CareerWise Checklist

Thank you for your interest in partnering with the CareerWise program! The information below explains the steps and documentation required for getting apprentices on board in your department. Feel free to contact Human Resources (Carlos.Miron@ucdenver.edu) with questions.

Step 1 – Learn about CareerWise’s mission, the benefits of partnering, and decide if you’d like to participate.

- Visit http://www.careerwisecolorado.org/businesses/ for general information, and complete the “Contact Us Today” form at the bottom of the page to be linked to a representative who can answer specific questions.

Step 2 – Review, sign and submit a Memorandum of Understanding.

- This MOU should be signed by your department’s Appointing Authority and CareerWise, and should be submitted to your CareerWise representative.
- Upon submitting, the process of identifying an apprentice (or multiple apprentices) for your department begins.

Step 3 – Review, modify, sign and submit a CareerWise Youth Apprenticeship Agreement.

- Upon selecting apprentices, CareerWise will facilitate the completion of this agreement between your department and the apprentice’s school district.
- Your department must modify/complete Appendix D and Appendix E.
- Contact Human Resources to verify who in your department has signature authority (if you’re unsure).

Step 4 – Review University Risk Management Minor Guidelines, Minor Checklist and complete a Minor Consent Form.

- Use the Standard Minor Consent Form for all on-going or long term programs involving minors on campus in administrative or lower hazard areas.
- Use the Minor in Lab Consent Form for all on-going or long term programs involving minors on campus in labs or other higher hazard environments such as shops, construction or maintenance areas. (Minor may need to complete training to be in the lab, contact Environmental Health & Safety [EH&S] for additional information: ehs.compliance@ucdenver.edu.)
- Completed forms should be emailed to urmucdirs@cu.edu. Anschutz departments/units must also email forms to EH&S for badging approval.

Step 5 – Request criminal background and sex offender checks

- Employees who will work with the apprentices must have a sex offender check. In addition, they must have passed a criminal background check within the past 3 years. Fill out the online background check request form to initiate this process (HR will verify the date of the last criminal background check). Be sure to check the “Criminal” and “Sex Offender” options. Please indicate “CareerWise Colorado” employee or apprentice under the “position title” field.
- Apprentices: For those 18 years and older they must pass a criminal background check (use the same online background check request form). For those under the age of 18, there is no background check required.

Step 6 – Set up apprentice in HCM as a student worker.

- View the Step-by-Step Guide to Creating a Position with Funding
- Prior to participation in the CareerWise bootcamp, apprentices must be set up as student workers in HCM so that they are paid their regular hourly rate for time spent training.