

Getting Started with Registered Apprenticeships for Hotel Cooks

**AN OVERVIEW FOR
COOK APPRENTICESHIP**



PHASE 1 Consultation



1 Contact the AHLA Foundation (AHLAF)

If you're interested in learning more, contact Carrie Alexander, Program Manager, calexander@ahla.com, to set up an implementation consultation.



2 Consultation call

AHLAF will walk through each detail of the program and answer any questions you may have.



3 Review the Cook competencies and standards

Take the time to review all of the program documents provided following the initial consultation to determine if apprenticeship is right for your company.



4 One-on-one support

AHLAF will provide technical assistance and manage administrative burdens throughout the entire process, while walking you through step by step to make adoption as simple as possible.



5 Make it official

Sign the following documents to become part of the program:

- **Employer acceptance agreement.** This form demonstrates that you, the employer, have reviewed the standards and agree follow them.
- **Commitment letter.** This letter outlines how many apprentices you're bringing on, whether they're current employees or new hires.



6 Identify apprenticeship locations and supervisors

Identify the sites where you'd like to start placing cook apprentices. The cook apprentice to supervisor ratio is two to one. The apprenticeship supervisor role can be filled by more than one person so long as they have the expertise in the required functional area. If you are looking for new hires to fill your apprenticeship roles, contact AHLAF who can directly connect you with community training centers and schools who are preparing job seekers for entry level culinary positions in the hospitality industry.



PHASE 2 Registering Apprentices

Once you have signed on the dotted line, you can begin enrolling apprentices. The next steps consist of recruitment and enrollment, on-the-job training, progressive wage increases, and quarterly reports. Those activities can happen simultaneously.



1 Enroll apprentices

Review the Apprenticeship Qualifications. Those include:

- 16 years of age.
- Must earn high school diploma or GED by completion of apprenticeship.



2 Complete apprentice registration

After selecting apprentices, complete and submit apprentice registration worksheet.

For more information on how to select apprentices, please refer to the cook standards.

- Once an apprentice has been accepted per your HR policies and the registration worksheet is complete, each apprentice will be required to sign a U.S. Department of Labor registration form provided by the AHLA Foundation staff.



3 Related instruction

Related instruction supports on-the-job learning and is available in a variety of formats. Most employers select the apprenticeship program online course suite available from the American Hotel & Lodging Educational Institute. Courses offered at a local college or employer-created training content may also be used as approved related instruction. Contact the AHLA Foundation staff to determine the right fit for your apprentices.



4 Check off competencies

Your apprentices will follow the Cook competency-based program. Supervisor(s) have discretion to determine when the competencies have been mastered.



5 Report skills gained and wage increases according to your HR policies

Apprentices will earn a progressively increasing wage (at least two wage increases) as they gain competencies and experience during their apprenticeship, in accordance with your HR policies.



6 Keep AHLAF in the loop

Provide quarterly reports to AHLAF so we can help manage your program's progress. Elements of our report should include:

- Wage increases if applicable.
- Checklist of on-the-job learning competencies.
- Checklist of related instruction competencies.



PHASE 3

Completion and Attainment of Professional Credentials

At the end of the apprenticeship program, the apprentice will receive a nationally recognized certificate from the US Department of Labor Office of Apprenticeship and AHLA.

In addition to the program certificate issued by the U.S. Department of Labor, apprentices also have the opportunity to earn industry-recognized certifications from AHLA. Cook apprentices can earn certifications such as Certified Kitchen Cook or Certified Guest Service Professional. Contact the AHLA Foundation staff to learn more about the qualifications and scholarship funding offered to cover the exam fees. Apprentices also have the opportunity to earn college credit by enrolling in the program if they wish to pursue an Associate or Bachelor Degree. Please contact the AHLA Foundation to see participating schools and enrollment process.



Tips

- Cook apprentices do not need any experience working in hospitality or food service to enroll in the program.
- Apprentices can start the program at any time of year.
- Mentor selection is key to the success of any apprenticeship program.
- Apprentices can begin their related instruction online on Day 1 of the program



For more information contact:
Carrie Alexander
calexander@ahla.com
202-289-3189