



Registered Apprenticeship Standards

- National Program Standards National Guidelines for Apprenticeship Standards
 Local Apprenticeship Standards



*Office of the State Board of Education
650 West State Street 3rd Floor
Boise, 18856, 83702*

Occupation: *Multiple*

O*NET-SOC Code: *See Appendix A* **RAPIDS Code:** *See Appendix A*

In Coordination with the Idaho Department of Labor

Developed in Cooperation with the
U.S. Department of Labor
Office of Apprenticeship

Approved by the
U.S. Department of Labor
Office of Apprenticeship

Registered By: **ROBERT SNYDER**

Signature: Robert Snyder
Robert Snyder (Feb 8, 2024 08:54 MST)

Title: **STATE DIRECTOR, IDAHO**

Office of Apprenticeship **REGION 6**

Date: 02/08/2024

Registration Number: 2024-ID-127815

Check here if these are revised Standards



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SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

A. Responsibilities of the sponsor: Office of the State Board of Education must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document “Requirements for Apprenticeship Sponsors Reference Guide.”

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and ensure the provision of safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these Standards and the document “Requirements for Apprenticeship Sponsors,” and that meets the requirements of 29 CFR § 29.7. Form ETA 671 may be used for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship Standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices’ progress in skills and technical knowledge, and maintain appropriate progress records.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Provide each apprentice with a copy of these Standards, Requirements for Apprenticeship Sponsors Reference Guide, Appendix A, and any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these Standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated Standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.
- Adhere to Federal, State, and Local Law Requirements -- The Office of Apprenticeship’s registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National



Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.

The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the Office of Apprenticeship under 29 CFR § 29.8.

B. Minimum Qualifications - 29 CFR §29.5(b)(10)

An apprentice must be at least 18 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. Please include any additional qualification requirements as appropriate (optional):

Other *See Appendix A*

C. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)

The apprenticeship program(s) will select an apprenticeship training approach. The approach is notated in Appendix A, APPRENTICESHIP APPROACH.

D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices will will not be paid for hours spent attending related instruction classes. The Work Process Schedule and Related Instruction Outline are outlined in Appendix A.

E. Credit for Previous Experience - 29 CFR § 29.5(b)(12)

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. **Office of the State Board of Education** will evaluate the request for credit and make a determination during the apprentice's probationary period.

F. Probationary Period - 29 CFR § 29.5(b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period which may not exceed 25 percent of the length of the program or 1 year whichever is shorter. The probationary period is notated in Appendix A, PROBATIONARY PERIOD.

G. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5(b)(7)

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journeyworkers for adequate supervision. The ratio is notated in Appendix A, RATIO OF APPRENTICES TO JOURNEYWORKERS.

H. Apprentice Wage Schedule - 29 CFR § 29.5(b)(5)

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. The progressive wage schedule is notated in Appendix A, APPRENTICE WAGE SCHEDULE.



2. Other General Complaints. The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification:

Name: *Jenn Thompson*

Address: *650 West State Street 3rd Floor Boise, 18856, 83702*

Telephone Number: *(208) 332-1582*

Email Address: *jthompson@edu.idaho.gov*

Any complaint described above that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section K.

K. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)

The Registration Agency is the United States Department of Labor’s Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below:

Name: *US/DOL/OA, Robert Snyder, Idaho State Director*

Address: *1387 S. Vinnell Way, #110, Boise, ID 83709*

Telephone Number: *208-321-2973*

Email Address: *Snyder.robert@dol.gov*

L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(b)(7)

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

SECTION II - APPENDICES AND ATTACHMENTS

- Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- Appendix B** – *ETA 671 - Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed **after** registration. Sample attached)*
- Appendix C** – *Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))*
- Appendix D** – *Employer Acceptance Agreement (For programs with multiple-employers only)*



SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program Standards, the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.



SECTION IV - SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provisions of the foregoing Apprenticeship Standards formulated and registered by **Office of the State Board of Education**, on this **17th** day of **January, 2024**.

