

This guide outlines the step-by-step process for student participation in the YA program, as well as the key responsibilities for each stakeholder. NEWYA supports 25 school districts across Northeast Wisconsin in preparing students for career success.

Youth Apprenticeship Process Overview

1. Information Session & Program Introduction

NEWYA hosts in-person info sessions at each high school to explain the program, introduce the school-based YA coach, and help interested students get started.

2. Application & Registration

Students may:

- Complete the application independently, **or**
- Meet with their school-based YA coach for assistance. Once registered, students begin receiving personalized support.

3. Career Exploration & Preparation

With help from their YA coach, students may:

- Explore careers and schedule job shadows
- Build a resume and prepare for interviews

4. Job Matching & Interviewing

When a student identifies a career of interest, the coach supports:

- Searching for related job opportunities
- Assisting with applications and preparing for interviews (*Employment is not guaranteed, but NEWYA supports the whole process*)

5. Job Offer & Paperwork

When a student is hired:

- The YA coach collects the required paperwork.
- School counselors are informed.
- Related coursework is selected and entered into the state system.

6. Program Participation & Check-Ins

- Students work with employers and take related coursework.
- YA coaches conduct regular **student check-ins**.
- **Quarterly evaluations** are collected to monitor hours and performance.

7. Program Completion

- Students complete **450 hours of worksite training**.
- The coach issues the **On-the-Job (OJL) Guide to the employer**.
- NEWYA submits all the required completion paperwork.
- Students receive a **certificate of completion** and **graduation cord**.