



# Apprentice Trailblazer Application Checklist

The **Apprentice Trailblazer Initiative** is designed for all apprentices and apprentice graduates; however, the first cohort of applicants is geared towards youth. Current youth apprentices (ages 16–24), recent graduates, and Registered Apprenticeship sponsors of youth apprentices/graduates are eligible to apply. This checklist is designed to help youth apprentices, recent graduates, and Registered Apprenticeship sponsors complete the application, which is available online at: <https://www.apprenticeship.gov/apprentice-trailblazer-initiative>.

**Applications for the first cohort must be submitted by September 30, 2023.**

## BEFORE YOU APPLY – FOR APPRENTICES/GRADUATES

- Read through this Checklist in its entirety.
- Review the eligibility criteria to become an Apprentice Trailblazer in the first cohort:
  - Current youth apprentice (ages 16–24) who has been an apprentice in a Registered Apprenticeship program for at least 6 months. Alternatively, a recent youth apprenticeship graduate who was between 16-24 years old at the start of their Registered Apprenticeship and has graduated within the past 3 years.
  - Apprentice/graduate from a Registered Apprenticeship program in good standing who has shown exemplary leadership, mentoring, teamwork, promotional activities, and/or has a transformative story as an apprentice. (See examples in the application.)
  - If a graduate, currently working in an industry/occupation similar to that in which they completed their Registered Apprenticeship program.
  - Agree to meet the Core Expectations for an Apprentice Trailblazer outlined in the application.
  - Make year-long commitments to promote Registered Apprenticeship from the date of appointment as an Apprentice Trailblazer. (See Menu of Outreach Activities in the application.)
  - Sign the application.
- Discuss your interest in the Apprentice Trailblazer Initiative with your Registered Apprenticeship sponsor, including the application process. *Most application fields can be completed either by you or your Registered Apprenticeship sponsor.*
- Discuss your interest in the Apprentice Trailblazer Initiative with your parent/legal guardian, if you are under age 18 and not emancipated. *Parent/legal guardian permission is required for your participation if you are under age 18 and not emancipated, and your parent/legal guardian will need to sign your application for authorization.*
- For parent/legal guardian, agree to allow apprentice/graduate to participate in the Apprentice Trailblazer Initiative. *Your application will be sent to your parent/legal guardian for their review and signature before your application can be submitted.*
- [Preview the application](#) and gather any required information to help provide your responses.

## BEFORE YOU APPLY – FOR REGISTERED APPRENTICESHIP SPONSORS

- Read through this Checklist in its entirety.
- Review the eligibility criteria for your apprentice/graduate to become an Apprentice Trailblazer in the first cohort:
  - Current youth apprentice (ages 16–24) who has been an apprentice in a Registered Apprenticeship program for at least 6 months. Alternatively, a recent youth apprenticeship graduate who was between 16-24 years old at the start of their Registered Apprenticeship and has graduated within the past 3 years.
  - Apprentice/graduate from a Registered Apprenticeship program in good standing who has shown exemplary leadership, mentoring, teamwork, promotional activities, and/or has a transformative story as an apprentice. (See examples in the application.)
  - For graduates, currently working in an industry/occupation similar to that in which they completed their Registered Apprenticeship program.
  - Agree to meet the Core Expectations for an Apprentice Trailblazer outlined in the application.
  - Make year-long commitments to promote Registered Apprenticeship from the date of appointment as an Apprentice Trailblazer. (See Menu of Outreach Activities in the application.)
  - Sign the application.
- Submit a complete application with responses provided to all required fields, including all required signatures.
- Discuss the Apprentice Trailblazer Initiative with your apprentice/graduate, including the application process. *Most application fields can be completed either by you or your apprentice/graduate.*
- Encourage youth apprentices under age 18 and not emancipated to talk with their parent/legal guardian about this opportunity, as parent/legal guardian approval is required before the application can be submitted
- Agree to the Registered Apprenticeship Sponsor's Commitment to the Apprentice Trailblazer Initiative outlined in the application.
- [Preview the application](#) and gather any required information to help provide your responses.

