

OCAN Employer's Guide

Building strong apprenticeship programs together.

Objective

Successful apprenticeship programs are structured, well-defined, and designed to support business growth and workforce development. Clear role descriptions, expectations, and learning objectives help apprentices gain valuable skills while contributing to the organization.

How it works

Employers retain full control over interviewing and hiring and may upskill current employees. You assign a supervising mentor to each apprentice or apprentice group. Apprentices sign your employment contract and the apprenticeship participation agreement managed by the program sponsor.

Employer benefits

Skilled workforce development: In-company training aligned to specific business needs.

Increased productivity: Apprentices contribute while learning.

Improved retention: Investing in employees fosters loyalty and reduces turnover costs.

Onboarding steps

1. Submit the employer apprenticeship application and discuss your workforce need with OCAN.
2. Sign a letter of intent and, later, a participation agreement.
3. Develop the apprentice opportunity, job-role outline, training plan, and wage progression.
4. Interview and hire candidates. Pre-screening support may be available.

Your support team

OCAN connects employers with registered apprenticeship intermediaries, community colleges, the California Division of Apprenticeship Standards (DAS), the U.S. Department of Labor (DOL), and Workforce Investment Boards. Support can include registration, training outlines, mentor development, candidate recruitment, participation agreements, reporting, and ongoing evaluation.

Employer partnership contact

Dr. Jon Caffery, OCAN Co-Chair

jcaffery@saddleback.edu

[Apply at smartechs.us/employer-application](https://smartechs.us/employer-application)

These projects and programs are funded through Regional Strong Workforce grants, California Apprenticeship Initiative grants, CEC Grants, SBWIB or a combination.