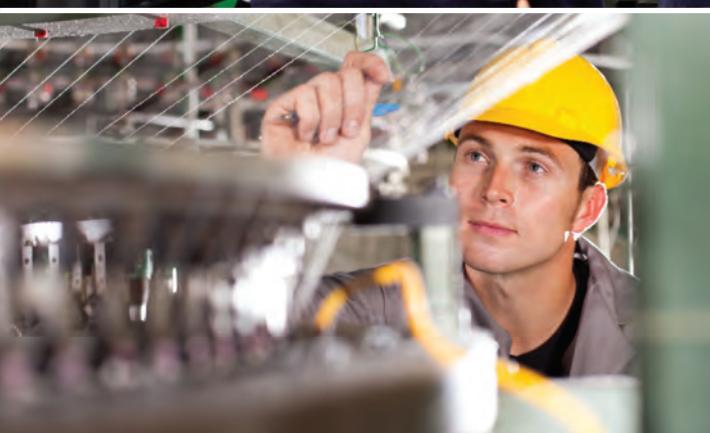


North Carolina Youth Apprenticeship GUIDE



ApprenticeshipNC

North Carolina Community College System
www.apprenticeshipnc.com

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1. Preface



Training That Pays: A Workforce Investment with Valuable Returns

In today's highly competitive job market, with many companies and industries challenged to find skilled, knowledgeable and workforce-ready employees, a proven solution is right under our noses: Registered Apprenticeship programs. With the ApprenticeshipNC Program, administered through the North Carolina Community College System, employers statewide have at their disposal one of the best programs in America. Registered Apprenticeship programs are a strong and growing solution developing the best-skilled employees.

Building trades. Information Technology. Energy. Healthcare. Manufacturing. Logistics. Every company in every field and every community that supports them can benefit from participation in Registered Apprenticeship programs. Join business leaders across North Carolina who have found workforce solutions through this model as you explore the ins and outs of how the program works and how it can be designed to suit your community's needs, while recognizing—and celebrating—best practices from the state, the nation, and the world.

In this North Carolina Youth Apprenticeship Guide, you'll learn how Registered Apprenticeship programs benefit employers in tangible ways including the reduction of operational costs, the building of a pipeline for new workers and promoting existing employees while conferring on them significant skills that build confidence, stability and long-term security for both employees and the companies they serve. Nearly all firms can benefit from ApprenticeshipNC, which strengthens their future workforce by providing on-the-job training and technical instruction to new generations of qualified workers.

This guide provides information on philosophy and best practices for Youth Apprenticeship start-up and operation. First steps, timelines, community and industry talking points, specifications, definitions and official documentation are included, along with sample forms and materials garnered from active programs throughout the state.

2. Registered Youth Apprenticeship: What Is It?

A registered youth apprenticeship is an industry-driven education and career-training program based on recognized industry standards. It allows employers to address current and projected employment needs through partnerships with industry, education, and government partners along with parents and youth apprentices. Youth apprentices are often identified as individuals ages 16 through 24 who are eligible under the Workforce Innovation and Opportunity Act (WIOA) for training and employment services. Frequently, the term “youth” is used to refer to apprentices who have not turned 18, or who are still high school students. The term “youth apprentice” is commonly interchanged with the term “pre-apprentice,” although pre-apprenticeship can be a recruiting and screening tool for both adult and youth programs. Apprenticeship programs are customizable, and it is important for local partners to collaborate on how they choose to define youth apprenticeship as they develop their program.



“An apprenticeship is the most logical way to success. The only alternative is overnight stardom, but I can’t give you a formula for that.”

– Chet A., industry sponsor

ApprenticeshipNC is the guarantor of quality Registered Apprenticeship programs in North Carolina. The apprenticeship sponsor develops the program with the assistance of a highly trained ApprenticeshipNC consultant who provides guidance, resources and on-going support. The consultant completes the paperwork to be approved for registration with the USDOL. An ApprenticeshipNC consultant is an integral partner in bringing together stakeholder groups to promote, develop and implement apprenticeship initiatives. To locate the consultant in your region please visit: <http://www.apprenticeshipnc.com/contact>.

Registered Apprenticeship is distinct from other forms of work-based learning. It provides an on-the-job plan that combines training and work processes that are tightly coupled with related education and a progressive

wage scale. Registered Apprenticeships result in both a state and a national credential in North Carolina.

*For more information about WIOA funding for youth ages 16-24 visit: <https://www.doleta.gov/wioa/>

*For registered apprentices under 18 years of age, wage and hour labor laws apply. Waivers are available for the 17 detrimental and hazardous occupations. For more information go to: <https://www.dol.gov/whd/> or <https://www.labor.nc.gov/workplace-rights/youth-employment-rules/hazardous-and-detrimental-occupations-youths>

Characteristics of Apprenticeship

Apprenticeship is a training system that combines classroom learning with structured on-the-job learning.

- A Registered Apprenticeship requires at least 144 hours of classroom-based education for every 2,000 hours of on-the-job learning (2,000 hours = about one year).
- The length of the program for a specific occupation is determined by the USDOL and can be found at: <https://www.doleta.gov/OA/occupations.cfm>.
- Don’t see the occupation you are looking for? Our trained consultants can assist in registering new occupations with the USDOL to fit the needs of your company.
- To meet the needs and pace of the industry, the required hours to be completed for an occupation can be competency-based (credit for demonstrable hands-on, staged proficiencies), time-based (based on the USDOL required hours for on-the-job learning), or hybrid (a combination of competency-based and time-based).

Students in a Registered Apprenticeship earn while they learn.

- Employers set a progressive wage scale that gives incremental raises to the apprentice as he or she gains more experience and education. The end goal is for the apprentice to reach the journeyman’s rate set by the company. The rate is determined by local labor market information for the occupation. An apprentice must start out at a minimum of 50% of the journeyman’s rate and must progress toward the journeyman’s rate as skills and education are obtained.

Employers are connected directly with the local school districts and as participants in the program.

- Apprenticeship creates a seamless career pathway giving students an opportunity to learn skills necessary for a career with high earning potential, personal growth and continued workplace learning after graduation.

“My dad and my mom both say, ‘You were given a wooden spoon, it’s up to you to make it a silver spoon at the end of your life.’ You’re going to eat with that wooden spoon for as long as you want, but if you want to make it to that silver spoon, you’ve got to do what you’ve got to do, and that’s what I did. I want to have a better life...Always improving no matter what -- that was my biggest motivation and drive.”

– Joe D., journeyman and former youth apprentice



3. Program Development: Where to Start

Youth apprenticeship programs are jointly developed by industry partners, the K-12 system, the local community college and community partners. Programs are written and registered by a regional ApprenticeshipNC consultant. Apprentices in Registered Apprenticeship programs will receive state and national credentials. The following steps should be considered when developing a youth apprenticeship program:



The Idea...

Registered Apprenticeship is a way to address the skills and interest gap in any industry sector.

How can I get more information?

No matter where the idea originates, the partnerships and the process lead to the same outcome: a Registered Apprenticeship program.

Program Development Steps

Step 1: Contact the ApprenticeshipNC Team.

As part of the North Carolina Community College System's Economic Development Division, ApprenticeshipNC is the registration portal for apprenticeship in North Carolina. We offer consultative services for apprenticeship and on-the-job training programs. Our expert team can walk you through the planning and paperwork process and will continue to provide excellent service to existing programs. ApprenticeshipNC staff are available to answer questions, provide best practices and support your local team throughout the process. We also provide coordination of youth and veteran's programs. Visit <http://www.apprenticeshipnc.com> to contact ApprenticeshipNC.

Step 2: Determine Your Needs.

Is there a skills gap in your local industry that a Registered Apprenticeship can help fill? What specific skills are employers looking for? What training programs and career pathways are already in place or need to be created? Does local labor market data help determine possible occupations for training? Are business and industry partners expressing a need for or interest in apprenticeship? Identifying your needs helps you to decide which stakeholders to invite on your team.

Step 3: Decide How to Convene.

Is there one industry sector that has similar needs? Are several diverse industry sectors interested in promoting apprenticeship together? Is an individual company looking for employees in a high-need occupation? You can decide to meet by industry sector, with several interested sectors, or individually, but it is crucial to bring the decision-makers to the table first. Successful apprenticeship programs always have at least one champion -- no matter their size or make-up. You may even include champions from community agencies.

Step 4: Select Your Target Apprentice Population.

