Dealership Responsibilities

*This list outlines the items required for registered apprenticeship programs. It does NOT include everything that is needed for a successful program.*

1. Market for, interview, and select apprentice candidates.
2. Assign an advanced-level technician to act as the primary mentor for the apprentice.
3. Allow paid time for the mentor and supervisor (e.g., shop foreman, service manager, fixed operations director, etc.) to attend an eight-hour training.
4. Welcome apprentices into their dealership for job shadowing in various departments (e.g., Service, Express Lane, Parts, New Vehicles, Used Vehicles, F&I, etc.).
5. Provide appropriate on-site safety training
6. Provide the apprentice access to the tools and attire necessary to learn and practice designated services, maintenance, and repairs.
7. Pay the apprentice a market-based wage plus appropriate benefits.
8. Offer at least one opportunity for an earned wage increase during the apprenticeship period, as well as a second opportunity if you keep them on after they complete the program.
9. Support the apprentice in continuing their classroom and online training during the apprenticeship period.
10. Ensure the mentor is tracking and reporting the apprentice's progress and performance.

**Note:** Because this is a competency-based, rather than time-based program, the dealership is **not responsible** for reporting apprentice time to the DOL.

**Disclaimer:** *These materials have been prepared for informational purposes only. Nothing in the materials is intended to constitute legal advice. Consumers should contact their attorney to obtain advice with respect to any particular legal matter. The presentation of this information is not intended to encourage concerted action among competitors or any other action on the part of dealers that would in any manner fix or stabilize the price or any element of the price of any good or service.*