

# Maximus Apprenticeship Services

Maximus supports employers at every stage of building, registering, and scaling apprenticeship programs. Our approach is practical, compliance-focused, and designed to reduce complexity while helping employers unlock long-term workforce pipelines and available incentives. We work closely with employers, training partners, and government agencies to ensure apprenticeship programs are structured for both operational success and regulatory approval.



## Apprenticeship Program Lifecycle



### Design

Identify eligible occupations and training pathways, align business needs to apprenticeship structures, and develop compliant curricula, schedules, and qualification standards.



### Optimize

Capture grants, wage subsidies, tax credits, and reimbursements while refining program performance to support long-term scalability and workforce impact.



### Register

Coordinate with the U.S. Department of Labor and state agencies, complete all required documentation, and manage multi-state registrations.



### Operate

Support program launch, apprentice onboarding, probationary tracking, and ongoing compliance through structured reporting and documentation.

## Registered Apprenticeship Program Development

### Program Components We Develop

- Training curriculum and learning objectives
- Schedule of related instruction and on-the-job training
- Apprentice eligibility and qualification standards
- Trainer and mentor qualifications
- Testing methods, progress benchmarks, and completion standards
- Recordkeeping and documentation requirements

Maximus assists employers in establishing Registered Apprenticeship (RA) programs under the U.S. Department of Labor. We begin by helping organizations identify which roles, occupations, and training pathways are best suited for an apprenticeship model. This includes evaluating job functions, skill progression, and workforce demand to ensure the program is viable and aligned with business needs.

Maximus then guides employers through the qualifications required to become a registered program sponsor, providing comprehensive consulting support throughout the development process.

## Registration and Department of Labor Coordination

Maximus works directly with U.S. Department of Labor and state apprenticeship agency contacts to support program setup and approval. Our team manages the preparation and completion of required paperwork and documentation for registration, including state-specific submissions where programs operate across multiple jurisdictions.

For states that do not offer automatic reciprocity under U.S. Department of Labor registration, Maximus provides hands-on assistance navigating state-specific procedures and requirements. This ensures programs remain compliant and active wherever apprentices are employed.



## Ongoing Program Support and Reporting

Beyond registration, Maximus supports employers throughout the lifecycle of the apprenticeship program. We assist with ongoing reporting requirements during and after the probationary period, helping employers maintain compliance and program integrity.

### Ongoing Support Ensures:

- Timely and accurate reporting to regulatory agencies
- Proper documentation of apprentice progress and completion
- Reduced administrative burden for internal teams

## Incentives, Funding, and Cost Optimization

### Employer Benefits

- Offset training and wage costs associated with apprentices
- Improve program sustainability and scalability
- Demonstrate financial impact and return on investment
- Support long-term workforce planning without increasing overhead

Maximus helps employers identify and secure financial incentives tied to apprenticeship programs, including federal, state, and local grants, reimbursements, tax credits, and other workforce incentives that reduce the total cost of launching and operating an apprenticeship program.

Our team evaluates incentive eligibility as part of program development, coordinating incentives with registration and reporting to support compliance, maximize return on investment, and build sustainable talent pipelines.

## Why Employers Choose Maximus for Apprenticeship Programs

Employers choose Maximus because we combine deep regulatory expertise with hands-on operational support. We understand that apprenticeship programs must meet strict compliance standards while still working in real-world business environments.

Maximus brings decades of experience working with federal and state workforce agencies, allowing us to navigate Department of Labor requirements efficiently and accurately. Our team manages complexity on behalf of employers, reducing internal burden and accelerating time to launch.

### Key Partnership Advantages

- End-to-end support from program design through ongoing compliance
- Direct coordination with U.S. Department of Labor and state agencies
- Multi-state expertise, including states without automatic reciprocity
- Proven ability to align apprenticeship programs with incentives and cost offsets
- Ongoing reporting and documentation support that reduces compliance risk

## A Partner in Long-Term Workforce Strategy

Through Maximus, employers gain an experienced partner that understands both the operational and regulatory sides of apprenticeship programs. From identifying eligible roles and designing compliant training structures to managing registration, reporting, and incentive capture, Maximus delivers a structured and scalable apprenticeship solution.

This comprehensive support allows employers to focus on developing talent while Maximus manages the administrative, regulatory, and financial components required for long-term program success.