## FOR REGISTERED APPRENTICESHIP SPONSORS (CONTINUED)

- Please note that any travel to Apprentice Trailblazer-related events is voluntary. The Registered Apprenticeship Sponsor will be responsible for their own travel arrangements and costs as well as any travel arrangements and costs for their apprentices/graduates serving as Apprentice Trailblazers.

### EVALUATION CRITERIA

**DOL will evaluate applications based on the areas listed below. Applications must at a minimum:**

- Provide responses to all required fields;
- Include all required signatures; and
- Meet the eligibility criteria for the first cohort.

### HELPFUL HINTS

- Before starting the application, you will need to create an account login. To begin, please click “First Time User-Account Setup” on the login screen. Next, follow the prompts and be sure to remember your **username** and **password**. Please note: **.trailblazer** will be added to your email address to create your username for your login. (ex: email@email.com.trailblazer )
- Each application will be assigned an application number, which will be emailed to you.
- If you are unable to complete your portion of the application in a single session, you can save your progress. When you return to the application, you will need to login again with your **username**, **password**, and **assigned application number**. For security reasons, you will also need to complete account authentication. The account authentication page will automatically populate after you login and guide you through the process:
  - Using your mobile phone, you will need to download an authentication application. You can choose to download “Salesforce Authenticator” and follow the prompts displayed in the application. Alternatively, you can click “Choose Another Verification Method” and follow those prompts accordingly.
  - Please be mindful of which authentication application you choose to download, as each app has its own process to follow.
  - You can use the app you downloaded to gain access to the application going forward.



**If you have difficulty logging into your account and need further assistance, please contact us at [ApprenticeTrailblazers@dol.gov](mailto:ApprenticeTrailblazers@dol.gov).**



## APPLICATION SUBMISSION CHECKLIST

- Provide a response to every required field (noted with an \*asterisk\*) in the application.
  - Provide current contact information for the apprentice/graduate.
  - Provide current contact information for the representative with the Registered Apprenticeship sponsor who will oversee the apprentice/graduate's participation in the Apprentice Trailblazer Initiative.
  - Provide current contact information for the apprentice/graduate's parent/legal guardian, if applicable.
  - Provide the month and year of the Registered Apprenticeship program start date (or completion date, for graduates).
- Apprentice/graduate signature on the application.
- Registered Apprenticeship sponsor signature on the application.
- If the apprentice/graduate is under age 18 and not emancipated, parent/legal guardian signature on the application to give permission for participation.
- Once the application is complete with all required signatures, the Registered Apprenticeship sponsor or if applicable, parent/legal guardian must submit the application.
- Applications must be submitted by the first cohort deadline: **September 30, 2023**.

**If you have questions or need assistance with completing and/or submitting the application, please send an email with your name and assigned application number (if available) to [ApprenticeTrailblazers@dol.gov](mailto:ApprenticeTrailblazers@dol.gov).**

### DEFINITIONS FOR KEY TERMS

**Registered Apprenticeship Sponsor:** Any employer, association, committee, or organization that operates a Registered Apprenticeship Program. This entity assumes the full responsibility for administration and operation of the apprenticeship program. Sponsors can be a single business or a consortium of businesses. Alternatively, the sponsor can be a workforce intermediary, such as an industry association or a labor-management organization. Community colleges and community-based organizations can also serve as sponsors of apprenticeship programs.

Sponsors design and execute apprenticeship programs, provide jobs to apprentices, oversee training development, and provide hands-on learning and technical instruction for apprentices. The programs operate on a voluntary basis and they often receive support by collaborating with community-based organizations, educational institutions, the workforce system, and other stakeholders.

**Graduate:** An individual who successfully completed their Registered Apprenticeship. For this first cohort of Apprentice Trailblazers, an eligible graduate is an individual who completed at least a portion of their Registered Apprenticeship as a youth (ages 16–24) and has graduated from the Registered Apprenticeship within the past 3 years.

## Explore Registered Apprenticeship Today!

Want to learn more? Visit the U.S. Department of Labor's one-stop source for all things apprenticeship: [www.apprenticeship.gov](http://www.apprenticeship.gov) or email us at [apprenticeship@dol.gov](mailto:apprenticeship@dol.gov).

**APPRENTICESHIPUSA™**  
★★★