ApprenticeshipNC staff will help industry partners determine whom to recruit for their Apprenticeship positions. Some may opt to work with youth, with adults or both. Industry partners must also determine if they want to register a pre-apprenticeship program with their apprenticeship program, a stand-alone option that can be explained in detail by the ApprenticeshipNC consultant.



4. A Customized Marketing Plan: Who Is your Audience?



Business and Industry:

- Return on investment
- Filling the skills and interest gap
- Benefits of working with youth under 18
- The standards of apprenticeship
- Benefits of pre-apprenticeship/apprenticeship models

Education Partners:

- Developing or connecting to existing or newly developing career pathways
- Increased enrollment
- Expanding roles of secondary and post-secondary partners
- Enhancing business relationships

Students and Parents/Guardians:

- Financial benefits of youth apprenticeship - the “learn-and-earn” model (See Appendix)
- Understanding the roles of the apprentice and the parent/guardian
- Explanation of the recruitment process
- Course credits earned for 2-year and 4-year programs
- Choosing Career Pathways

Community Partners:

- Supporting the recruitment, screening and placement of youth apprentices
- Providing supportive services to youth apprentices
- Contributing funding and resources

5. Know Your Role: Key Player Responsibilities

Responsibilities of Business/Industry

- Develop program guidelines for the company or with a consortium
- Work with the ApprenticeshipNC consultant to create an on-the-job learning program for the occupation (often referred to as the development of the work processes)
- Determine the type and amount of related education the apprentice will receive
- Develop a progressive wage scale for the occupation
- Decide if a pre-apprenticeship program will be registered with the apprenticeship
- Recruit, screen and select potential youth apprentices
- Provide an appropriate and safe work environment
- Provide a work-site mentor and supervisor
- Assess the apprentice’s progress and adapt work processes as necessary
- Maintain apprenticeship training records
- Certify technical skill proficiency

Responsibilities of the ApprenticeshipNC Regional Consultant

- Facilitate the development of a comprehensive apprenticeship program including a detailed Work Process that identifies a clear career path including relevant industry standards and educational requirements
- Promote youth apprenticeship with local business and industry
- Interpret for employers the application of child labor laws that apply to high school apprenticeship programs (See Appendix)
- Guide industries in developing skill standards
- Issue a certificate for individual apprenticeship hours completed
- Initiate and monitor an on-the-job training record system
- Assist companies with developing the “Standards of Apprenticeship” including:
 - Program Operation
 - Work Processes
 - Related Education
 - Progressive Wage Schedule

Responsibilities of the local Community College

- Facilitate connections between industry partners and Youth Apprenticeship programs
- Work with local consortia and individual industries as a collaborative partner
- Help develop related education for apprenticeship programs; embed stackable credentials
- Utilize Career and College promise to support dual credit for high school youth apprentices

6. Talking Points for Making “The Pitch”

Responsibilities of the High Schools working with Youth Apprenticeship Programs

- Assist with apprentice selection
- Provide a coordinator/school mentor to give career counseling and guidance to the high school apprentice
- Coordinate school-based and work-based learning activities
- Coordinate the apprenticeship program with the North Carolina Community College System, business partners and appropriate governmental agencies
- Provide flexibility for the apprentice in course scheduling
- Evaluate the program and award credit toward high school graduation
- Maintain contact with parents/guardians
- Assist the ApprenticeshipNC consultant to register high school work-based experiences with the North Carolina Community College System
- Promote high school apprenticeship with local business and industry

Responsibilities of the High School Apprentice

- Comply with guidelines established by the school and the employer for the apprenticeship program
- Commit to a long-term occupational and educational program
- Assume the dual role of employee and student at the worksite
- Maintain Apprenticeship Training Records
- Obtain a work permit when under the age of 18
- Maintain satisfactory performance in the work-based and school-based environments

Responsibilities of Parents and Guardians

- Provide consent for students to participate in the program if under 18
- Provide the apprentice encouragement to perform at a high level of academic and technical skill attainment relating to all aspects of the industry
- Partner with the employer, the high school, the community college, and consultant during the recruitment and apprenticeship program; participate in activities for designed for parents

Responsibilities of the Community Partners

- Help connect industry partners to funding for youth programs
- Work with local consortia and individual industries as a collaborative partner
- Serve as a fiduciary partner when needed
- Streamline local resources to support the efforts of apprenticeship

(Examples of community partners: Workforce Development Boards, Economic Development Corporations, Chambers of Commerce, Vocational Rehabilitation, Next Gen Youth Programs (<https://www.doleta.gov/wioa/>))

Pre-Apprenticeship

- Pre-apprenticeship programs are approved and registered by ApprenticeshipNC. Students receive a certificate for participation from ApprenticeshipNC.
- Pre-apprenticeship is a recruitment tool for selecting apprentices, but does not commit the company to the student.
- Companies with pre-apprenticeship programs also have a Registered Apprenticeship program. Pre-apprenticeship is not a stand-alone program.
- The length and requirements are developed by the company.
- Pre-apprenticeship can be paid or unpaid.
- The program can be on-the-job learning only, related education only, or both.
- Pre-apprentices and apprentices must be at least 16 years old.

Apprenticeship

- Apprenticeship is a work-based learning system designed to meet the needs of the employer by providing the employee with structured on-the-job learning and job-related education.
- There are four components of Registered Apprenticeship:

On The Job Learning	Job-Related Education	Progressive Wage Scale	Apprenticeship Standards
The work processes are developed by the sponsor so that the apprentice learns under the direction of a highly skilled craftsperson	The theory behind the work, delivered through company or community college programs or 3rd-party vendors	The wage progression set by the company for the position that starts at 50% of the Journeyman's rate and increases with skill attainment	An organized written plan that addresses the terms and conditions of employment, occupation, length of time and type of training

7. Tips for Answering Frequently Asked Questions

Advantages of a Pre-Apprenticeship to Apprenticeship Program

- Youth apprentices have access to:
 - Required math preparation
 - Industry certifications
 - Industry recognized credentials
 - Safety training
 - Innovation
 - Technology
- Youth who are registered as pre-apprentices or apprentices before they graduate from high school are eligible for the community college tuition waiver for the duration of the apprenticeship.
- Companies can partner with youth-serving organizations that can assist with wages for eligible students
- Retention rates of youth apprentices are high. They create opportunities for leadership in the company and lower turnover rates.

Return on Investment

- Youth Apprentices start at a lower wage and progress as skills increase, versus adult hires who require full benefits and a family-sustaining wage.
- Most youth are so productive that they are making money for the company and mentoring new apprentices within six months to a year.
- Research studies say that for every dollar spent on training, an employer receives a benefit, on average of \$1.47 up to \$2.00.*
- Community college tuition waivers apply to youth who are still in high school, saving the company thousands on related education for the duration of the program.

*Rice, O., Hudson, J., Foster, L. Klein, S. (2016). Connecting Secondary Career and Technical Education and Registered Apprenticeship: A Profile of Six State Systems. Washington, D.C.: U.S. Department of Education, Office of Career, Technical and Adult Education. <http://cte.ed.gov>.

*United States Department of Commerce, Case Western Reserve University. (2016). The Benefits And Costs of Apprenticeship. Retrieved from www.dol.gov.

What special requirements apply to youth apprentices?

A youth apprentice must be 16 years of age and pursuing a high school diploma or equivalent. The sponsor must conform to all federal and state child labor laws. Before beginning employment all workers under age 18 must obtain a work permit. Some exemptions to the child labor laws do exist that allow apprentices to perform otherwise hazardous jobs. <https://www.dol.gov/whd/>

How are high school apprentices supervised?

The school personnel that supervise other high school work-based learning programs should supervise high school apprentices in the same way. The North Carolina Community College System Apprenticeship consultants visit the sponsor periodically to ensure that the program is being operated in accordance with the standards. Each high school apprentice is assigned to a recognized craftsperson or technician and will receive work-based supervision from that person.

What occupations are “apprenticeable”?

ApprenticeshipNC officially recognizes more than 1,300 occupations as “apprenticeable.” These occupations can be found in almost every industry in the state. An apprenticeable occupation requires a minimum of one year of on-the-job learning, or 2,000 hours. Consultants can also work with employers to submit requests to the USDOL to create new occupations. To see the list of apprenticeable occupations, visit: <https://www.doleta.gov/OA/occupations.cfm>

How can apprenticeship improve graduation rates and continued education?

