

New Program Standards Questionnaire (2/23)

This document is ENTIRELY Voluntary. Completion is not mandatory however does aid in the apprenticeship process.
This document is NOT an official document.

1. Title of Program:

What name will you give to your program? What is the address?

The name/address will be used for the state recognition of your program.

Example: Name of Registered Apprentice Program
 Mailing Address

2. Apprenticeship Occupations:

What trade/occupation/craft will your program provide training for each occupation? Each occupation will be assigned an O*Net Code: [O*Net Link](#)
(Program and Consultant will establish the O*Net Code.)

3. Counties:

In what counties do you plan to train your apprentices?

4. A program with Multiple Employers. Answer the following: If you are a Single Employer, continue to #5.:

- a) The committee is required to oversee the operation of the program. What will be the make-up of this committee? Choose below either "a" or "b."
 1. Joint Apprenticeship Committee—(JAC) or Joint Apprenticeship Training Committee (JATC), Comprised of representatives of Labor and Management
 2. Unilateral Apprenticeship Committee-UAC (Comprised of representatives from either Labor or Management)
- b) Based on the above selection of either JAC (JATC) or UAC, how many committee members will there be? Who are they? (Name, address, email, and organization name)
- c) Letters of commitment to employ apprentices from each employer

5. *Related Supplemental Instruction—RSI:

What are the contents of the classroom training taught for your program?

Please answer below. (See Sample #1) The minimum RSI is 144 hours within the 1st year, then a minimum of 72 hours every six (6) months after that.

- a) For each occupation taught, provide a course outline. (See Sample #1). The RSI outline should include the curriculum topic/subject matter, hours per topic/subject matter, cumulative total per year, and cumulative total for the occupation.
- b) Who is the Local Educational Agency (LEA) sponsoring your program? Provide a letter on the LEA letterhead that attests to serve and includes the contact person's information. (See Sample #2)

- c) The employer may compensate apprentices for attending school. Will the apprentices be compensated? Yes or No. (*This is optional*)

6. *On-The-Job Training (OJT)--Term of Apprenticeship Program:

For each trade/occupation/craft, what will be the term of apprenticeship (OJT hours)? How many months to complete the program?

The minimum Standards for the Term of Apprenticeship Program require:

(a) The term of apprenticeship may be measured by completing the industry standard for hours of on-the-job learning and related and supplemental instruction, attainment of competency, or a hybrid blend of the time-based and competency-based approaches. However, programs in the building and construction trades and firefighters shall use the time-based approach.

(1) The time-based approach measures skill acquisition through the individual apprentice's completion of at least 144 hours of related and supplemental instruction and 2,000 hours of on-the-job learning as described in a work process schedule.

(2) The competency-based approach measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach shall require apprentices to complete no less than six months of an on-the-job learning component of registered apprenticeship. In addition, the program standards shall address how on-the-job learning will be integrated into the program, describe competencies, meet industry-recognized standards or certifications, and identify an appropriate means of testing and evaluation for such competencies.

(3) The hybrid approach measures the individual apprentice's skill acquisition through a specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule. Programs utilizing this approach shall require apprentices to complete no less than six months of an on-the-job learning component of registered apprenticeship.

(4) Term measures shall be outlined in the program standards. They shall be subject to approval by the Division of Apprenticeship Standards based on the appropriateness of the measures for the apprenticeable occupations to which they apply.

(b) Programs utilizing the competency-based or hybrid approach that issue interim credentials must identify each type or stage for issuing an interim credential, demonstrate how the credentials link to the components of the apprenticeable occupation, and establish a process for assessing an apprentice's demonstration of competency associated with the particular interim credential. Interim credentials may only be issued for recognized components of an apprenticeable occupation and specifically link the credentials to the knowledge, skills, and abilities associated with those components.

7. Work Processes:

List the work processes for each trade/occupation/craft. Next, identify the work process and the number of hours needed to complete each process, then total the number of hours per year.)

**If the occupation is in the building trades, contact the DAS representative for information. This is due to Minimum Industry Training Criteria (MITC) for these occupations*

8. Ratio—Journeyman to Apprentice:

How will the apprentices be supervised? (DAS will explain and assist in determining the ratio of apprentice to journeyman while satisfying OJT hours.)

9. Wages and Wage Schedule—for Apprentices, Journeyman:

What will the wage schedule (hourly and benefits) be for each trade/occupation/craft?