The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors Reference Guide" and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

Jenn

Thompson

Digitally signed by Jenn
Thompson
Date: 2024.01.22
12:21:08 -07'00'

Signature of Sponsor (designee)

Jenn Thompson

Printed Name



Appendix A

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE



Appendix A
WORK PROCESS SCHEDULE
K-12 TEACHER
O*NET-SOC CODE: 25-3099.00 RAPIDS CODE: 3024CB

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

- Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation shall be competency-based, supplemented by the minimum recommended 144 hours of related instruction per year. As per [USDOL Circular 2016-1](#), Competency-based approach” [Section 29.5(b)(2)(ii)] provides for the apprentice’s progression through apprenticeship through the acquisition of identified and measured competencies. Competencies should be identified and defined through a valid occupational-job task analysis method and directly related to the occupation and the on-the-job learning. Occupations need to be a minimum of 2,000 hours of on-the-job learning, as required by Section 29.4, Criteria for an apprenticeable occupation, and supplemented with the required related technical instruction. An apprentice must be registered in an approved competency-based occupation for twelve (12) calendar months of on-the-job learning. A competency-based approach does not require hours to be assigned in the processes. Maximum allowable credit for prior work experience is 50 percent of training.

The term of this **TEACHER** apprenticeship may be as many as 3 years with an OJL attainment of 6000 hours, supplemented by a recommended 432 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 2 Apprentice to 1 Journeyworker.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$40,000 per year.

| Period | Hours/Competencies | Minimum Wage |
|--------|--------------------|--------------|
| 1 | Year 1 apprentice | \$10.00/hr |
| 2 | Year 2 apprentice | \$11.00/hr |
| 3 | Year 3 apprentice | \$12.00/hr |



5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 90 days.

6. SELECTION PROCEDURES

Please see page A-10.



Appendix A

ON-THE-JOB LEARNING OUTLINE K-12 TEACHER

O*NET-SOC CODE: 25-3099.00 RAPIDS CODE: 3024CB

REQUIREMENTS:

To enter the Apprenticeship Program:

An apprentice must be at least 18 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.

- There is an educational requirement of: Obtained a high school diploma/GED
- There is a physical requirement of:
- The following aptitude test(s) will be administered:
- A valid driver's license is required.
- Other:

ON-THE-JOB LEARNING – WORK PROCESS SCHEDULE

Every registered apprenticeship teacher program includes structured on-the-job learning. On-the-job training is developed through mapping the skills and knowledge that the apprentice must learn over the course of the registered apprenticeship teacher program in order to be fully proficient in the job.

ON-THE-JOB LEARNING:

Alignment of the Idaho Framework for Teaching Evaluation:

On – The – Job Learning Competencies:

- State-Board Approved Idaho Framework for Teaching Evaluation
 - Use of Idaho Framework for Teaching Evaluation Rubrics

Idaho Framework for Teaching Evaluation

Domain 1 – Planning and Preparation

- i. *Demonstrating Knowledge of Content and Pedagogy*
- ii. *Demonstrating Knowledge of Students*
- iii. *Setting Instructional Outcomes*
- iv. *Demonstrating Knowledge of Resources*
- v. *Designing Coherent Instruction*
- vi. *Designing Student Assessments*

Domain 2 – The Classroom Environment

- i. *Creating an Environment of Respect and Rapport*
- ii. *Establishing a Culture for Learning*
- iii. *Managing Classroom Procedures*
- iv. *Managing Student Behavior*
- v. *Organizing Physical Space*



Domain 3 – Instruction and Use of Assessment

- i. *Communicating with Students*
- ii. *Using Questioning and Discussion Techniques*
- iii. *Engaging Students in Learning*
- iv. *Using Assessment in Instruction*
- v. *Demonstrating Flexibility and Responsiveness*

Domain 4 – Professional Responsibilities

- i. *Reflecting on Teaching*
- ii. *Maintaining Accurate Records*
- iii. *Communicating with Families*
- iv. *Participating in a Professional Community*
- v. *Growing and Developing Professionally*
- vi. *Showing Professionalism*

Additional Requirements:

- Idaho Teacher Evaluation using the State-Board Approved Idaho Framework for Teaching Evaluation for each year serving as an apprentice.
 - Basic or better in all twenty-two (22) components upon culmination of the apprenticeship program.
- Individualized Professional Learning Plan for each year serving as an apprentice.