An apprentice must be a high school graduate or have completed a high school equivalency examination (formerly called the GED), or currently be enrolled in an academic program that will lead to a high school diploma or equivalency. If a high school apprentice drops out of school, he/she will be removed from the apprenticeship program and risk losing the job. A high school apprentice is required to take related education courses. Classes that are taken at the community college can be applied to a college degree or certificate program. Many apprentices go on to complete a college degree at the community college and earn credits that articulate to a four-year university.

Should all students be involved with apprenticeship?

Not everyone can be an apprentice. Students must be committed, academically prepared, hardworking, motivated and possess the “softskills” needed for an adult work environment. Students should have good academic and technical skills. Youth Apprenticeship is not a replacement for existing Career and Technical Education programs, but rather a strategy that will give relevance to high school studies and offer the focused student a fast-track into a career.



Who covers pre-apprentices and apprentices under their workers' compensation and liability?

In North Carolina statute defines "employee" and a company's responsibility to provide worker's compensation. Apprentices are employees and are covered under a company's guaranteed cost policy. Company managers should verify general liability coverage with their carriers to determine exclusions. School districts can also purchase liability coverage for work-based learning students. NC G.S. §97-2 can be found at: <http://www.ic.nc.gov/ncic/pages/statute.htm>

Can staffing agencies be used to hire apprentices who are under the age of 18?

Some companies hire apprentices under the age of 18 through a staffing agency due to insurance and company policy issues. Information from the USDOL about the use of staffing agencies can be found at: http://www.apprenticeshipnc.com/sites/default/files/file-uploads/usdol_oa_sop_on_staffing_agencies.pdf

What are ways a youth can become an apprentice?

Some youths enter apprenticeship through marketing efforts by an established consortium or through an independent apprenticeship program that is hiring apprentices. High school youth who are currently working can arrange with their Career Development Coordinator to create an apprenticeship as an incumbent worker if the company agrees. Youth and Career Development Coordinators can also work with ApprenticeshipNC consultants to develop programs with new and existing companies that may not have youth programs.

What does it cost to establish a Youth Apprenticeship program?

There are no fees attached with registering an apprenticeship program in North Carolina. An apprenticeship program is an investment in an employee made by the company over the length of the apprenticeship. Some companies pay for books, fees, marketing, training, mentoring and tuition (for apprentices who do not meet waiver requirements), but the amount of the investment is up to the company or the consortium. Apprentices are paid on a progressive wage scale and once they become full-time employees are eligible for all the benefits afforded other full-time employees.



How much paperwork is involved in registering a pre-apprenticeship to apprenticeship program?

ApprenticeshipNC consultants manage the paperwork and input the information when a program is registered. The paperwork has been streamlined to reduce the amount of work involved on behalf of the companies registering for these programs.

• For Industry Partners:

Companies must collaborate with the ApprenticeshipNC consultant to develop the on-the-job learning component, or work processes, and submit them in a timely manner for the consultant to begin writing the program. Once the program is written, obtaining signatures and returning the forms to the consultant is an important role performed by the company to ensure a smooth registration. Once the apprentice begins the program, the company is required to keep training records for their apprentices.

• For High Schools:

In the high schools, the Career Development Coordinator may help students with obtaining work permits or assist the consultant with demographic information needed to register the apprentice. If the student is receiving work-based learning credit in high school the Career Development Coordinator may do paperwork required by their school or district to follow the student's progress.

• For Community Colleges:

Community colleges that act as the "sponsor" of the apprenticeship program will have to complete tasks like an industry sponsor. If the related education portion of the apprenticeship is occurring at the local community college, they will help create pathways for the certification or curriculum program approved by the company.

8. Information for Questions about Tuition Waivers

Tuition waivers are available for high school students who enter a pre-apprenticeship or apprenticeship program while they are still in high school. Registered pre-apprentices have 120 days from the day they graduate to transition into an apprenticeship to remain eligible for the waiver. This benefit will continue for the length of the apprenticeship training term, providing a free certification or college degree to those who participate.

What's covered by the State:*

- Tuition
- Registration fees

What's not covered by the State:**

- Parking
- Books
- Lab Fees
- Campus Resources
- Ancillary fees and expenses



"Tuition--that's a barrier that a lot of people may have with education. 'How do I finance this?' So, just knowing that's not something that I have to worry about as much has really helped out a lot. It's a great thing that I have professionally: a company that values and appreciates the importance of an educated workforce."

-Mark R., journeyman and former youth apprentice

"Our apprentice, he knew they didn't have a lot of means for post-secondary programs, but that his family expected him to further his education. They were going to figure out some way to do that, and I think Pete saw the opportunity."

-Tim P., industry sponsor and consortium member



*More information about tuition waivers and community college registration can be found in the APPENDIX

**Many Apprenticeship programs make local decisions about how to ensure non-covered education costs are not a barrier for participants. Often, companies agree to cover these costs as part of the apprenticeship benefit. In other cases, consortia pay fees to a fiduciary partner who covers the costs, or the local stakeholders write grants to secure funding for these and other costs of the apprenticeship program.

9. Youth Apprenticeship Models

Youth Apprenticeship programs require collaboration among many stakeholders to ensure proper planning and acquisition of resources. Some companies sponsor independent programs while others choose to form, or join an already established, consortium of industries. Programs whether independent or part of a consortium, are all unique and independently registered with the state. For examples of industry programs or link to consortia across the state, visit: <http://www.apprenticeshipnc.com>

Independent Programs

Individual employers may choose to develop and register their own youth apprenticeship program.

This decision may be based on:

- The occupation for which they need skilled employees
- The type of related education they desire
- The wage scale they develop

Individual employers who register a program have autonomy in how they implement their program. They may find it more challenging to customize their related education courses.

Consortium Models:

Model 1: Industry Sector Strategy

Local industry employers who partner together to meet a shared need for skilled employees in a particular industry, or are interested in creating an industry pipeline, may decide to form an industry consortium. These partners meet on a regular basis to:

- Make decisions together about the occupations they will register
- Develop the admission requirements and marketing strategy
- Choose the related education
- Agree upon the wage scale
- Build recruiting, screening and selection tools

A consortium is an industry-led initiative. Participants work closely with the K-12 system, the local community college and community partners to address skills and interest gaps. Industry sectors often pay dues to cover the cost of marketing and education. This model lowers recruitment costs for businesses and creates a cohort of students for community college scheduling. These cohorts of students attend class together for several years, creating a network of support that promotes success.

11. Consortium Timeline

Recruitment, Screening and Selection

NOTE: These are only recommendations; timeframes and activities should be carefully considered to meet the needs of the local area. Nothing here is required, except for timely registration and implementation of the program to receive community college tuition waivers. Your ApprenticeshipNC staff can connect you to the industry and education partners across the state who have successfully developed a consortium that utilized or adapted the recruitment and screening activities below. Be prepared for a lot of information that can help take the guesswork out of working with a consortium.

On-going

1. With your ApprenticeshipNC consultant, develop steps No. 2 to No. 6 and register each company's program in the recruitment year before they take apprentices. Programs and apprentices must be registered as a pre-apprentice or apprentice before high school graduation to receive the community college tuition waiver.

May-June

2. Invite new industry partners to join partnership/consortium. Determine who will lead the group.

Suggestions: Host information session for potential partners utilizing current industry partners. Contact the ApprenticeshipNC consultant for help with start-up presentation materials or to attend your event.

3. Identify apprenticeable occupations needed per company with any noted restrictions.

Suggestions: Each company submits job positions they intend to fill with apprentices and any restrictions specific to that industry (age, tasks, etc.).

4. Determine number of desired apprentices per company.

Suggestions: Survey each industry for potential employment needs.

5. Review wage scale for each occupation selected. Make changes if needed.

Suggestions: Determine if the current wage structure is appropriate for the current market and adjust as determined by consensus of the group.

6. Develop the related education program that each occupation will require and coordinate with the appropriate training provider.

7. Create the standards for the pre-apprenticeship opportunity at the same time. Pre-apprenticeship is a six-week summer experience that includes either on-the-job learning, related education or both. Remember that pre-apprenticeship hours count toward the apprenticeship for those selected and should be a bridge to the apprenticeship.