Industry average Wage for an already experienced person: is \$ 00.00 per hour. Apprentices must be paid at least the Minimum Wage

- a. Journeyman base hourly rate and fringe benefits (if any.)
- b. Apprentice base hourly rate and fringe benefits (if any.) Show each period (hours and months) to allow for advancement.
- c. What criteria will an apprentice use to gain a pay raise and advance to the next period? For example: Usually, every six months, an apprentice who has completed a certain number of OJT hours and a certain amount of hours of instruction (RSI) is eligible for a 3% to 5% increase in pay and advancement to the next period.
- d. When will overtime (OT) be gained?
- e. Provide documentation that attests to the effective date of wages. (For example, a collective bargaining agreement or letter to employers.)

10. Solvency:

This requires the ability of the newly created apprenticeship program to have financial sustainability in its expenses and revenue. Please provide a letter attesting to the solvency of your organization. In addition, what means will the program gain revenue compared to its anticipated expenses? What will those revenue streams be, as compared to their costs? If financial institutions provide such support, please attach the letter of support.

11. Military Veterans:

Do you plan on recruiting military veterans? *Depending on VA eligibility, military veterans who enter registered apprenticeship programs qualify for G.I. Bill benefits.*

12. Affirmative Action Plan:

What will the program's outreach and recruitment activities help increase minority and women's participation in your program?

13. Selection of Applicants:

- a. Application: When, where, at what time, and how often are written applications accepted within your program, or if online, what is the web address?
- b. Educational Prerequisites: What are the educational prerequisites for entry into your program? (For example, the applicant must have a High School Diploma, GED, or equivalent.)
- c. Physical Prerequisites: Will there be any physical requirements for entry into the program? (For example, must be able to lift 50 pounds for extended periods. Must carry loads of up to 50 pounds up and down a 10-foot ladder numerous times daily.) *In addition, if your program requires a drug test or physical exam, this shall be free to the applicant.*

d. Entry Exam (s):

1. Written test: Do you require other tests for entry into your program? (For example, a math test, special awareness, or industry-related exam?) What percentage does it affect the selection of an applicant?
2. Oral interview: Does your program require an oral interview? If so, what percentage does it affect the selection of an applicant? Oral interviews may also be rated as a Pass/Fail.
3. Agility test: run, lift, carry, or other to gauge the physical ability to perform the occupation

14. Eligible Applicants—How do they enter your program?

Now that you have established an eligible pool of applicants, how will you create your rank list of applicants allowed to enter your program? (For example, all qualified applicants shall be ranked according to the highest test scores and oral interview scores. If there is a tie, the applicant who applied first will enter the program.) Does your program have a "special consideration" for the applicant's placement? Such as a VIP program, military/veterans acceptance program, or previous experience entry?

Note: The program shall maintain a rank list for two (2) years.

15. Dispatch of Apprentices to satisfy OJT hours: (Multiple Employers only)

How will your apprentices obtain work and be dispatched to an employer to satisfy their OJT hours? *For example, as an employer calls for work, the program will dispatch an apprentice according to rank on a list, and the program maintains a ranked list. Alternatively, an apprentice seeks and is sponsored by an employer.*

16. Records and Documents:

All documents and records shall be maintained for five years. What location are these documents kept? (Address, city, zip, telephone.)

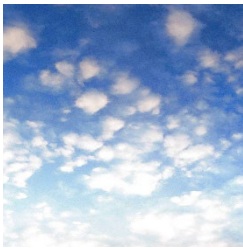
17. Age of Apprentice:

What is the minimum age for an apprentice to enter your program?

Note Labor Code; there is no maximum age, but many occupations require a minimum age.

LEA LETTER EXAMPLE

On letterhead preferred



LEA LOGO



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(Currently Dated -within 30 days)

Dear Ms. Pacada

This confirms that [*NAME of LEA*] intends to act as the Local Educational Agency (LEA) for the [*NAME Registered Apprenticeship Program (RAP)*]. [*NAME/Organization*] reviewed the related supplemental instruction for the occupations identified in the standards and has put forth the approval for the following occupations:

LIST OCCUPATION(S)

SUMMARY OF RSI and LEA ROLE (i.e., Delivering RSI, approving RSI only, etc)

The instruction will include the required Minimum of 144 hours of related supplemental instruction each year in order to allow completion of the apprenticeship program.

Sincerely,

Full Name
Title
Organization
Mailing Address
Phone number
Email Address