White             </td> <td style="width: 50%;">                 5. Veteran Status (Mark one)  <input type="checkbox"/> Non-Veteran  <input type="checkbox"/> Veteran                  6. Education Level (Mark one)  <input type="checkbox"/> 8th grade or less  <input type="checkbox"/> 9th or 10th grade  <input type="checkbox"/> GED  <input type="checkbox"/> High School Graduate or Greater  <input type="checkbox"/> Post-Secondary or Technical Training             </td> </tr> </table> <p>Learning Opportunity:                  Apprenticeship: <input type="checkbox"/> Technical Training School: <input type="checkbox"/> Military Veterans or Referral: <input type="checkbox"/> School to Registered Apprenticeship</p> <p>Signature of Parent/Guardian (if minor) _____ Date _____</p> <p><b>OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.</b></p> <table style="width: 100%; font-size: x-small;"> <tr> <td style="width: 33%;">1. Occupation (The work processes listed in standards are part of this agreement)</td> <td style="width: 33%;">2a. Occupation Code</td> <td style="width: 33%;">2b. Interim Credentials (Only applicable to Part B, 3.b and 3.c. Mark one)</td> </tr> <tr> <td> <input type="checkbox"/> Time-Based  <input type="checkbox"/> Competency-Based  <input type="checkbox"/> Hybrid                 </td> <td>4. Term (hrs, Mos., Yrs.)</td> <td>5. Probationary Period (hrs, Mos., Yrs.)</td> </tr> <tr> <td>6. Credit for Previous experience (hrs., Mos., Yrs.)</td> <td>7. Term Remaining (hrs., Mos., Yrs.)</td> <td>8. Date Apprenticeship Begins</td> </tr> </table> <p>9. Related Training Instruction Source _____</p> <p>Hourly Wage \$ _____ 10. Journeyworker's Hourly Wage \$ _____</p> <table style="width: 100%; font-size: x-small;"> <tr> <td style="width: 25%;">5</td> <td style="width: 25%;">6</td> <td style="width: 25%;">7</td> <td style="width: 25%;">8</td> </tr> <tr> <td style="width: 25%;">9</td> <td style="width: 25%;">10</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> <p>15. Name and Address of Sponsor Designee to Receive Complaints (if applicable) _____</p> <p>Signature (Registration Agency) _____ 3. Date Registered _____</p> <p style="text-align: right; font-size: x-small;">LTA 571 - Section II (November 2014)</p>	Answer Both A and B (Voluntary) (Definitions on reverse) A. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White	5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran 6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th or 10th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post-Secondary or Technical Training	1. Occupation (The work processes listed in standards are part of this agreement)	2a. Occupation Code	2b. Interim Credentials (Only applicable to Part B, 3.b and 3.c. Mark one)	<input type="checkbox"/> Time-Based <input type="checkbox"/> Competency-Based <input type="checkbox"/> Hybrid	4. Term (hrs, Mos., Yrs.)	5. Probationary Period (hrs, Mos., Yrs.)	6. Credit for Previous experience (hrs., Mos., Yrs.)	7. Term Remaining (hrs., Mos., Yrs.)	8. Date Apprenticeship Begins	5	6	7	8	9	10		
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**MEMORANDUM FOR RECORD**

SUBJECT: Missouri National Guard Apprenticeship Program Application

1. I, (Insert Rank and Name) request to participate in the Missouri National Guard Apprenticeship Program for (Insert AFSC and AFSC Description). The (Insert AFSC) matching Trade Title, RAPIDS Code and Trade Description is (Insert Trade Title, RAPIDS Code and Trade Description cut and pasted from United Services Military Apprenticeship Program).

2. To participate in the MONG Apprenticeship Program, I understand the following conditions: Must hold an Air Force Specialty Code (AFSC) compatible with the selected trade title and description found on MONG Apprenticeship Program How to Enroll instructions.