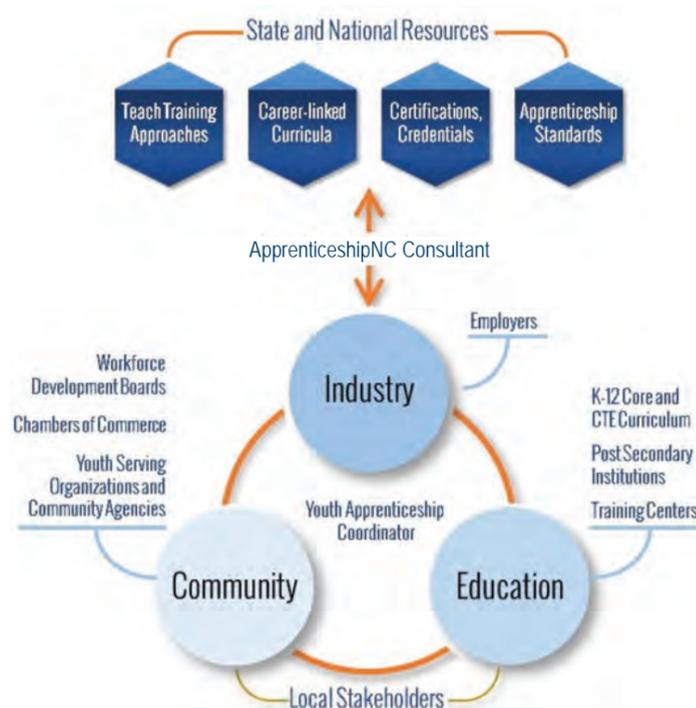
Model 2: Workforce Development Strategy

Some local areas develop a consortium model around the ideals and principles of apprenticeship as a pathway to success for their local youth and a return on investment for the business community at-large. These consortia form as an “umbrella” of interested employers, educators, and community partners who support and promote apprenticeship in their local area. Typically, workforce development boards are integrally tied to these groups, as are certified career pathways. In this model, members form subgroups to implement industry-specific sector strategies.

10. Creating Youth Apprenticeship Partnerships

Any stakeholder group can begin the conversation in their local area about forming an apprenticeship partnership with an individual company or through a consortium. Important things to remember are:

- No matter where the conversation starts, apprenticeship is always industry-led and driven.
- All other stakeholder groups are there to provide support services.
- All partners must be active contributors and participants.
- No one stakeholder group should carry the partnership; it is a collaborative movement.
- There is support across North Carolina to support your initiatives.
- Your program is unique and it should be developed with your local needs in mind.



July-September

8. Create or revise marketing materials (website, brochure, handouts, etc.) that describe the requirements for participation in recruitment.

9. At the same time, the develop the program guidelines. This is also a good time to create the application and determine application process/deadlines.

10. Host educators from the local school districts and community colleges at the company for breakfast/lunch and a tour. Provide an information session about your company and apprenticeship program. Engage them as part of the team; they are the company's link to talent.

October-December

11. Schedule and give industry-led information sessions for students and/or parents/guardians.

Suggestions: Consider convenient locations that will yield high attendance (school sites, community colleges, community centers, churches, etc.). Reduce industry travel/time away from work by scheduling sessions on the same days for locations in close proximity. Invite students from other educational settings (home, private, and charter schools).

12. Schedule and host required industry open house events for students and their parents/guardians.

Suggestions: Consider stacking events for industries in close proximity or choose weekend dates to allow maximum participation. Consider requiring parents to attend at least one open house with students. Communicate with participants prior to the visit to relay information about location, parking, appropriate dress, etc. Make sure to keep accurate record of students and parents who attend.

13. Meet regularly to develop or revise the recruiting and screening tools that will be used, including hands-on projects for orientation week, such as a notice of acceptance or denial, a scoring rubric, academic assessments, other instruction. Note: No need to re-invent the wheel. Consortia across the state are willing to share examples of these tools. The ApprenticeshipNC Youth Coordinator can help connect you to these resources. Keep in mind, the more thoroughly you screen, the better apprentices you will get.

January-February

14. Receive and review applications.

Suggestions: Work with school level leaders and contacts to screen applications to ensure minimum requirements have been met; develop a rubric to score and rank applicants; determine process for reviewing applications prior to group reviewing them; narrow applicant pool to the number you can accommodate at orientation week including alternates.

March-April

15. Invite selected students to an orientation week.

Suggestions: Email applicants notifying them of their status (invited to participate, selected as an alternate, or not invited at this time); require an RSVP date that allows time to invite alternates; consider providing a meal/refreshments; establish a nightly schedule/curriculum (instruction, assessments, projects, desired outcomes); invite industry leaders to observe candidates throughout orientation week (encourage at least one representative from each industry); establish a data tracking system to collect all data throughout the week (observation sheets, candidate folders with profiles and work samples, etc.). Orientation is an opportunity to see how well students learn and work in the industry. Orientation may be held at several industry sites or in a community college lab.

16. Conduct interviews with potential apprentices.

Suggestions: Following orientation week, allow a time for industries to conduct informal interviews with their top candidates. Allow students to submit their top choices for an apprenticeship to the consortia.

17. Hold a "Draft Day" where all companies in the consortia meet to choose the apprentices that best fit their company's needs. Suggestion: try to match these with student choice for a solid fit.

May

18. Offer pre-apprenticeship positions to desired candidates.

Suggestions: Use a form letter sent directly from the industry (see example), including a firm commitment date and details concerning the work and pay schedule, college class(es), etc. Work with the CDC to ensure that students under 18 have a work permit.

June-July

19. Engage in pre-apprenticeship and evaluate/determine the candidate's continuation of apprenticeship.

Suggestions: Evaluation of pre-apprentices should be left to individual industry partners. Offers for full apprenticeships should come from industry partners and include specifics (see example). Be aware of timelines to include sufficient time for offers to be made and accepted prior to scheduled signing ceremony. Include communication with students not selected that informs them how to stay engaged with the pathway.

August

20. Host a signing ceremony as a consortium.

Suggestions: Make it a big deal! Invite guests -- dignitaries, elected government officials, industry representatives, apprentice family members, etc. Consider serving refreshments or a meal. Add personalized touches -- company apparel, marketing materials, personalized table cover. Invite the press!

21. Engage in full youth apprenticeship!

*A sample application and interview protocol for individual industries or for programs that opt not to implement a recruiting and screening process for pre-apprenticeship is located in the APPENDIX.

12. Writing the Program Guidelines

Program guidelines are a key element for ensuring that all stakeholders involved understand what is expected and what the result will be if guidelines are not followed. Requirements must be reasonable and real-world. Apprenticeship is not a simulation of the world of work but rather a real-world step toward meaningful employment for the apprentice. If guidelines and processes are given adequate consideration before implementation, many problems with the apprenticeship program will be avoided.



What to Consider:

- What steps will be involved in the screening process to determine which students can participate in the program?
- Should certain forms be developed or adapted for the program?
- What should be included in the program guidelines?
- What is on the application for admission and how is it distributed?
- Will applications require recommendations?
- Is an evaluation form needed for each candidate?
- Should there be a “Notice of Acceptance”? How will candidates be informed?
- Are there forms deemed necessary by the LEA or School?
- What are the rules that must be followed by high school students enrolled in an apprenticeship program concerning behavior, attendance, summer experiences, and termination of an agreement or other necessary considerations?
- Does the apprentice need to maintain a minimum grade point average?
- How will the student’s GPA be monitored?
- If the apprentice falls below the established grade point average, will he/she be given a grace period to improve the grade?
- How much high school credit does the student receive for the apprenticeship program?
- How will student discipline at school correspond with regulations at the jobsite?

NOTE: Sample documents for this topic can be found in the APPENDIX.

13. Marketing the Program

Marketing the apprenticeship program is a local and sometimes regional strategy that involves all stakeholders. Most apprenticeship programs working within a consortium fund their marketing initiatives through grants or fees paid by each industry to a fiduciary partner. For independent programs this may be handled in-house. It is important to create your apprenticeship brand by naming your program and creating a logo that is identifiable by youth and their parents. Below are some unique ways that programs across the state have marketed their apprenticeship programs:



14. Resources

<http://www.nccommunitycolleges.edu/>

The mission of the North Carolina Community College System is to open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, develop a globally and multi-culturally competent workforce, and improve the lives and well-being of individuals.

www.apprenticeshipnc.com

ApprenticeshipNC helps workers learn specialized skills needed in today's economy. It is an employer-driven agency within the North Carolina Community College System that supports businesses in creating flexible and effective training and hiring solutions that work for their industry.

<http://www.dpi.state.nc.us/cte/>

The mission of NC Secondary Career and Technical Education is to empower all students to be successful citizens, workers and leaders in a global economy.

<http://www.nccommerce.com/>

The Department of Commerce advances its mission to improve the economic well-being and quality of life for all North Carolinians with the collaborative assistance of a wide variety of partners and allies.

