

Example: Pre-Apprenticeship Program Case File Checklist

This document provides a sample list of the documentation and items to include in the case files for pre-apprenticeship program participants.

Section	Documentation/Items to Include
Eligibility	<ul style="list-style-type: none"> • Social Security Card • Proof of address • Age verification • Proof of citizenship/legal alien status • Proof of Driver's License • Proof of GED/High school diploma
Intake	<ul style="list-style-type: none"> • Application Form (signed/dated) • Needs assessments <ul style="list-style-type: none"> ○ Reading/Math/Vocational Assessments ○ Physical assessment ○ Self-assessment ○ Selection interview (questions/form used, results) ○ Drug test results (where appropriate) ○ Social Services Needs Assessment • Letter of acceptance or non-acceptance into the program • Other Forms (as appropriate/needed, such as): <ul style="list-style-type: none"> ○ Photo Waiver ○ Voter Registration ○ Consent form to participate and/or liability release (for hands-on training) ○ Release of information ○ Public health insurance
Pre-Apprenticeship Training	<ul style="list-style-type: none"> • Training class schedule (start/end, # days/hours per week, etc.) • Attendance records (if needed) • Termination or discipline letter if policies are violated • Participant progress/Evaluation reports • Results of pre- and post-tests • Graduation certificate or other document indicating successful completion • Other credentials/certificates earned
Apprenticeship Placement and Follow-up	<ul style="list-style-type: none"> • Check stubs (if needed by funding agency, otherwise note wage at placement along with wage before pre-apprenticeship training) • Retention activity participation • Results of informal check-ins with apprentice (or put in case notes) • Results of informal check-ins with apprenticeship coordinator (or put in case notes)
Case Notes	<ul style="list-style-type: none"> • Notes from individual meetings with participant • Follow-up calls; updated contact information • Updated apprenticeship information • Services provided (social/other) • Referral information