

## Enrollment Checklist — Training Agent Approval & Apprentice Sign-Up

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Journeyman Meat Cutter Apprenticeship Program • O\*NET-SOC 51-3021.00 • June 2026

Complete the steps in order. A Training Agent must be fully approved before any apprentice can be enrolled at that facility, and no curriculum materials are distributed until the Training Agent Agreement is on file.

### PART A — Training Agent Approval

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1. Confirm the facility qualifies: a USDA-inspected, state-inspected, custom-exempt, or retail butcher shop operating in an authorized state (WA, OR, ID, or UT).
2. Training Agent (shop owner or manager) takes and passes the NWMPA Training Agent Qualification Examination with a score of 80% or above. Exam administered and scored by the Apprenticeship Training Director.
3. Training Agent completes and signs the Training Agent Agreement — including the facility information block (EIN, DOL Registration Number, O\*NET-SOC code) and all acknowledgments.
4. Training Agent completes registration with the U.S. DOL Office of Apprenticeship as a participating employer in the NWMPA program (if not already registered).
5. Submit the signed Training Agent Agreement to the Apprenticeship Training Director. The Agreement must be on file BEFORE any apprentice is enrolled and BEFORE any curriculum is distributed.
6. Apprenticeship Training Director reviews, approves, and records the facility as an active NWMPA-approved Training Agent (assigning the Training Agent Approval / ID Number).

*Approved Training Agent status must be active and on file before proceeding to Part B.*

### PART B — Apprentice Enrollment

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1. Confirm the candidate is employed by the approved Training Agent and meets the minimum qualifications: 18 or older, high school diploma or GED, and able to meet the physical demands of the work (with or without reasonable accommodation).
2. Training Agent submits the apprentice enrollment form to the Apprenticeship Training Director within 45 days of the apprentice's start date.
3. Apprenticeship Training Director reviews the enrollment form, confirms the Training Agent's active status, and registers the apprentice in the program.
4. Apprentice signs the Apprentice Agreement — including Social Security Number, entry hourly wage, and all acknowledgments. A copy reaches the Apprenticeship Training Director within 45 days of enrollment.
5. Training Agent signs the Training Agent Agreement portion for the enrolled apprentice and provides the apprentice a copy of the Handbook.
6. Apprenticeship Training Director completes Federal apprenticeship registration (ETA-671) and registers the apprentice in RAPIDS. The apprentice does not register directly.
7. Training Agent receives the Phase 1 document package and begins the Section Readiness process (Handbook Chapter 5). The 1,000-hour probationary period begins on the date of program enrollment.

*Enrollment is not complete until all steps are finished and the apprentice is registered in RAPIDS.*

### ONGOING — After Enrollment

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1. Log OJT hours weekly by section; submit a complete monthly summary to the Apprenticeship Training Director by the 10th of each month.
2. Report any change in apprentice status (completion, withdrawal, transfer, suspension) to the Training Director promptly so RAPIDS records are updated. Probationary terminations are reported within 5 business days.
3. Maintain all required program records for a minimum of five years from the date of each section certification.

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Questions: Apprenticeship Training Director — [apprenticeship@nwmpa.com](mailto:apprenticeship@nwmpa.com)

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