



Initial Application

General Information

*All fields with * are required*

Sponsor Name*

Program Name*

Mailing Address*

Program Website

Industry Sector*

Job Role(s) /
Occupation(s)*

Employer Information

Only complete if the Employer is not the same as the Sponsor. If multiple Employers are participating, please complete Attachment A.

Employer Name

Point of Contact

Contact Email

Physical Address



Program Information

Credentials

For each job role, list the credentials that will be earned by apprentices during the program or attach list. Note: if you are using credentials other than those pre-approved or issued by NIMS you may be asked for additional information.

| Job Role | Name of Credential | Issuing Organization (if not NIMS) |
|----------|--------------------|------------------------------------|
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Related Instruction

For each job role, identify what your related instruction includes, or attach list. If you are using courses from the pre-approved list, you will not be required to submit any additional information.

| Job Role | Name of Course | Organization/Publisher/Author |
|----------|----------------|-------------------------------|
| | | |
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Mentor Information

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 below for each mentor.

| | |
|--------------------------|--|
| Name | |
| Job Title | |
| Years of Work Experience | |

Fees

| Fee | Description | Amount |
|--------------------|---|------------|
| Application | One-time fee for application and assessment for one job role | \$2,500.00 |
| Additional Roles | One-time fee for each additional job role | \$500.00 |
| Annual Maintenance | Annual reporting fee, due on the anniversary of your program's approval | \$500.00 |

Calculate Your Fee

If you only have one job role, your fee is \$2,500.00.

| | | | | |
|-----------------|---|-----------------------|---|-------|
| Application Fee | + | # of Additional Roles | = | Total |
| \$2,500.00 | + | _____ x \$500.00 | = | _____ |



Submission Information

Send your completed initial application to apprenticeship@nims-skills.org. Once your application and fees are received, we will assign you a program number and provide your IRAP completion package.

Sponsor Point of Contact

This is the primary contact person for all apprenticeship activities between your program and NIMS.

Name

Job Title

Email Address

Phone

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|--|
| |
| |
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| |

Signature

Sign

Date