<http://nccertifiedcareerpathways.com/>

NCWorks Certified Career Pathways are key to engaging industry and ensuring the education and training pipeline at the local level is aligned with the needs of local businesses. Career pathways are purposeful plans for education and training, leading to knowledge and skill acquisition and successful careers. This website is designed to provide resources to help implement Career Pathways across North Carolina.

<http://nccareers.org/careerguide/index.html>

You will find the North Carolina Career Clusters Guide a valuable resource as you make these important decisions. This guide is designed to be a tool for planning and preparing for a career. It provides you a structure for selecting careers based on linking what you know about yourself with information about occupations and typical training requirements.

<http://www.dpi.state.nc.us/docs/cte/cte-career-pathways-directory.pdf>

This North Carolina Career Pathways Directory is a tool which has been designed for use by CTE Directors, Community College leaders, Workforce Innovation and Opportunity Act (WIOA) Pathways Consultants, prospective employers, and any others with an interest in developing and supporting pathways as

a strategy for talent pipeline development to address economic and workforce needs. As an initial collective listing of Career Pathways offered by Local Education Agencies (LEAs) and high schools, this document is a living directory and will be updated annually.

<http://www.ncpublicschools.org/docs/cte/curriculum/work-based/business-engagement-guide.pdf>

This guide explains how to facilitate the process for business people and educators to join efforts to ensure that students are appropriately prepared for the emerging workplaces in the communities of our state. It includes resources for convening partners to build robust CTE programs.

<http://www.dpi.state.nc.us/docs/cte/curriculum/work-based/wbl-toolkit.pdf>

As we build a useable, interactive roadmap, and guide for our youth, it is the primary goal of this work-based learning handbook to help all stakeholders; educators, parents, students, business and industry to have resources and tools that are easily navigated and understandable.

<https://www.dol.gov/apprenticeship/toolkit.htm#>

With resources to introduce you to apprenticeship and its benefits for employers, workers and the workforce system, this toolkit covers the USDOL's introduction to Registered Apprenticeship, advancing apprenticeship through WIOA, and frequently asked questions.

<https://www.doleta.gov/wioa/>

The WIOA Resource Page provides information and resources for states, local areas, non-profits and other grantees, and other stakeholders to assist with implementation of the Act. This page is updated to reflect newly developed materials, including responses to frequently asked questions.

https://www.dol.gov/whd/regs/compliance/childlabor101_text.htm

OR

<https://www.labor.nc.gov/workplace-rights/youth-employment-rules/hazardous-and-detrimental-occupations-youths>

The federal child labor provisions, authorized by the Fair Labor Standards Act (FLSA) of 1938, also known as the child labor laws, were enacted to ensure that when young people work, the work is safe and does not jeopardize their health, well-being or educational opportunities. These provisions also provide limited exemptions. North Carolina also provides direction for youth employment in hazardous and detrimental occupations.

15. Glossary

ApprenticeshipNC

Guarantor of Quality for apprenticeship programs: The North Carolina Community College System, ApprenticeshipNC, is the State Agency to register programs for Federal purposes. ApprenticeshipNC promotes, develops, registers and assists in the operation of Registered Apprenticeship and other training programs throughout the state.

ApprenticeshipNC Regional Consultant

The individual that is responsible for registering the apprenticeship program and apprentice. This person represents the North Carolina Community College System. ApprenticeshipNC consultants serve in each economic development region of North Carolina.

Apprenticeship Standards

A written document that describes the sponsor's operation of the apprenticeship program including the apprenticeable occupation, program operation, a schedule of on-the job learning (work processes), the type of related education, and a progressive wage scale.

Career and Technical Education

Career and technical education is a term applied to schools, institutions, and educational programs that specialize in the skilled trades, applied sciences, modern technologies, and career preparation.

Child Labor Laws

The portion of the N.C. Wage and Hour Act that applies to the employment of individuals under the age of 18. This can be found in the N.C. Labor Laws Manual Chapter 95, Article 2A. (95 25.5. Youth Employment)

Hazardous and Detrimental Occupations

Youth and employers working under the supervision of a bona fide apprenticeship or student-learner program, as defined the FLSA, are exempt from the prohibition against employment of youths in detrimental occupations; special work guidelines still apply to these exemptions.

For more information about workplace rights, please contact our toll-free number at 1-800-NC-LABOR (800-625-2267) or <https://www.labor.nc.gov/workplace-rights/youth-employment-rules/hazardous-and-detrimental-occupations-youths>

Incumbent Worker

An incumbent worker is an already established, paid, full time, employee of a business.

Journeyman (Skilled Craftsperson)

An experienced reliable worker. A person that has completed a prescribed course of training in an apprenticeship program and is expected to be able to complete assigned tasks without supervision.

Local Education Agency (LEA)

The term used in North Carolina to refer to K-12 school districts. There are 124 LEA's in the state.

<http://apps.schools.nc.gov/ords/f?p=125:1>:

Mentor

The individual that is responsible for the work-based learning of the apprentice. The supervisor and mentor may be the same individual. The mentor is more concerned with the learning process and imparting knowledge and skills than with day-to-day supervision.

North Carolina Community College System (NCCCS)

The North Carolina Community College System is comprised of 58 campuses across North Carolina that support communities in all 100 counties by providing:

- Education, training and retraining for the workforce including basic skills and literacy education, occupational and pre-baccalaureate programs.
- Support for economic development through services to and in partnership with business and industry and in collaboration with the University of North Carolina System and private colleges and universities.
- Services to communities and individuals that improve the quality of life.

North Carolina Department of Commerce

The North Carolina Department of Commerce is the state's lead agency for economic, community and workforce development. The Department works with local, regional, national and international organizations to improve the economic well-being and quality of life for all North Carolinians.

North Carolina Department of Labor (NCDOL)

The NC Department of Labor strives to make North Carolina a safe and healthy place to live and work. The department conducts safety and health inspections and investigates work-related accidents and deaths. It also conducts randomly scheduled and follow-up inspections with firms previously cited for OSHA violations. The department also regulates the safety of boilers, elevators, and amusement rides.

North Carolina Department of Public Instruction (NCDPI)

The North Carolina Department of Public Instruction (NCDPI) is charged with implementing the state's public school laws and the State Board of Education's policies and procedures governing pre-kindergarten through 12th grade public education.

On-the-Job Learning

On-the-job learning is a one-on-one training located at the job site, where someone who knows how to do a task shows another how to perform it. On-the-job learning tasks are written as a schedule of learning that makes up what is called the work processes in the Registered Apprenticeship.

Progressive Wage Scale

A pay schedule is implemented the employer to increase the salaries of apprentices through the enhancement of skills and improving productivity. The wage scale for an apprentice starts at 50% of the Journeyman's rate for a specific occupation as determined by the company. Companies must use market data to determine a fair Journeyman's rate. An apprentice must be earning at least 85% of the Journeyman's rate when they complete the program.

Registration Agency

The state or federal department responsible for registering the apprenticeship program and the apprentice. In North Carolina, this agency is the North Carolina Community College System.

Related Education

Related education is technical classroom instruction that is job specific and essential to the completion of the apprenticeship program. A minimum of 144 hours of related instruction is required for each year (2000 hours) of work-based instruction.

Supervisor

The supervisor is an individual assigned to directing the apprenticeship during work-based activities for the company.

Tuition Waiver

Courses provided to a student who is participating in an apprenticeship program or pre-apprenticeship program and meets the following criteria: 1) Is registered in an apprenticeship program recognized by the USDOL or a pre-apprenticeship program approved by the NCCCS; 2) Has a documented plan of study with courses relating to a job specific occupational or technical skill; 3) Is a high school student when entering the program.

United States Department of Labor (USDOL)

The Department of Labor is a U.S. Cabinet-level agency responsible for enforcing federal labor standards and promoting workers' well-being.



Work Permit (Youth Employment Certificate)

All workers under the age of 18 must obtain a work permit. This document is issued by the North Carolina Department of Labor and must be on file with the employer before beginning work.

<https://www.labor.nc.gov/workplace-rights/youth-employment-rules/youth-employment-certificate>

Youth Apprenticeship

Youth apprenticeship is an industry-driven education and career training program based on recognized industry standards. It is a partnership among business, industry, education, government, parents and youth apprentices. WIOA defines a youth as a person 16-24 year of age. Local definitions of youth include apprentices who are still in high school or who are under the age of 18.

