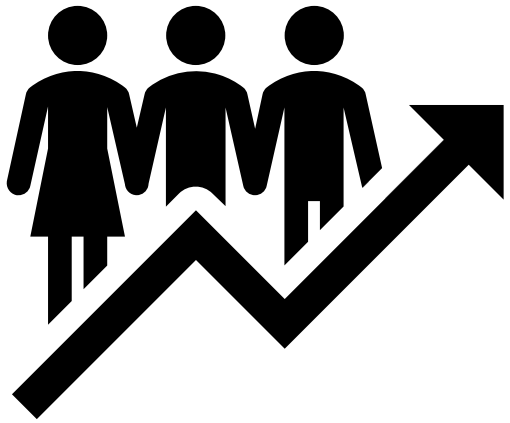
ASME
SETTING THE STANDARD

Mechanical Engineering Technology Apprenticeship Program

Strengthening Skills for Employment

Orientation Agenda Overview

1. Welcome & Introductions
2. Program Overview
3. Roles & Expectations & Review of Student handbook
4. Related Technical Instruction
5. On-the-Job Training (OJT)
6. Check-ins, Evaluations, and Feedback
7. Supportive Services
8. Tools, Resources & Equipment
9. Next Steps & Closing
10. Attachments for Students
11. Student Questions and Comments



Quick Introduction

Audrey-Jane Morgan
Apprenticeship Program Manager for Workforce Development

- Been with ASME since November 2024.
- Focus on scaling and enhancing our MET Apprenticeship Program
- Have worked in workforce development for over 15 years now
- Excited to meet you all!

Program Overview

GOAL

To provide MET apprentices with valuable opportunities to develop workplace-relevant knowledge and skills in the mechanical engineering and technology fields through hands-on, on-the-job learning experiences, combined with related classroom instruction.

Related Technical Instruction (RTI)

Related Technical Instruction (RTI) gives you the essential knowledge and technical skills you need to succeed in Mechanical Engineering Technology. Through virtual classes, you'll learn important topics like engineering basics, safety, technical communication, and industry tools. This classroom learning works alongside your on-the-job training to help prepare you for real-world work experiences.

On the Job Training (OJT)

On-the-Job Training (OJT) is your chance to gain real work experience by applying what you've learned in the classroom while working alongside skilled professionals. This hands-on training will help you build important skills and get ready for a successful career in Mechanical Engineering Technology.