The eligible endorsements that an apprentice can seek are:

- *All Subjects (K-8)*
- *Biological Science (5-9 or 6-12)*
- *Communication (5-9 or 6-12)*
- *Early Literacy (K-3)*
- *Economics (5-9 or 6-12)*
- *English (5-9 or 6-12)*
- *Geography (5-9 or 6-12)*
- *Health (5-9, 6-12 or K-12)*
- *Humanities (5-9 or 6-12)*
- *Literacy (K-12)*
- *Mathematics – Middle Level (5-9)*
- *Natural Science (6-12)*
- *Physical Science (5-9 or 6-12)*
- *Psychology (5-9 or 6-12)*
- *Social Studies (6-12)*
- *Sociology (5-9 or 6-12)*
- *Teacher Librarian (K-12)*
- *Visual Arts (5-9, 6-12 or K-12)*
- *World Language (5-9, 6-12 or K-12)*
 - *Chinese, French, German, Japanese, Latin, Russian, Spanish, etc.*
- *American Government/Political Science (5-9 or 6-12)*
- *Bilingual Education (K-12)*
- *Chemistry (5-9 or 6-12)*
- *Computer Science (5-9 or 6-12)*
- *Earth and Space Science (5-9 or 6-12)*
- *Engineering (5-9 or 6-12)*
- *English as a Second Language (ESL) (K-12)*
- *Geology (5-9 or 6-12)*
- *History (5-9 or 6-12)*
- *Journalism (5-9 or 6-12)*
- *Mathematics (6-12)*
- *Music (5-9, 6-12 or K-12)*
- *Physical Education (PE) (5-9, 6-12, or K-12)*
- *Physics (5-9 or 6-12)*
- *Science – Middle Level (5-9)*
- *Social Studies – Middle Level (5-9)*
- *Anthropology (5-9 or 6-12)*
- *Theater Arts (5-9 or 6-12)*

If apprentice is seeking a secondary endorsement, additional content specific training will be required on an individualized basis and recorded in the Individualized Professional Learning Plan (IPLP).



Appendix A
RELATED INSTRUCTION OUTLINE
K-12 TEACHER
O*NET-SOC CODE: 25-3099.00 RAPIDS CODE: 3024CB

Apprentice Orientation Checklist and Apprenticeship Agreement Form 671

Per 29 CFR 29.5, prior to signing the apprenticeship agreement, each selected applicant must be given an opportunity to read and review the sponsor's Apprenticeship Standards approved by the Office of Apprenticeship, the sponsor's written rules and policies, the apprenticeship agreement, and the sections of any collective bargaining agreement (CBA) that pertain to apprenticeship. After selection of an applicant for apprenticeship, but before employment as an apprentice or enrollment in related instruction, the apprentice must be covered by a written apprenticeship agreement, which must be submitted to the Office of Apprenticeship.

It is the responsibility of the sponsor to submit the following proof of apprentice consent by uploading the following documents signed by the apprentice to the apprentice's RAPIDS profile:

1. *Signed Form 671 (apprentice agreement)*
2. *Signed Apprentice Orientation Checklist*

Visit the Idaho Sponsor Success Guide – Onboarding Apprentices to download required document templates.

RELATED INSTRUCTION DESCRIPTIONS:

Apprentice Orientation

Idaho Department of Labor to Apprentice Orientation Training Program:

<https://labor-idaho.hubspotpagebuilder.com/apprentice-mentee-training-program>

The Apprentice Orientation Program is designed to help you become a stronger, more agile team member and learner. In under three hours, you'll learn how promote an innovative and collaborative work environment, advance your team's competitive edge, and reach your maximum potential with the guidance of your mentor. Take the future into your own hands and become a better mentee today.

USDOL Anti-Harassment Video:

<https://www.dol.gov/agencies/eta/apprenticeship/eo/harassment/video>

Informational video from the USDOL regarding Anti-Harassment created specifically for apprenticeship programs.