Youth Apprenticeship Agreement

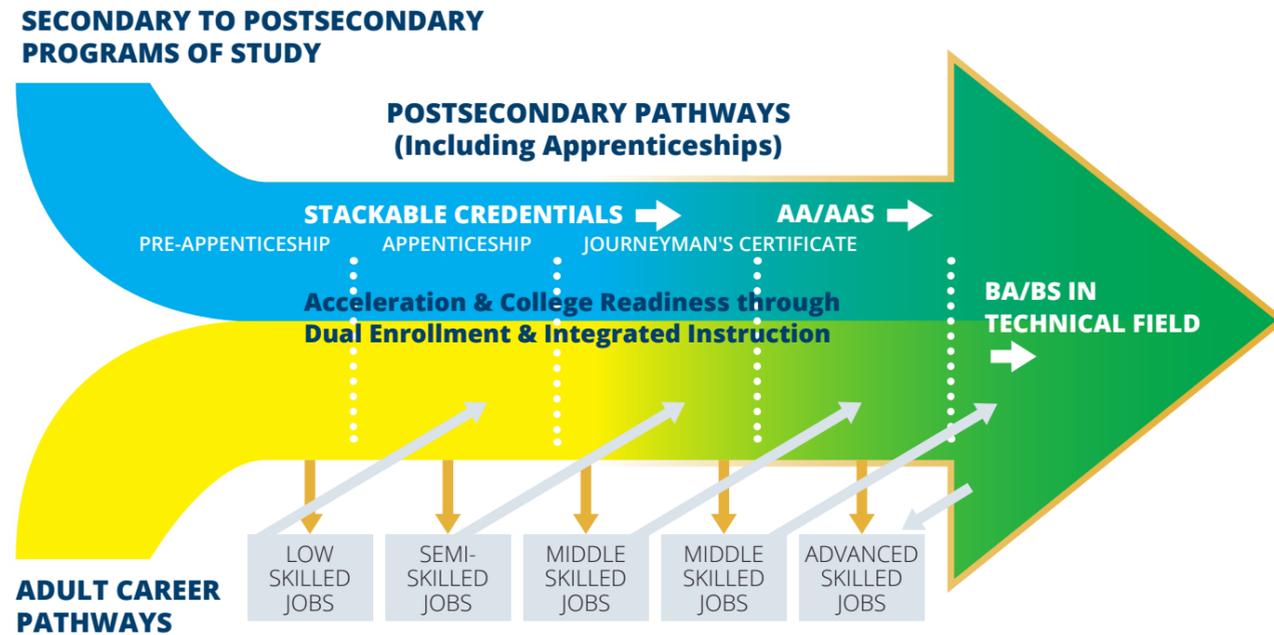
A written and signed training agreement between the employer, parent or legal guardian, and the high school apprentice or a participant considered a youth for WIOA purposes, which is submitted for approval to the North Carolina Community College System.

17. Appendix

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I. Sample Pre-Apprenticeship to Apprenticeship Pathway



System Outcomes

- Financially sustainable, aligned career pathways systems for youth & adults
- Increased number of skilled workers with credentials of value to the labor market
- Greater cost efficiencies by reducing duplication of services



"The apprenticeship and the pathway that Tim, my supervisor, has me on. It's taking me down the same path that I initially wanted, so it's building on that, and it's going to put me higher up once I do get there. Because before I found out about the apprenticeship I wanted to go to school for engineering, so this is really building for that, and hopefully, eventually, if everything goes well here, I'll be an engineer here."

- Pete F., pre-apprenticeship completer, 1st year apprentice

II. The Fitzgerald Act The National Apprenticeship Act

(50 Stat. 664; 29 U.S.C. 50)

To enable the [U.S.] Department of Labor to formulate and promote the furtherance of labor standards necessary to safeguard the welfare of apprentices and to cooperate with the States in the promotion of such standards.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, that the Secretary of Labor is hereby authorized and directed to formulate and promote the furtherance of labor standards necessary to safeguard the welfare of apprentices, to extend the application of such standards by encouraging the inclusion thereof in contracts of apprenticeship, to bring together employers and labor for the formulation of programs of apprenticeship, to cooperate with State agencies engaged in the formulation and promotion of standards of apprenticeship, and to cooperate with the National Youth Administration and with the Office of Education of the Department of the Interior in accordance with Section 6 of the Act of February 23, 1917 (29 Stat. 932), as amended by Executive Order Numbered 6166, June 10, 1993, issued pursuant to an Act of June 30, 1932 (47 Stat. 414) as amended.

Sec. 2. The Secretary of Labor may publish information relating to existing and proposed labor standards of apprenticeship, and may appoint national advisory committees to serve without compensation. Such committees shall include representatives of employers, representatives of labor, educators, and officers of other executive departments, with the consent of the head of any such department.

Sec. 3. On and after the effective date of this Act the National Youth Administration shall be relieved of direct responsibility for the promotion of labor standards of apprenticeship as heretofore conducted through the division of apprentice training and shall transfer all records and papers relating to such activities to the custody of the Department of Labor. The Secretary of Labor is authorized to appoint such employees as they may from time to time find necessary for the administration of the Act, with regard to existing laws applicable to the appointment and compensation of employees of the United States: Provided, however, that they may appoint persons now employed in division of apprentice training of the National Youth Administration upon certification by the Civil Service Commission of their qualifications after non-assembled examinations.

Sec. 4. This Act shall take effect on July 1, 1937 or as soon thereafter as it shall be approved.

Approved, August 16, 1937

Tuition and Registration Fee Waiver

Additional Information on Tuition Waivers and Community College Registration:

- (1)** The waiver authorized by G.S. 115D-5(b)(12) only applies to curriculum tuition and continuing education registration fees. It does not extend to local student fees. The waiver of local fees is governed by local policy.
- (2)** If a student qualifies as a College and Career Promise (CCP) student and for the Youth Apprenticeship Program, please code the student to CCP for all qualifying curriculum courses
- (3)** Colleges are authorized to provide courses in approved youth apprenticeship programs during the summer term. If a course is provided using college funds (i.e. the course section is not self-supporting), high school students must be waived consistent with G.S. 115D-5(b)(16). If a course is provided on a self-supporting basis, the college must charge the student the self-supporting fee or use institutional funds to pay for the fee on the student's behalf.
- (4)** Session Law 2017-57 amended NCGS §115D-5(b)(16) to clarify that qualifying pre-apprenticeship participants are eligible for the new youth apprenticeship waiver if the student is in an active pre-apprenticeship program while in high school and enrolls in a qualifying apprenticeship program within one hundred twenty (120) days of graduating from high school. It was further clarified that a high school student must be a North Carolina high school student upon entering the program.
- (5)** This waiver is available for course sections beginning on or after August 15, 2016.



IV. Sample Program Guidelines

Youth Apprenticeship Program

(Description and Application Process)

What is Youth Apprenticeship?

Youth Apprenticeship is an educational program that provides a qualified student the opportunity to begin learning an occupation using a system that combines on-the-job learning and related academic and technical classroom education. The North Carolina Community College System, a participating employer, and the school cooperatively put together an apprenticeship agreement that will require at least 2,000 hours of on-the-job learning plus an additional amount of classroom instruction. It is intended that upon high school graduation, the high school apprentice will continue as an adult apprentice until all of the apprenticeship requirements are fulfilled.

Who may participate?

In order to be considered as a high school apprentice a student must meet the following criteria:

- Be a high school junior or senior
- Be in good academic standing
- Have a good citizenship record
- Be willing to make a firm commitment to the apprenticeship program
- Be recommended by at least two teachers
- Have a good attendance record

If the student is enrolled in a career technical education course, then one teacher recommendation must come from the teacher of that course. The first priority will be to place students enrolled in skill development courses into apprenticeship opportunities directly related to the respective courses. The high school apprenticeship program will not be used to replace a given student's involvement in a skill development course.

All operations will be performed without regard to race, sex, color, national origin or handicap. Apprenticeship positions will be open to students who are not enrolled in a vocational course.

V. Sample Application and Interview Ideas for Independent Programs

There are three categories of students who may be apprenticeship applicants.

Category 1: Students responding to apprenticeship vacancy announcements from a consortium.

Category 2: Students who currently have jobs and are interested in getting into the apprenticeship program.

Category 3: Students who are interested in being placed in an apprenticeship position that is not related to any current apprenticeship vacancy announcement or job.