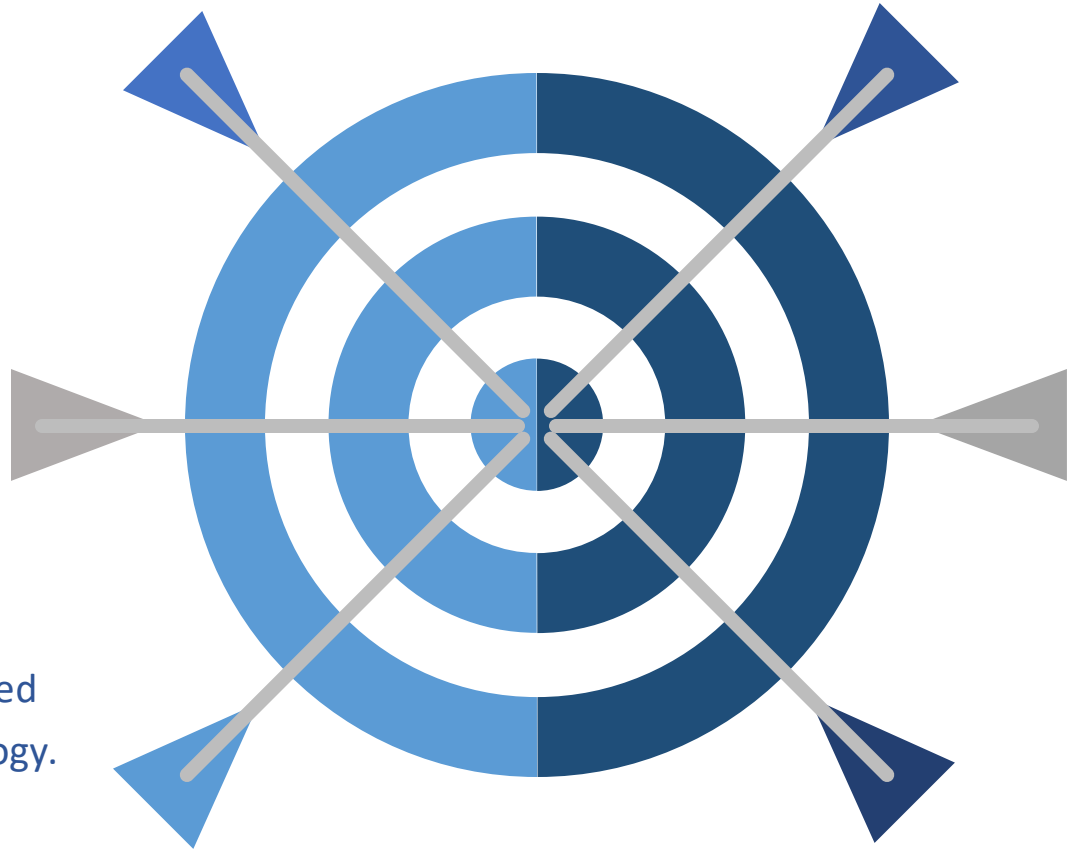
The ASME MET Registered Apprenticeship

First Cohort begins June 16, 2025, instruction will conclude December 2025, with OJT wrapping in July 2026.

One year competency-based program.

Program adheres to national standards to ensure quality and rigor.

144 hours of instruction provided by Stevens Institute of Technology.



2,000 of On-The-Job Training (OJT) with the company under the supervision of a company.

Apprentices work approximately 30 hours per week and attend class the other 10 hours.

Apprentices are employed by the company and earn a wage progression for achieving benchmarks.

Roles & Expectations & Review of Apprentice handbook

Role

Apprentices must meet attendance, grading, and participation requirements for successful progress. Access to instructors via virtual office hours, email, and discussion forums is encouraged to support learning.

Expectations

Training is delivered through an online platform combining video instruction, assignments, and collaborative workshops. OJT is structured to reinforce your RTI learning with real-world tasks. Expect daily goals, team meetings, and mentorship check-ins. Supervisors and mentors guide your development and provide evaluations to track your progress. Progress is documented via ApprenticeScope, ensuring alignment between your learning and work performance.

Placement location model will depend on employer match.

Roles & Expectations & Review of Apprentice handbook

Role

Apprentices must meet attendance, grading, and participation requirements for successful progress. Access to instructors via virtual office hours, email, and discussion forums is encouraged to support learning.

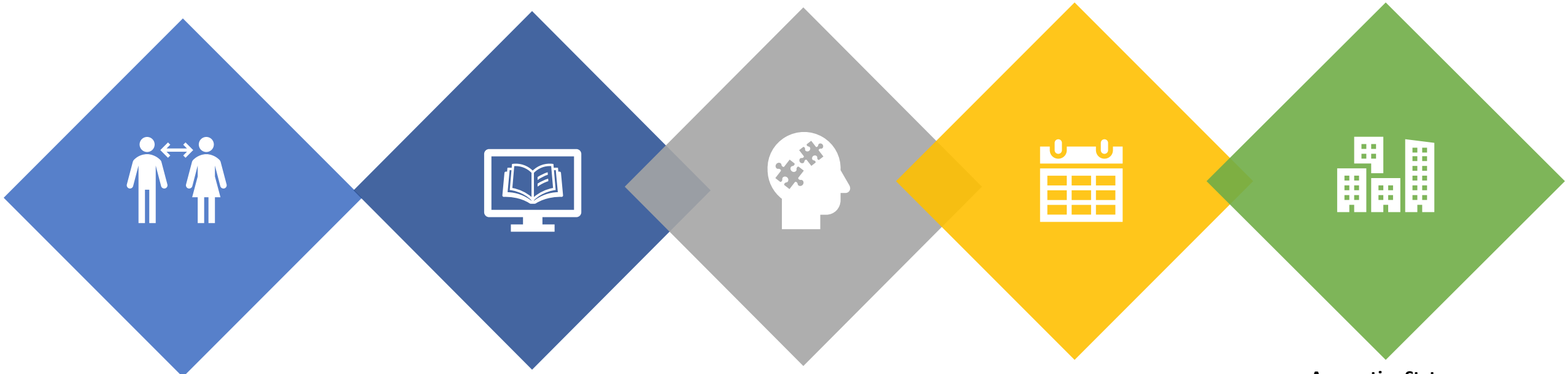
Expectations

Training is delivered through an online platform combining video instruction, assignments, and collaborative workshops. OJT is structured to reinforce your RTI learning with real-world tasks. Expect daily goals, team meetings, and mentorship check-ins. Supervisors and mentors guide your development and provide evaluations to track your progress. Progress is documented via ApprenticeScope, ensuring alignment between your learning and work performance.