Apprentices receive related training and instruction that complements on-the-job learning. This instruction delivers the technical, workforce, and academic competencies that apply to the job. It can be provided by a college, a technical school, an apprenticeship training school, or by the employer itself. Credit for prior learning may be provided by public Educator Preparation Providers as stated in Idaho State Board of Education Policy III.L Prior Learning III.L. - Prior Learning | Idaho State Board of Education.



Related Instruction for a General Education Teacher is determined by the Local Education Agency and indicated in the IPLP. The IPLP may be used to outline the apprentice’s professional development and direct instruction, identify goals and interventions, and guide the related training and instruction. Evidence of proficiency is collected from apprentice practice.

The Sponsor recognizes relevant course completions earned in several ways, including college coursework in high school, transferred credits from other institutions, standardized subject tests, and various industry and agency training and certifications.

Recommended options for courses (or their equivalent) are below. Total course load is 144 hours per 2000 hours of On-the-Job Learning within the apprenticeship training period.

Apprentices receive related training and instruction that complements on-the-job learning. This instruction delivers the technical, workforce, and academic competencies that apply to the job.

The related technical instruction is based on the Idaho Teaching Standards and Comprehensive Literacy Standards. The related technical instruction may also be addressed in the on-the-job learning.

The IPLP may be used to outline the apprentice’s related technical instruction and learning, identify goals, and interventions. Evidence of proficiency is collected from apprentice practice.

| Idaho Teaching Standard | Date Achieved | Initials |
|--|---------------|----------|
| <p>Standard 1: Learner Development.</p> <p>The apprenticeship understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.</p> | | |
| <p>Standard 2: Learning Differences.</p> <p>The apprentice uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.</p> | | |
| <p>Standard 3: Learning Environments. The apprentice works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.</p> | | |
| <p>Standard 4: Content Knowledge.</p> <p>The apprentice understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make the discipline accessible and meaningful for learners to assure mastery of the content.</p> | | |



| | | |
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| <p>Standard 5: Application of Content. The apprentice understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.</p> | | |
| <p>Standard 6: Assessment. The apprentice understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher’s and learner’s decision making.</p> | | |
| <p>Standard 7: Planning for Instruction. The apprentice plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross- disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.</p> | | |
| <p>Standard 8: Instructional Strategies. The apprentice understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.</p> | | |
| <p>Standard 9: Professional Learning and Ethical Practice. The apprentice engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.</p> | | |
| <p>Standard 10: Leadership and Collaboration. The apprentice seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession</p> | | |
| <p>Standard 11: American Indian Tribes in Idaho The teacher candidate should be able to distinguish between each of the federally recognized tribes with respect to the retention of their ancestral lands in Idaho: Coeur d’Alene Tribe, Kootenai Tribe of Idaho, Nez Perce Tribe, Shoshone-Bannock Tribes, and the Shoshone-Paiute Tribes. Teacher candidates build capacity in learners to utilize the assets that each learner brings to the learning community based on their backgrounds and experiences. <i>* The federal, state, local, and tribal governments of Idaho recognize the unique inherent self-determination of each tribe.</i></p> | | |



| | | |
|--|--|--|
| <p><i>The self-determination of each tribe recognizes Indigenous peoples as peoples, rather than populations or national minorities. The tribes are separate and distinct from each other.</i></p> | | |
| <p>Standard 12: Code of Ethics for Idaho Professional Educators. The teacher candidate understands the Code of Ethics for Idaho Professional Educators and its place in supporting the integrity of the profession.</p> | | |
| <p>Standard 13: Digital Technology and Online Learning. The teacher candidate knows how to use digital technology to create lessons and facilitate instruction and assessment in face-to-face, blended, and online learning environments to engage students and enhance learning.</p> | | |

Additional Requirements:

- Passing grade for the Idaho Comprehensive Literacy Course or Passing score on the Comprehensive Literacy Assessment
- Passing grade for the Teaching Mathematical Thinking Course
 - (K-8 Endorsements and Secondary Math Endorsements)
- Passing score on the Idaho State-Board Approved Content Assessment
 - An apprentice may receive an endorsement, indicated in these standards, for each State-Board approved content assessment that is passed while enrolled in the Registered Teacher Apprenticeship Program.