For each category, the application process will be as follows:

Step 1: Student asks for an APPRENTICESHIP APPLICATION (Applications are created locally by independent industries or consortia.) Teacher recommendation forms are included with the application. Students are responsible for having the application forms completed and returned to the Career Development Coordinator.

Step 2: Student submits completed application and forms to Career Development Coordinator and requests information required in Step 3.

Step 3: The Career Development Coordinator will collect the following data with the application. (Students are responsible for requesting this information for their packet):

- Copy of most recent summary of grades
- Copy of student's transcript
- Copy of daily Attendance profile for current
- Copy of discipline Tracking Profile

Step 4: Coordinator forwards application, forms and information as a packet to the school ApprenticeshipNC Coordinator at the company or with the consortium.

Step 5: After all materials are received, the ApprenticeshipNC consultant will contact the Career Development Coordinator to schedule an interview with the applicant at the school.

Step 6: After interviewing the applicant, the ApprenticeshipNC consultant will inform the Career Development Coordinator and the applicant concerning the status of the applicant by using an

appropriate form. [Applicant's Status Form is developed locally and may be online or written.] The form will indicate one of the following: 1) Name of the company with which the student is scheduled to interview; 2) Position on waiting list, if immediate placement is not possible; 3) Reason for disqualification, if so determined.

Step 7: If scheduled for interview, the applicant reports back to the Career Development Coordinator immediately after the interview with the employer.

Step 8: Employer notifies the applicant and the ApprenticeshipNC consultant regarding the employer's decision.

Step 9: ApprenticeshipNC consultant notifies Career Development Coordinator about the employer's decision using the appropriate form (developed locally).

Step 10: If selected, the North Carolina Community College System Apprenticeship Consultant and the Apprenticeship Coordinator schedule an appointment with the employer to develop a training plan and to register the student with the North Carolina Community College System.

Note: *Students selected for an apprenticeship position are responsible for arranging their course schedule so that they may begin employment at the beginning of the semester or school term following notification that they have been admitted into the apprenticeship program.*

What are the student's responsibilities?

- Be able to provide own transportation to and from your place of employment.
- Agree to all of the conditions outlined in the "Training Agreement" and the "Rules and Regulations for High School Apprentices."
- Set up a meeting with parents and school apprenticeship coordinator to give input and sign apprenticeship registration documents.
- Provide, in a timely manner, any and all required documents to the N.C. Department of Labor Apprenticeship Consultant and to the High School Apprenticeship Coordinator.
- Participate in a high school course of study that is designed to accent the apprenticeship-training program.

Note: *One unit of high school credit may be earned during the course of the school year. One additional unit may be earned by a student who begins the apprenticeship program as a junior and continues the apprenticeship program by working at least 450 full time hours during the summer months between his/her junior and senior year.*

VI. Sample Consortium Materials

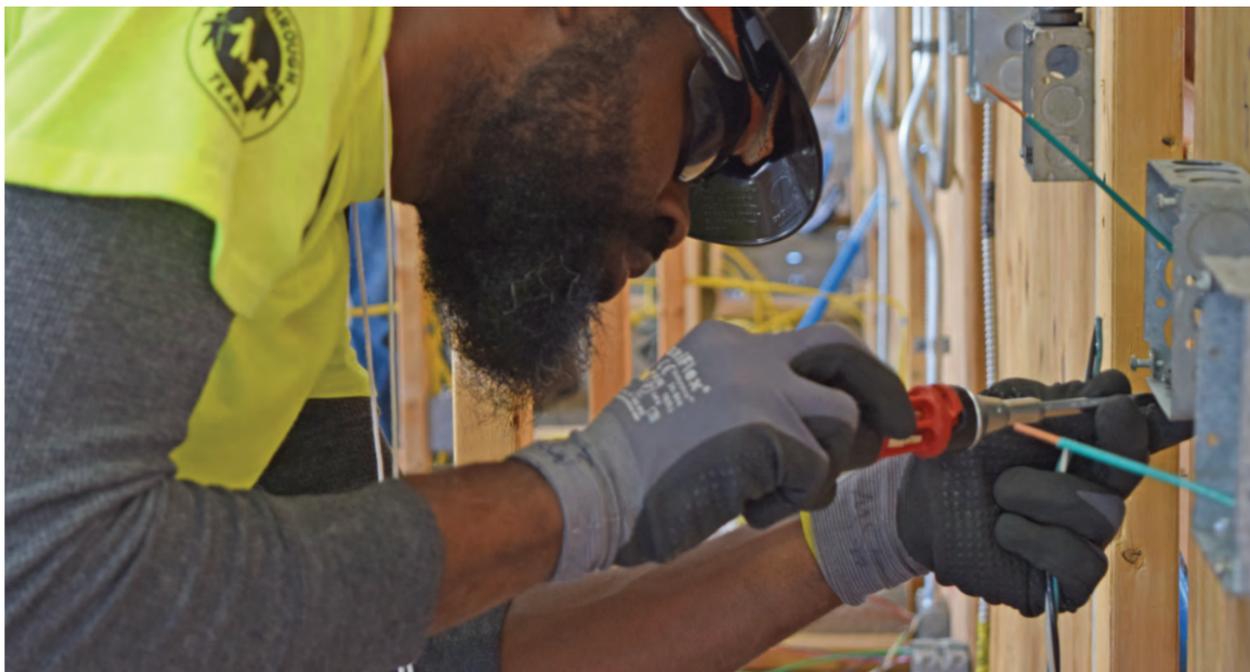
The following are adaptations of materials used by consortia from across the state. These are not required documents, but are resources you can use and customize in your local area as needed. Established consortia are an excellent resource for ideas about how to create an apprenticeship in your local area. Please visit the ApprenticeshipNC website under the partners tab to locate links to consortia around the state. www.apprenticeshipnc.com

"Your support system. You have to have a support system: People inside the company who care about you and want you to succeed. People that serve as mentors outside the company to go and help you develop your professional and personal skills -- filling in whatever cracks and whatever it is that we need to go and get through. So really, I feel that's the biggest thing. Your success is your own. You have to be self-driven, but at the same time it always helps to have people surrounding you who want you to succeed as well. So, I think that was just the biggest thing for me -- just knowing that I had a team of people who cared about me and wanted me to do well. That really motivated me."

-Mark R., journeyman and former youth apprentice

"When we have the signing ceremony for our apprentices, our consortium treats them just like high schools do for athletes and other groups of that nature. They'll get some company swag, we'll read a bio about them, bring them up to a signing table to a cool walk-up song...Parents are crying in the audience because they just saved thousands of dollars on education, and they're proud of their kids."

-Tim P., industry sponsor and consortium member



VII. Sample Apprenticeship Application

Sample Apprenticeship Program Application (Online)

Apprenticeship
 Students who have attended at least one open house with a parent/guardian and meet program guidelines outlined at www.apprenticeshipnc.com are eligible to apply for Apprenticeship Randolph. Students who meet eligibility guidelines and wish to be considered as an apprentice for the 2018-2019 school year should complete this application in its entirety.

****Please read through the entire application and obtain required documents to submit prior to completing this form. You will not be able to save and return to your application at a later time. See your Career Development Coordinator or School Counselor for help completing this application.**

Submitting an application does not guarantee acceptance to the Apprenticeship Randolph program.

Apprenticeship does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

What career do you plan to pursue?

How did you hear about Apprenticeship?

Why do you want to be selected for the apprenticeship program?

What skills and abilities do you bring to the program?

How will Apprenticeship help you achieve your career goals?

Orientation for this program will be held March 19-22, 2018 from 4:00-6:00 p.m. at Community College. Attendance is mandatory all four nights.

If accepted to this program, are you committed to attending the orientation program in its entirety?

Yes
No

Students selected to continue in the application process will be offered a six-week pre-apprenticeship at the sponsoring industry this summer (June 12 - July 28, excluding the week of July 4th). Pre-apprentices will work 40 hours per week Monday-Friday according to the industry's work schedule and will be compensated \$9 per hour wage.

If offered the opportunity to complete a pre-apprenticeship, are you committed to working 40 hours per week during the six-week period?

Yes
No

Students selected to participate in a summer pre-apprenticeship are expected to complete two courses at Community College during the summer term (May 21 - July 23). Please note that CC's summer term begins prior to the end of the traditional school year. Tuition, books and fees will be covered (no cost to student/family).

If selected as a pre-apprentice this summer, are you committed to registering for and completing two college courses beginning in May?

Yes
No

Signature
 Use the link below to download/print the signature page. Obtain required signatures and scan/upload completed signature page here.