Placement location model will depend on employer match.

Expectations

Apprentices are expected to:



Workplace Safety & Conduct
Follow all safety protocols per ASME and employer guidelines. Maintain respectful, professional behavior always.
Openly communicate with ASME regarding issues, conflicts, challenges, successes

Attendance & Participation
Follow attendance policies and be on time. Participate fully in all training and on-the-job activities. Complete the required technical instruction online components prior to class.

On-the-Job Training (OJT)
Apprentices receive hands-on training with an employer, supervised by a qualified professional. Training is structured, aligns with the MET curriculum, and includes regular feedback.

Completion & Program Status
Apprentices must complete all RTI and OJT hours. Progress will be tracked using clear, consistent terms.

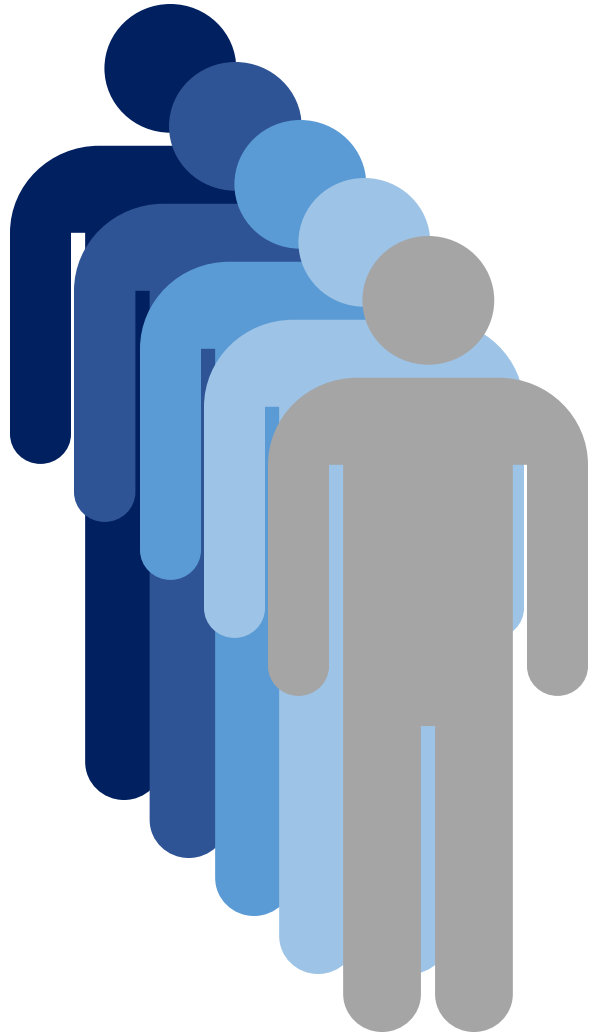
Apprentice Status Definitions
Apprentice – Actively enrolled in the MET Apprenticeship Program
Graduate – Completed all training and education requirements

THE ROLE OF WORKFORCE TEAM DEVELOPMENT

- Recruiting businesses to hire apprentices
- Monitoring the program to ensure compliance with state requirements
- Ensuring that school and community services (counseling, health, etc.) are accessible to apprentices
- Providing mentor training and meeting with school-based instructors/partners regularly to review progress and address program concerns
- Prepare and submit required forms and reports
- Arrange for appropriate related instruction

