



# Initial Application Instructions

Field	Instructions		
<b>General Information: This section is required.</b>			
<b>Sponsor Name</b>	This is the name of the IRAP Sponsor who is responsible for establishing and maintaining the program and reporting bi-annual program data to NIMS. The Sponsor may be the Employer or a third-party.		
<b>Program Name</b>	This is the name of the IRAP.		
<b>Mailing Address</b>	This is the official mailing and billing address of the Sponsor.		
<b>Program Website</b>	The URL of the website for the program (if applicable).		
<b>Industry Sector</b>	The industry sector of your program, choose one: Machining, General Manufacturing, Industrial Maintenance.		
<b>Job Roles</b>	Identify the job roles or occupations of your apprenticeship. One IRAP may include multiple job roles.		
<b>Employer Information: Only complete this section if the Employer is not the same as the Sponsor.</b>			
<b>Employer Name</b>	Name of the Employer where apprentices will work.		
<b>Point of Contact</b>	Point of Contact for the Employer for reporting purposes. NIMS will direct all communications to the Sponsor Point of Contact.		
<b>Contact Email</b>	Email for the Employer (POC).		
<b>Physical Address</b>	This is the physical location where the apprentices will receive OJT.		
<b>Program Information: This section is required.</b>			
<b>Credentials</b>	For each job role, please list the industry credentials that will be included in your IRAP. See Section A for a list of pre-approved credentials. If your credentials are not on the list you may still apply, but you may be required to submit additional information.		
	<table border="1"> <tr> <td><b>Job Role:</b> If your program only has one role, leave this blank.</td> <td><b>Name of Credential:</b> Programs must include at least one credential, but you may include more than one, if applicable.</td> <td><b>Issuing Organization:</b> If you are not using NIMS credentials, please provide the name of the credentialing organization.</td> </tr> </table>	<b>Job Role:</b> If your program only has one role, leave this blank.	<b>Name of Credential:</b> Programs must include at least one credential, but you may include more than one, if applicable.
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<b>Related Instruction</b>	For each job role, please list the instructional courses that will be included in your IRAP. See Section B for a list of pre-approved courses and providers. If your courses are not on the list you may still apply, but you may be required to submit additional information.		
	<table border="1"> <tr> <td><b>Job Role:</b> If your program only has one role, leave this blank.</td> <td><b>Name of Course:</b> Title of the coursework that will be completed by the apprentices.</td> <td><b>Organization:</b> The school, training provider, publisher or author of the curriculum.</td> </tr> </table>	<b>Job Role:</b> If your program only has one role, leave this blank.	<b>Name of Course:</b> Title of the coursework that will be completed by the apprentices.
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<b>Mentor Information</b>	List the information below for the mentor/trainer for the apprenticeship program. The mentor/trainer is not required to have industry experience. If there is more than one mentor/trainer for the program, attach a document with the required information for each mentor.		
<b>Fees</b>	Follow instructions on the form to calculate your fee.		



Submission Information: See below for additional information.	
<b>Point of Contact</b>	The individual responsible for communication with NIMS about your IRAP.
<b>Signature</b>	Authorized signature. This will usually be the Point of Contact but may be another individual if required by your organization.

## Additional Requirements

Once you have submitted your initial application and required fees, you will be assigned a program number and account representative. The account representative will send your IRAP package to complete and return within 90 days. You may request an extension, if needed.

In addition to the information providing in your initial application, your program must include the components below. The IRAP Package provided by NIMS includes templates and forms to help you meet all these requirements.

Requirement	Instructions
IRAP Package: General Program Profile that outlines the following required elements.	
<b>Apprentice Agreement</b>	This is an agreement between or among the Sponsor, Employer, and Apprentice. The IRAP Package includes a template, or you may use your own version.
<b>Paid Work</b>	You must provide the wage information that will be paid to apprentices in each job role throughout the duration of program. There is not a progression requirement, but you may include one. Your wage plan must meet all applicable federal, state, and local laws. This is included in the NIMS IRAP Package.
<b>OJT Plan</b>	This is the plan and schedule for what duties and skills your apprentices will be taught on-the-job.
<b>Prior Work Experience</b>	You must have a policy and plan to acknowledge prior work experience of apprentices in the program.
<b>Mentor Resumes</b>	Provide the resumes of the mentor(s) for your apprentices. A template is provided in the IRAP Package
<b>Certification Affidavit</b>	Part of the IRAP Program Package is a Certification Affidavit that includes certifications that your program meets all applicable laws pertaining to Equal Employment Opportunity, Wage laws. It also states that you will uphold the reporting requirements of NIMS and DOL. You must be able to sign this affidavit in order for your program to be approved.
<b>Reporting Form</b>	Based upon the information provided in your Initial Application, NIMS will provide a reporting form that you may modify to suit your needs.
<b>Additional Information</b>	If your initial application identifies credentials and/or related instruction that is not on the pre-approved list, NIMS may request additional information.



## Section A: Pre-Approved Credentialing Organizations

Below are the organizations that NIMS has pre-approved to meet the industry-recognized credential requirement. If you select credentials from the *Other* category, you may be asked to provide additional information.

- ▲ [NIMS](#)
- ▲ [Organizations](#) recognized by the Manufacturing Institute
- ▲ OEM certifications
  - ▲ Siemens
  - ▲ Haas Automation
- ▲ OSHA-10 or OSHA-30
- ▲ Other: you may request to include other certifications provided they meet the following requirements
  - ▲ Is not a certificate of completion or attendance
  - ▲ Provides value to the apprentice beyond the apprenticeship program due to recognition by other entities
  - ▲ Is a certification of skill and knowledge attainment
  - ▲ Degrees or certifications from accredited secondary or post-secondary organizations
    - ▲ High school diploma is not eligible
    - ▲ Associate degree is eligible if it is in a related field
    - ▲ Certificates of completion or attendance are not eligible

## Section B: Pre-Approved Related Instruction Organizations

Below are the organizations that NIMS has pre-approved to meet the related instruction requirement. If you select curriculum from the *Other* category, you may be asked to provide additional information.

- ▲ [NIMS accredited training programs](#)
- ▲ [Right Skills Now](#) programs
- ▲ Other: you must be able to show that related instruction provides a body of knowledge that supports the OJT and credentials used in the program