

**1. What is a registered apprentice program?**

- Registered Apprenticeship (RA) is a training and employment structure that produces highly skilled workers to meet the demands of employers competing in a global economy. RA ensures authentic, applied learning by combining on-the-job learning with theoretical and practical classroom instruction to prepare exceptional workers. RA programs include 5 basic components:
  - Apprentices are employees and are paid wages from the beginning of their programs.
  - Classroom learning/Related Technical Instruction (150 hours per year)
  - On the Job Training/Mentoring (2,000 hours per year)
  - Reward for Skills Gain – increased wages aligned with attainment of skills.
  - Nationally recognized and portable Certificate of Completion

**2. When does the Mass Bankers Association's Credit Analyst Apprenticeship Program start and end?**

- Related Technical Instruction (RTI) 150 Hours  
Begins Wednesday, October 10, 2025 | Ends Friday, May 8, 2026
- On-the-Job Training (OJT) 2,000 Hours  
2,000 hours of mentored OJT must be completed between the dates of 10/10/25 – 10/12/26

**3. Is it virtual or in-person?**

- Related Technical Instruction (RTI) consist of live virtual meetings via Zoom and Teams meetings, with the exception of the presentation of the final project: The Mock Loan Committee Meeting, will be a live event on Friday, May 8, 2026, Location to be determined.
- On-the-job Training (OJT) is conducted and overseen by a member of staff in the credit department at the Apprentice's place of employment

**4. What topics will be covered in the program?**

- **Analyzing Credit Data & Financial Statements to Determine the Degree of Risk Involved in Lending Money**
- **Completing Loan Applications, Credit Analysis & Summarize for Submission to Loan Committees**
- **Generating Financial Ratios, Using Computer Programs to Evaluate Customers' Financial Condition**
- **Analyzing Financial Data, Sales & Income Growth and Quality of Management Performance**
- **Preparing Reports Including the Degree of Risk Involved in Extending Credit or Lending Money**

**5. How are the Apprentices assessed?**

- Apprentices will be assessed through the administration of 6 online quizzes, 2 Progress Reports with feedback from the Instructor and Mentor over the course of the program, and a Final Team Project: The Mock Loan Committee Meeting, in which the Apprentice's will work together to present their evaluation of a Loan Case Study.

**6. Is there support for the Apprentices in the program?**

- Support is provided to Apprentices by their Mentor assigned to them by their employer at the beginning of the program, as well as weekly virtual open study sessions held on Monday afternoons.
- Mass Bankers as the apprenticeship program sponsor will receive, investigate, and resolve complaints and concerns raised by apprentices relative to the apprentice program. To the extent possible, confidentiality of the information provided to the apprentice program sponsor concerning matters raised by apprentices shall be maintained.

**7. Who is eligible for the Credit Analyst Apprenticeship Program?**

- New or existing employees of Massachusetts Banks, or banks that have branches in Massachusetts.

**8. Can an incumbent employee apply for the program?**

- Yes.

**9. Is a mentor required for the Apprentices?**

- Yes: All apprentices must have an assigned mentor from the credit department who oversees the apprentice's On-the-Job training at their place of work. *A Mentor may only train up to two Apprentices at one time, however additional Mentors can be added to facilitate more Apprentices.*

**10. How many employees can register from my bank?**

- Currently, there is no limit on registrations. *However, in the future, we may cap the number of total participants.*

**11. We are seeking to hire someone; can we still apply for the program?**

- Yes, however the employee must be hired before the program starts. You must have a new or existing employee to register for the program.

**12. How does my bank apply to be a co-Sponsor?**

- Please follow the link below, fill out the form and return to [kbuckley@massbankers.org](mailto:kbuckley@massbankers.org)  
[CoSponsorAgreement.pdf \(massbankers.org\)](#)

**13. Why do the applicants need to supply their social security number and photo?**

- Please have your apprentices fill out their information using the following link: [Apprentice Intake Form](#).
- The Massachusetts Division of Apprenticeship Standards requires this information before accepting the apprentice agreement. The photo will be used to issue a registered apprentice ID card to apprentices.

**14. How much does the program cost?**

- \$6,500

**15. Is there an Express Grant for this program? How do I apply and what is the course ID number?**

- Yes, businesses with 100 or fewer Massachusetts employees are eligible for reimbursement for the cost of training, up to \$15,000 per calendar year, up to \$300 per instructional hour, with a maximum of \$3,000 per person per course. Up to 100% reimbursement for organizations with up to 50 Massachusetts employees at the time of application. Up to 50% reimbursement for orgs with 51 to 100 Massachusetts employees at the time of application.
- For questions about the Express Grant or to apply, visit the [Workforce Training Grant Express Program site](#). Please note that your bank must have a Certificate of Good Standing. [Click here to request one](#). The
- Course ID for Credit Analyst Apprenticeship Program is **#C-2340**. \*\*\**Express Grant Applications must be submitted 21 days before the start of the program.*\*\*\*

**16. What if I have more than 100 employees do, I still qualify for a grant?**

- If your financial institution has more than 100 Massachusetts employees, you do not qualify for the Express Grant. However you may qualify for the General Grant program, visit: [Workforce Training Grant General Program site](#).

**17. When is the deadline to apply for the program?**

- The deadline to apply for the Apprenticeship Program is Friday, September 26<sup>th</sup>, 2025, or until slots are filled.
- The deadline to apply for the Express Grant is Friday, September 19<sup>th</sup>, 2025

**18. How do I apply for an Apprenticeship tax credit?**

- Please see the information in the link below provided by Mass.gov  
[Apply for a Registered Apprentice Tax Credit \(RATC\) | Mass.gov](#)

**19. Are there any pre-requisites to apply?**

- Pre-requisites are strongly encouraged but not required: Accounting I (strongly encouraged), Accounting II (a plus), Mass Bankers' Fundamentals of Commercial Lending (a plus)

**20. Where can an employee take accounting classes to prepare for the course?**

- [Self-Paced Online Training for Bankers | American Bankers Association \(aba.com\)](#)
- [Simple & Effective E-Learning Credit Training Programs | eensight.com](#)
- [Say Yes to Good Loans Faster | Tax Return Analysis Training - Linda Keith CPA](#)

**21. Will I receive a certificate upon completion?**

- Yes, a Certificate of Completion will be issued by the state of Massachusetts Division of Apprenticeship Standards and will be mailed to Apprentices after graduating the program.

**22. How can I learn more about the program?**

- Attend the virtual Orientation Session on Wednesday, October 1<sup>st</sup>, 2025 at 2PM  
Zoom Meeting Registration: [Apprenticeship Program Virtual Orientation, October 1st, 2025 at 2PM](#)
- Or, contact Tanya Duncan, EVP of Revenue & Strategy: [tduncan@massbankers.org](mailto:tduncan@massbankers.org)