SELECTION PROCEDURES:

Definitions:

Apprentice – Means a worker at least 18 years of age, who is employed by an Employer.

Apprenticeship Agreement – means a written agreement between an Apprentice and the Sponsor which contains the terms and conditions of the employment and training of the Apprentice.

Employer – Means a Local Education Agency (LEA) employing an apprentice whether or not the LEA is a party to an Apprenticeship Agreement with the Apprentice.

Journeyworker – Means a teacher mentor who has attained a level of skill, abilities, and competencies recognized within an industry as having mastered the skills and competencies required for the occupation.

Sponsor – Means the Office of the State Board of Education, operating an apprenticeship program and in whose name the program is registered or approved.

The process for finding and selecting the best talent possible for an apprenticeship opening position includes the following:

Applicant Eligibility: Individuals hired as apprentices must be at least 18 years of age. **Solicitation of Applications:** The Employer identifies hiring needs and posts open positions in alignment with the Employer's hiring policy. Positions may be posted on career sites and/or the Employer's internal career board. The Employer is responsible to ensure public notification of open apprenticeship positions.

Screening and Interviews: The Employer will pre-screen applications to eliminate candidates who do not meet the qualifications to pursue any pathway to teacher certification in Idaho. Applicants to the program must meet the minimum qualifications described in the Registered Teacher Apprenticeship Standards.

The selection process should be grounded in the following principles:

Identification of candidates who have a strong interest in and commitment to serving the students and communities where apprentices will be working.

Processes to ensure potential apprentices have the background knowledge, dispositions, and basic skills that are needed to succeed in the apprenticeship and in the occupation. Next, the Employer will screen applicants to eliminate those who lack the desire and interest for the apprenticeship and to select candidates with the highest potential for apprenticeship success. Applicant screening may include, but is not limited to, interviews or job simulations.

Finally, the Employer will conduct formal interview with finalist candidates.

Candidate Selection: The Employer will select the most qualified candidate. The Employer will execute a contract or employment agreement with the selected candidate based on the Employer's governing policies.

The Employer will identify an experienced educator to serve as Journeyworker/Mentor to the Apprentice. This process may include meetings between the Apprentice and Journeyworker/Mentor to ensure a good fit.



Application for Apprenticeship Agreement: Within 15 days of executing a contract or employment agreement with an Employer, the Employer will submit an application for an Apprenticeship Agreement to the Sponsor. The application must be complete and signed by both the Apprentice and the Employer. . Apprenticeship Agreement Acceptance and Registration: The Sponsor is responsible for evaluating Applications for Apprenticeship Agreements. The application acceptance process will be uniformly and consistently applied to all applicants.

Applications for Apprenticeship Agreements will be approved if:

- all parts of the application are complete
 - the Employer has assigned an experienced teacher to serve as Journeyman
 - sufficient documentation is present to support any requested credit for prior learning
- the on the job training and related technical instruction plan meets the specific needs of the teaching assignment The Sponsor will register the Apprenticeship with the U.S. Department of Labor within 30 days of receiving an Application for Apprenticeship or 45 days of the employment contract's execution.

Equal Opportunity and Affirmative Action:

The Sponsor and the Employer will comply with the equal opportunity pledge in Section I of the Apprenticeship Standards.

provide equal opportunity for all qualified candidates in the apprenticeship program and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

The Sponsor and the Employer will comply with the Sponsor's Affirmative Action Hiring Plan, which will be adopted within two years of the registration date of the Apprenticeship Agreement for the Sponsor's fifth Apprentice as required by 29 CFR 30.4.

Any applicant who feels that they were wrongfully denied entry into the apprenticeship program may appeal the decision using the applicant appeals procedure described in Section J of the Standards.

Maintenance of Applications and Selection Records

The Sponsor will keep records as defined in the State Board of Education – Agency Specific Records Retention Schedule of the Records Management Guide.

The Employer will keep adequate records according to its own internal systems, policies, and procedures. There will be no undue burden placed on the Employer regarding the hiring of applicants as apprentices.