- Must attach a copy of the applicable Time-Based Work Process outline and Competency-Based Work Process outline to this counseling for review found on USMAP a <https://usmap.osd.mil/armyMOS.htm>.
- Must be a member of Missouri National Guard.
- Must be 18 years of age or older.
- Must have a High School diploma or GED equivalency.
- Must be physically capable or performing essential functions of the apprenticeship program without posing a safety hazard to themselves or others.
- Must be satisfactorily performing their military duties and in good standing with their Chain of Command.
- Must have a minimum of 12 months service obligation remaining.
- Must complete a probationary period which may not exceed 25% of the length of the program or 1 year, whichever is shorter.
- Must participate in the program no less than one year to complete unless previous experience is applied.
- Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish transcripts, records, affidavits, training certificates, memorandums for record etc. that may be appropriate to substantiate the claim. The MONG will evaluate the request for previous learning and determination will be made during the apprentice's probationary period.

3. To complete in the MONG Apprenticeship Program, I must complete the following requirements:

- Complete On-the-Job Learning requirements per category (2000, 4000, 6000 hours) as listed on the Time-Based Work Process for Trade Title (Trade Title) on USMAP.
- Must attach a copy of the applicable Time-Based Work Process outline to this counseling for review found on USMAP.



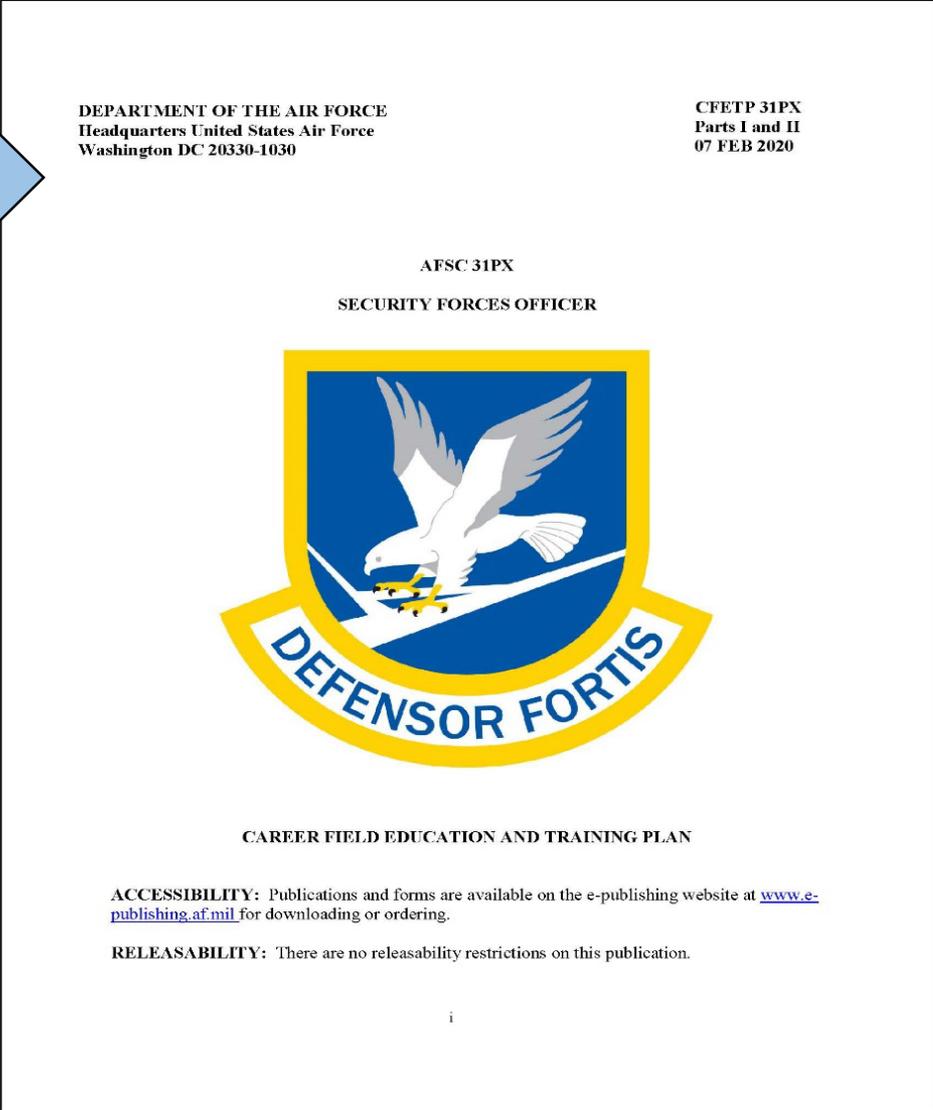
# How to Document Training and On-the-Job Learning Hours.