THE ROLE OF THE EMPLOYER

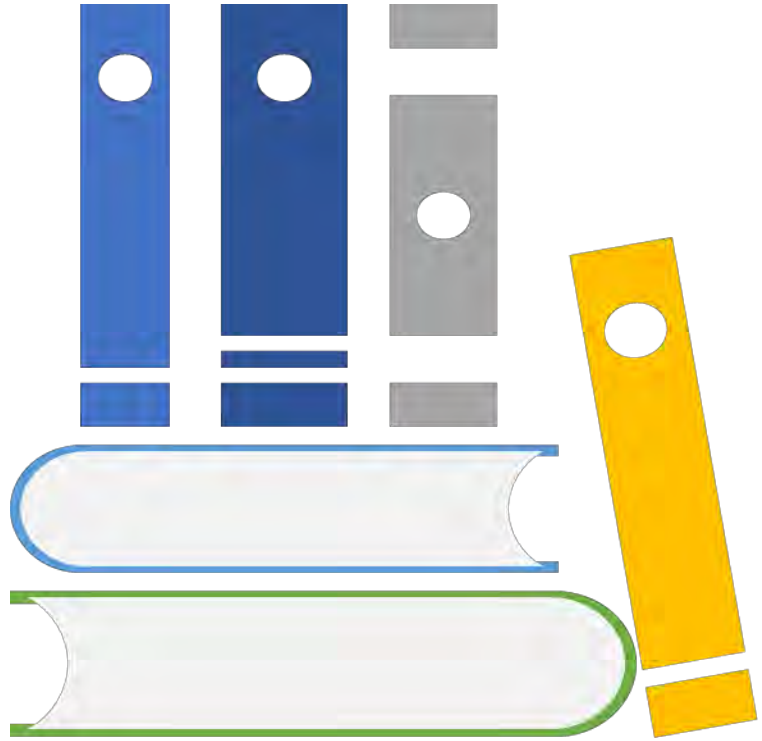
- Provide full-time employment with a wage progression for meeting training benchmarks.
- Assign a skilled and experienced mentor to provide and supervise apprentice's on-the-job training. Mentor will be expected to attend an orientation training session.
- Document apprentice training, progress, and wage .
- Support apprentices as they develop their skills, creating a pathway for long-term employment.
- Conduct regular apprentice evaluations and provide constructive feedback.
- Provide ASME with program feedback for continuous improvement and respond to communications in a timely fashion.



The Curriculum

- Virtual training program utilizing virtual reality simulations for skill attainment.
- Curriculum has been vetted by our industry partners to aligned with industry standards.
- The coursework will be recognized by ABET and may earn credit towards a bachelor's degree.

- Training Modules include:
  - OSHA 10-Hour General Industry Certification
  - Geometric Dimensioning and Tolerance
  - Ethics & Technical Writing
  - Codes & Standards
  - CAD & Design
  - Metrology
  - Material Behavior and Mechanics
  - Testing and Analysis
  - Manufacturing Techniques and Processes
  - Additive Manufacturing



OSHA 10-HR General Industry

Virtual OSHA 10-Hour General Industry Certification

As part of the MET apprenticeship curriculum, all students are required to complete the OSHA 10-Hour General Industry Certification. This is a mandatory course and must be completed in order to continue in the program.

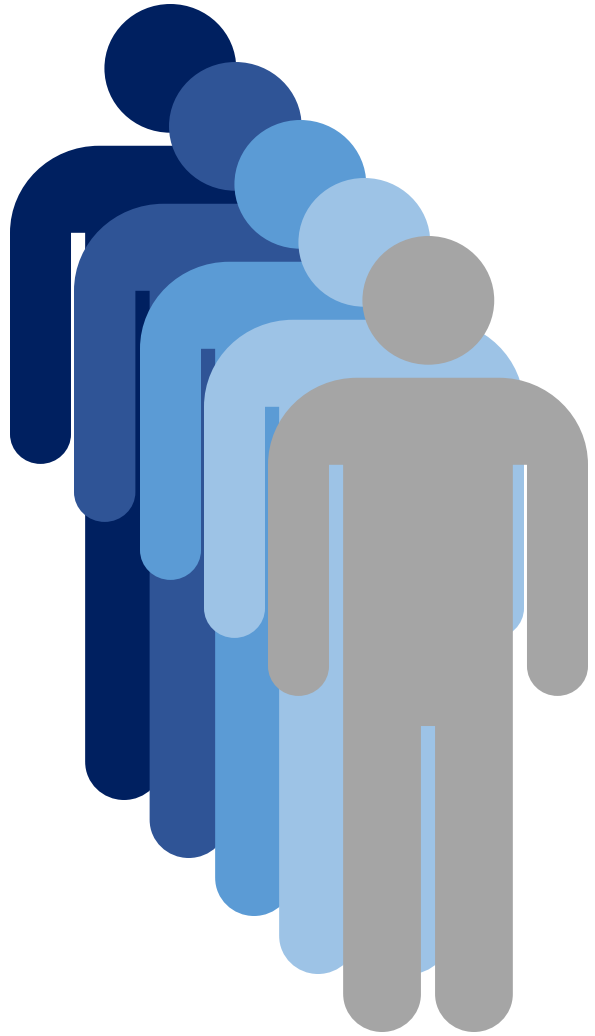
You will have **two opportunities** to successfully pass the course and exam at no cost. If you do not pass after the second attempt, you will be responsible for covering the cost of a **third attempt** on your own.