Minimally, records related to the apprenticeship will be maintained for 5 years from the last action and made available upon request to the U.S. Department of Labor or other authorized representative.

The Sponsor will maintain the following records:

- Application for Apprenticeship Agreement Records
- The original application for each applicant



-
- Records pertaining to meetings, interviews, or follow-up calls with each applicant
 - Qualifications of each applicant;
 - The basis for evaluation for selection or rejection of each applicant;
 - Job assignment of each apprentice
 - Employment events for each apprentice, including, but not limited to, change of assignment, promotion, demotion, layoff, termination, pay rate increase
 - Pay rate and source of pay (e.g., discretionary or grant)
 - Hours worked, regular hours of work, and, separately, hours of training provided.
 - Any formal correspondence regarding or with the apprentice

Apprenticeship Operational Procedure Records

- Registered Apprenticeship Standards
- Changes to Registered Apprenticeship Standards
- Application for Apprenticeship Agreement Template
- Any pertinent standard notifications regarding the program (e.g., notices of acceptance, termination, or completion) and
- any other records pertinent to a determination of compliance with 29 CFR 30 as may be required by the U.S. Department of Labor

The records pertaining to individual applicants selected will be maintained in such a manner as to permit the identification of race, gender, or ethnicity.



SPONSOR OBLIGATION TO PREVENT HARASSMENT AND INTIMIDATION OF APPRENTICES:

Under the National Apprenticeship Act of 1937, OA is conferred the responsibility to protect the safety and welfare of apprentices. Pursuant to this authority, OA has issued regulations designed to ensure that apprentices participating in the National Apprenticeship System are free from unlawful discrimination, harassment, intimidation, and workplace violence. In all states under 29 CFR 30.3(b)(4), sponsors are obligated to develop and implement procedures to ensure that its apprentices are not harassed because of their race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability and to ensure that its apprenticeship program is free from intimidation and retaliation as prohibited by §30.17.

Harassment and intimidation of any apprentices is intolerable and unacceptable. Program sponsors are obligated under 29 CFR Part 30 to design and implement internal procedures and adopt practical measures for effectively addressing and mitigating harassment risks to apprentices, as well as for promptly handling and resolving apprentice complaints about harassment and intimidation. Additionally, sponsors are responsible for ensuring affiliated and contracted employers do not ignore, tolerate, or encourage any conduct that suggests acceptance of such behaviors.

Incidents of harassment and intimidation of apprentices warrant swift and decisive action from sponsors to prevent reoccurrences and promote environments of tolerance and equity in the workplace so that all apprentices feel safe, welcomed, and treated fairly.

Examples of practical measures sponsors may employ to combat incidents of harassment, discrimination, and intimidation include, but are not limited to:

- designating an individual or office within the employing organization to handle harassment complaints and effectively address harassment risks;
- establishing disciplinary guidelines and procedures for holding offending persons accountable for their actions;
- adopting a process for immediately referring incidents of workplace harassment that involve assault or other crimes to law enforcement agencies; and
- providing supportive services (such as counseling) to apprentices who have experienced harassment and intimidation in the workplace.

OA prohibits, and sponsors must be vigilant in preventing, retaliation against any apprentice for making a good-faith report of harassing conduct, opposing any harassing behavior or other form of discrimination, cooperating with or participating in any investigation of alleged harassing conduct, or otherwise engaging in protected activity.

Harmful and malicious conduct must never be ignored, tolerated, or abetted by program sponsors or participating employers. Apprentices of all racial, ethnic, sexual, religious, and disability backgrounds are entitled to a workplace that is safe, welcoming, and free of both physical and emotional abuse. When made aware of such conduct, the failure of RAP sponsors or an SAA to take immediate action to address and eradicate said conduct could result in the initiation of enforcement proceedings by the Office of Apprenticeship, as well as other governmental agencies, against those parties. Regulatory compliance dictates all reasonable measures be put forth to avoid such an outcome. Sponsors can work towards eliminating harassment by promoting awareness, steadfastly committing to the principles of diversity, equity, inclusion and accessibility (DEIA), and taking swift action to report and hold accountable those who engage in harassing behavior.