Track On-the-Job Learning hours & training in your CFETP

Up to 50% of the required On-the-Job Learning hours (OJL) and 100% of the training requirements can be credited to your apprenticeship from previous experience.

You and your supervisor can track these hours in your CFEPT.

Participants must achieve 50% of the requirements after the initial application is entered in RAPIDS and must be in the program a minimum of 6 months before the credential can be granted.





# How to Document Training and On-the-Job Learning Hours. Required Training

Required Training	Minimum Hours
<b>Apprenticeship Orientation</b> As a key part of USDOL apprenticeship participation and apprentice orientation, all apprentices, RTI instructors and OJL mentors will complete Anti-Harassment Training, in accordance with CFR 29, Part 30. Guidance and training resources can be found online at: <a href="https://www.apprenticeship.gov/eo/sponsors/prevent-harassment">https://www.apprenticeship.gov/eo/sponsors/prevent-harassment</a>	02
<b>United States Army Basic Combat Training (BCT) or Air Force Basic Military Training (BMT)</b>	360
<b>Advanced Individual Training (MOARNG) or Air Force Technical Training (MOANG)</b>	400
<b>Technical Training Related to Apprentice’s Assigned MOS/AFSC</b>	20
<b>Non-Technical Training (e.g., Leadership, Team-Building, Professional Development)</b>	20
<b>Miscellaneous Workplace and Personnel Safety-Related Training/Briefings</b>	10
<b><i>Total Minimum Related Technical Instruction (RTI) Hours:</i></b>	<b>812</b>

**Required training cannot be applied towards On-the-Job Learning hours.**



# How to Receive the Apprenticeship Credential

- Once you have completed the program, review On-the-Job hours and training with your supervisor, ensuring requirements are completed and documented on your CFETP.
- Submit a copy of your CFETP and initial MFR to the Commander for signature verifying program completion.
- Submit MFR only with Commander's signature to the MONG State Resources Office at:

[MONGApprenticeship@mong.dps.mo.gov](mailto:MONGApprenticeship@mong.dps.mo.gov)

- MONG State Resources Office will verify your completion, input your information into RAPIDS, and send you a confirmation email.



# How to Receive the Apprenticeship Credential

The Department of Labor will send your Apprentice certificate to your home of record or unit.

Have your unit enter the certificate in your digital records.

*The United States Department of Labor*  
**Office of Apprenticeship**  
**Certificate of Completion of Apprenticeship**

*This is to certify that*  
**SrA JOHN DOE**  
*has completed an apprenticeship for the occupation*  
**SECURITY FORCES**  
*under the sponsorship of*  
**MISSOURI NATIONAL GUARD**  
*in accordance with the basic standards of apprenticeship*  
*established by the Secretary of Labor*

\_\_\_\_\_  
**May 31, 2007**  
\_\_\_\_\_  
*Date Completed*



*D. L. Chao*  
\_\_\_\_\_  
*Secretary of Labor*  
*Anthony Swinge*  
\_\_\_\_\_  
*Administrator, Office of Apprenticeship*