- We will go over the course expectations and support available to help you succeed. **Please take this requirement seriously and be prepared to complete it on time.**

What to Expect From OJT?

On-the-Job Training

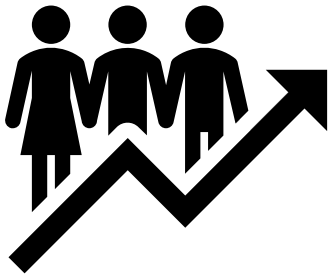
- Full-time employment with a wage progression for meeting training benchmarks.
- Be assigned to a skilled and experienced mentor to provide and supervise apprentice's on-the-job training. Mentor will be expected to attend an orientation training session.
- Mentor/ Journey Person will document apprentices training, progress, and wage .
- They will also support apprentices as they develop their skills, creating a pathway for long-term employment.
- Conduct regular apprentice evaluations and provide constructive feedback.
- Provide ASME with program feedback for continuous improvement and respond to communications in a timely fashion.



CAD Software Access & Sign-Up

All MET apprentices will receive access to CAD software as part of the program. You will receive sign-up instructions before Monday 6/16/2025, please follow the steps carefully to activate your account. This tool is essential for your coursework, so be sure to complete the setup promptly. If you experience any issues, contact the program team for assistance.

CADclass.org. Monday June 16 at 3pm. This synchronous session will be hosted via a Google Meet.



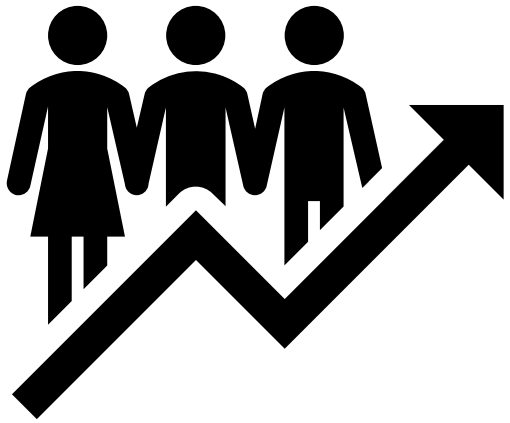
Virtual Simulation Set-Up & Equipment Shipment

As part of your hands-on training, you will receive a Virtual Simulation Kit to support your Related Technical Instruction (RTI). Access instructions for the online simulations will be provided, and the physical equipment will be shipped directly to the address you submitted in your initial application.
You'll receive an email notification once your kit has been ordered. Please follow the setup instructions carefully once your equipment arrives.
If you need any assistance with the setup, feel free to reach out to me directly.

Long-Term Tracking/Follow Up

Apprenticeship staff will maintain regular follow-up with participants after placement to support long-term success. This includes:

- periodic check-ins,
- progress tracking, and
- collecting feedback to ensure continued growth and program impact.



MET Program Kickoff Checklist

1. ASME Membership

Visit link & use code **METRAP**

2. Learning Path Sign up

Review login instructions (sent via email)

3. RTI Class Invite Starts **Mon, June 16**

Accept calendar invite for **June 16 @ 2:00 PM EST**

4. Stevens Account & Welcome Email From Professor Frank

Watch for setup email from Stevens

Follow steps to activate your student account

5. CAD Training

Log out & check email for CAD class link

Use the provided link to join class session

6. OSHA 10 Training

Watch for separate email and **Complete ASAP** once received

Pro Tip: Bookmark all key sites for easy access