

Selecting Apprentices for Registered Apprenticeship Programs



Office of Apprenticeship

A Quick Reference Guide for Apprenticeship Sponsors

Registered Apprenticeship Program sponsors have considerable flexibility in selecting apprentices for their programs. Sponsors may use any selection procedure to hire apprentices that is consistent with general nondiscrimination obligations and is in compliance with the federal [Uniform Guidelines on Employee Selection Procedures](#). Selection procedures must be described in the sponsor's Standards of Apprenticeship.

General Principles for Selecting Apprentices

Sponsors may use one or more selection procedures, as long as they are uniformly and consistently applied to applicants and are otherwise nondiscriminatory.

- Selection procedures must be "facially neutral" in terms of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, and disability. For example, "must be a high school graduate" is a facially neutral requirement.
- Sponsors may use any of the following selection procedures (and any others), as long as the procedures are not intended to result in, and do not result in, unlawful discrimination:
 - First-come, first-served selection of eligible applicants
 - Selection from a pool of eligible applicants on the basis of rank order of their scores on one or more qualification standards
 - Random selection from a pool of eligible applicants
 - Selection from a pool of current employees
 - Direct entry into the apprenticeship program

Sponsor Tip: Disparate Impact

A selection procedure (or other employment practice) has a "disparate impact" if it adversely affects one group of people of a protected characteristic more than another, even though the procedure (or practice) is neutral in form.

To avoid "disparate impact" in job descriptions, sponsors should consider how each requirement connects to a job necessity. For example, if a sponsor requires all apprenticeship applicants to be able to lift 75 pounds, the sponsor should be able to point to specific needs of the job where that action will be needed. Sponsors should also consider whether that activity could easily be done with the help of another apprentice or mentor/journey worker, or with a lifting aid.

Direct Entry Selection Procedures

Sponsors may allow direct entry into their programs for candidates from specified training programs or who can demonstrate certain qualifications. Direct entry must be approved by the Registration Agency.

Examples of permitted direct entry include:

- Hiring graduates of quality pre-apprenticeship programs. Quality pre-apprenticeship programs provide training and a curriculum based on industry standards that prepare individuals to meet the entry requirements of one or more Registered Apprenticeship Program(s).
- Hiring veterans or Job Corps graduates whose occupational or training specialties prepare them for the apprenticeship occupation.
- Selecting individuals from a training program targeted toward a specific underrepresented group. This method of selection should be used in concert with other recruitment approaches, to ensure program diversity and inclusion.

Tools and Resources

If you need:	Use these resources:
 Information on outreach and recruitment of apprentices	www.apprenticeship.gov/eo/sponsors/recruit-and-hire
 Access to the Universal Outreach Tool and instructions on its use	www.apprenticeship.gov/eo/sponsors/recruit-and-hire
 Help understanding the protected characteristics	www.apprenticeship.gov/eo/protected-characteristics

Looking for more tools and resources on the EEO regulations? Visit www.apprenticeship.gov/eo.