



# 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.



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## I. Equal Employment Opportunity and Affirmative Action

### 1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

**Office of the State Board of Education** will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

**Office of the State Board of Education** will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

### 2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4-30.9

**Office of the State Board of Education** acknowledges that it will adopt an affirmative action plan in accordance with 29 CFR §§ 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5<sup>th</sup>) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

### 3. Selection Procedures - 29 CFR § 30.10

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). The selection procedures for each occupation for which the sponsor intends to train apprentices are notated in Appendix A, SELECTION PROCEDURES.

## J. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or Standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within **300** days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

***U.S. Department of Labor, Office of Apprenticeship***

***200 Constitution Ave. NW, Washington, DC 20210***

***Telephone Number: (202) 693-2796***

***Email Address: ApprenticeshipEEOcomplaints@dol.gov***

***Point of Contact: Director, Division of Registered Apprenticeship and Policy***

***Attn: Apprenticeship EEO Complaints***

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency.



- 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)*



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### **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.



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## 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*



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# **Appendix A**

## **WORK PROCESS SCHEDULE**

### **AND**

## **RELATED INSTRUCTION OUTLINE**

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**Appendix A**  
**WORK PROCESS SCHEDULE**  
**SPECIAL EDUCATION TEACHER**  
(USDOL OCCUPATION TITLE: K-12 TEACHER)  
**O\*NET-SOC CODE: 25-3099.00 RAPIDS CODE: 3024HY**

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**

As per [USDOL Circular 2016-1](#), a “Hybrid approach” [Section 29.5(b)(2)(iii)] provides for the measurement of the apprentice’s skill acquisition through a combination of specified minimum hours of on-the-job learning and the successful demonstration of identified and measured competencies. A hybrid approach requires a minimum and maximum range of time/hours assigned. Sponsors that choose to utilize a hybrid approach must comply with these guidelines for the competency-based portion of the apprentice’s term of apprenticeship. The hybrid approach specifies a minimum and maximum range of hours of on-the-job learning for each task or job requirement, plus the successful demonstration of acquired skills as described by the task statements listed in the work process schedule. Under the hybrid approach, the term of the occupation cannot be less than 2,000 hours of on-the-job learning, per Section 29.4 Criteria for apprenticeable occupations. However, once a term of a hybrid occupation has been Approved the range of hours may be adjusted upward or downward by twenty-five (25) percent, but not both ways. For example: a hybrid occupation with a range of 3,000 to 4,000 hours can be increased with a range of 4,000 to 5,000 hours. A minimum/maximum range of hours would also give the apprentice an opportunity to accelerate the completion of the apprenticeship program with the appropriate test and evaluations provided to the apprentice, by the sponsor. Maximum allowable credit for prior work experience is 50 percent of training.

The term of a **SPECIAL EDUCATION TEACHER** apprenticeship is outlined as 5000 - 6000 hours of OJL attainment, supplemented by the 144 hours of related instruction per 2000 hours of OJL. Under the definition of the hybrid approach, the sponsor may choose reduce the hours of this apprenticeship program to 3750 hours or increase the term to 7500 hours.

**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.



<b>Period</b>	<b>Hours/Competencies</b>	<b>Minimum Wage</b>
1	1 -2000	\$10.00/hr
2	2001- 4000	\$11.00/hr
3	4001 - 6000	\$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-9.



## Appendix A

### ON-THE-JOB LEARNING OUTLINE SPECIAL EDUCATION TEACHER

(USDOL OCCUPATION TITLE: K-12 TEACHER)

O\*NET-SOC CODE: 25-3099.00 RAPIDS CODE: 3024HY

#### REQUIREMENTS:

##### 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.*

##### 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 special education endorsements that a Special Education Teacher Apprentice may seek are:

- Blended Early Childhood Education/Early Childhood Special Education (Birth–Grade 3)
  - The endorsement below may only be used in conjunction with the Blended Early Childhood Education/Early Childhood Special Education (Birth-Grade 3) endorsement and cannot be used in a middle school setting.
    - Blended Elementary Education/Elementary Special Education (Grade 4-Grade 6)
- Blind and Low Vision (Pre-K-12)
- Deaf/Hard of Hearing (Pre-K-12)
- Exceptional Child Education (K-8, 6-12, or K-12)
  - The endorsement below may only be added to the Exceptional Child Education (K-8 or K-12) endorsement
    - Early Childhood Special Education (Pre-K-3)

*The special education endorsement may be paired with a general education endorsement. The endorsement program(s) must be provided by an approved related technical instruction provider.*

*\*OJL hours may be reallocated according to industry demands*

**TOTAL MINIMUM HOURS 5000**



## Appendix A

### RELATED INSTRUCTION OUTLINE SPECIAL EDUCATION TEACHER

(USDOL OCCUPATION TITLE: K-12 TEACHER)

O\*NET-SOC CODE: 25-3099.00 RAPIDS CODE: 3024HY

#### 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/eeo/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 Technical Instruction:

- The related technical instruction must culminate in a baccalaureate degree that meets the applicable special education endorsement requirements per State Board Policy IV.D., applicable certification requirements per IDAPA 08.02.02.014, IDAPA 08.02.02.015, Idaho Core Teaching Standards, Comprehensive Literacy Standards, and appropriate Special Education Standards as indicated in the Idaho Standards for Initial Certification of Professional School Personnel.
- Prior to starting the apprenticeship program, the apprentice must be enrolled in an approved special education baccalaureate degree program or an associate's degree program that will lead into an approved special education baccalaureate degree program that meets the applicable special education endorsement requirements per State Board Policy IV.D., applicable certification requirements per IDAPA 08.02.02.014, IDAPA 08.02.02.015, Idaho Core Teaching Standards, Comprehensive Literacy Standards, and appropriate Special Education Standards as indicated in the Idaho Standards for Initial Certification of Professional School Personnel.
- Course names may vary across related technical instruction providers and their programs.



- Either at the time of entry into the apprenticeship program, or upon completion of the apprenticeship, apprentices must hold at least a bachelor's degree.
- At no point during the apprenticeship should the apprentice be the teacher-of-record.
- The apprenticeship will result in apprentices completing all requirements for full state certification or licensure. The apprentice will earn a bachelor's degree or higher in a specialty of education (e.g., special education) from a state-approved educator preparation program during the course of the apprenticeship. In cases when an apprentice already holds a bachelor's degree or higher, they may complete a state-approved educator preparation program that does not result in the awarding of a degree.
- Required instruction is determined by one or more of the following:
  - the apprentice's chosen degree program and credential area, and the participating educator preparation program's requirements
  - coursework already completed by the apprentice and accepted for transfer to a participating college, university, or other state-approved educator preparation program.
  - requirements for the student's major field of study (e.g., special education)
  - state requirements for approved educator preparation programs
  - state teacher licensure requirements
- Regardless of the type of degree to be awarded, OJL/clinical experience and related instruction are designed to be interdependent and complementary. The employer/sponsor(s) and related instruction provider should work in partnership to co-construct the apprenticeship experience so that OJL and related instruction are mutually reinforcing.
- The local education agency, working in collaboration with a supervising faculty member from the participating educator preparation program, determines whether the apprentice has demonstrated adequate mastery of the requirements in the Registered Teacher Apprenticeship Standards for Special Education.

## RELATED INSTRUCTION PROVIDER

**Office of Board of Education**  
**650 W State St 3<sup>rd</sup> Floor,**  
**Boise, ID 83706-2266**  
**Office: (208) 334-2270**  
[Kshoup@edu.idaho.gov](mailto:Kshoup@edu.idaho.gov)



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## **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.