Copy and paste the link below to download the signature page:
<https://goo.gl/jRpvVN>
 Choose File No file chosen

1 Student Information 2 Education and Employment 3 Career Goals 4 Why Apprenticeship Randolph? 5 Agreement/Signature Page

Name: _____
 First Last

Address: _____
 Street Address _____
 Address Line 2 _____
 City _____ State / Province / Region _____
 Postal / Zip Code _____ Country _____

Email: _____

Date of Birth: ____/____/____
 MM DD YYYY
 Program Preference: _____

If home/private/other school, please list school name: _____

Current Grade Level: _____

Unweighted GPA: _____

What is the highest level math course you have completed (or are currently enrolled)? _____

List any course(s) taken that are related to the apprenticeship program: _____

High School Transcript (required)
 Choose File No file chosen

List school/community activities in which you are involved (including athletics/sports): _____

Are you currently employed?

Yes
No

List any current or past employment:

Name of Company _____
 Address _____
 Supervisor Name _____
 Phone Number _____
 Dates Employed _____
 Job Duties _____

May we contact your current/past employer? _____

VIII. Sample Recruitment Timeline

Sample Recruitment Timeline: Adaptable for Independent and Consortium Models

Student Information Sessions	
High School A	February 1, 2018 8:45 a.m.
High School B	February 2, 2018 9:30 a.m.
High School C	February 1, 2018 9:40 a.m.
High School D	January 31, 2018 9:30 a.m.
High School E	February 1, 2018 9:30 a.m.
High School F	February 1, 2018 2:00 p.m.
Charter Academy	January 29, 2018 9:30 a.m.
Home School Group	February 6, 2018 2:00 p.m.
Local Community College (Auditorium – all students welcome)	January 30, 2018 6:30 p.m. February 1, 2018 6:30 p.m.
Open House Events	February 10 – March 3, 2018
Application Window	February 10 – March 7, 2018
Invitation to Orientation Week	March 9, 2018
Orientation Week	March 19-22, 2018 (4-8pm)
Industry Partner Interviews	March 26 – April 13, 2018
Draft Day / Pre-Apprenticeship Offers	April 16-17, 2018
CC Summer Session (Pre-Apprentices)	May 21 – July 23, 2018
Pre-Apprenticeship	June 11 – July 27, 2018
Apprenticeship Offers	July 30, 2018
Signing Ceremony	August 9, 2018

September	October	November	January	February	March	April	May	June-July	August
Educator Awareness Month	Student Recruitment Activities Begin	Open Houses for Students and Parents	Application Window Opens	Review of Applications	Orientation for Selected Students	Pre-Apprenticeship Draft	Register Apprentices Community College Courses Begin	Pre-Apprenticeship	Apprenticeship Signing Ceremony

IX. Sample Invitation to Orientation

Sample Invitation to Orientation (Email version)

Dear Apprentice,

Congratulations! You have been selected to participate in Orientation Week for Apprenticeship County. This is the next step toward being a full apprentice.

Orientation Week will be April 17-20, 2018 from 4:00-8:00 PM each day. Check in will be in Room 123 of the Continuing Education Industrial Center at Local Community College. The address is 123 Industrial Park Avenue, Apprenticeship, NC 12345.

Below is an outline of what to expect. We will provide a meal for you each evening:

Day 1: Safety Contracts; Conversions; Demonstrations

Day 2: Begin Live Project (Group A) or Testing (Group B)

Day 3: Live Project (Group A Finish; Group B Begin)

Day 4: Live Project (Group B) or Testing (Group A)

Please remember to dress appropriately for working in a shop environment – closed toe and closed heel shoes along with long pants are required.

[Click here to accept your spot and confirm that you will participate in Orientation Week no later than Wednesday, April 12, 2018.](#)

Again, congratulations on being selected for Orientation Week! We look forward to your confirmation and we look forward to working with you!

-Apprenticeship County Team

[your logo here]

X. Sample Orientation Agenda - Instructor

Sample Orientation Agenda - Student

Monday				
Time	Group A	Room	Group B	Room
4:00	Welcome	151	Welcome	151
4:15	Instruction Block 1: Safety	151	Instruction Block 1: Safety	151
5:00	Dinner	Lobby	Shop Tour	150
5:30	Shop Tour	150	Dinner	Lobby
6:00	Instruction Block 2: Conversions	153	Instruction Block 3: Demonstrations	150
7:00	Instruction Block 3: Demonstrations	150	Instruction Block 2: Conversions	153
7:45	Student Reflection	151	Student Reflection	151

Tuesday				
Time	Group A	Room	Group B	Room
4:00	Check In	151	Check In	151
4:05	Project (Part 1)	150	Assessment	151
5:30	Dinner	Lobby	Dinner	Lobby
7:45	Student Reflection	151	Student Reflection	151

Wednesday				
Time	Group A	Room	Group B	Room
4:00	Check In	151	Check In	151
4:05	Project (Part 2)	150	Project (Part 1)	150
5:30	Dinner	Lobby	Dinner	Lobby
7:45	Student Reflection	151	Student Reflection	151

Thursday				
Time	Group A	Room	Group B	Room
4:00	Check In	151	Check In	151
4:05	Assessment	151	Project (Part 2)	150
5:30	Dinner	Lobby	Dinner	Lobby
7:45	Student Reflection	151	Student Reflection	151

Sample Orientation Agenda - Student

Monday:

Time	Group A	Group B
4:00	Welcome/Expectations/Overview of Week & Safety (Margaret and Lisa)	
5:00	Shop (Instructor 1)	Dinner
5:30	Dinner	Shop (Instructor 2)
6:00	Conversions (Instructor 4)	Demo (Instructor 3)
7:00	Demo (Instructor 3)	Conversions (Instructor 4)

Tuesday:

Time	Group A	Group B
4:00	Begin Project (Instructors 1/2)	Testing (CDCs) RMA MBTI Local Grit (Wonderlic)
5:30	Dinner	Dinner

Wednesday:

Time	Group A	Group B
4:00	Finish Project (Instructors 1/2)	Begin Project (Instructors 1/2)

Thursday:

Time	Group A	Group B
4:00	Testing (CDCs) RMA MBTI Local Grit (Wonderlic)	Finish Project (Instructors 1/2)
5:30	Dinner	Dinner

****Each night, students will report to Room 151 at 7:45 to complete their reflection for the day.**

XI. Sample Rubric for Orientations Activities

Sample Scoring Rubric for Recruitment Activities for Pre-Apprenticeship Selection

Candidate Name	School	Topic	Points
		Open House Participation	
Email Address:		GPA	
		High School Attendance	
Phone:		Earned Industry Credentials	
		Application Essay	
		Orientation Testing	
		Orientation Project	
		Interview	
		Recommendations	

Comments:

Total Points _____

Recommendation for pre-apprenticeship ___yes ___no

XII. Sample Pre-Apprenticeship Acceptance Letter

Sample Pre-Apprenticeship Acceptance Letter

May 2, 2018

Student Name
123 Apprenticeship Lane
City, NC 27205

[your logo here]

Dear Student,

Apprenticeship County is pleased to offer you a challenging summer pre-apprenticeship position at Company X. You have been selected based on your performance during orientation week and informal interviews with our leadership team. You will experience the versatility of our company and aid in a variety of projects.

- List projects/tasks here
- Optional

The offer is for our *Quality Intern* position, reporting to our XYZ campus, at an hourly rate of \$9.00, with a start date of June 12 and working until the end of July.

As a pre-apprentice with our Apprenticeship County program, you are also required to take two courses at Local Community College beginning May 22 and running through the end of July. Please contact the Career Development Coordinator (CDC) at your high school to register for these college classes as soon as possible. Your CDC will also be able to provide details about class dates, times, and locations.

This offer is contingent upon successful completion of a background check and a drug screen. Employment at Company X is on an "at-will" basis, meaning that both you and the company are able to end the employment relationship at any time for any reason, with no contractual obligations.

By signing below, you are confirming your acceptance of the offer and are verifying that no other commitments regarding this offer or future payments or arrangements have been made to you by anyone at Company X.

Please sign below, indicating your acceptance, and return one copy to HR Manager at <address> or email to <email> **no later than Date, 2018.**

Student, we look forward to having you join us at Company X, and are confident that you will find this to be a rewarding opportunity.

Signatures:

Company X representative

Date

Candidate

Date

Start Date

XIII. Sample Apprenticeship Signing Ceremony Invitation

Sample Apprenticeship Signing Ceremony Invitation

[your logo here]

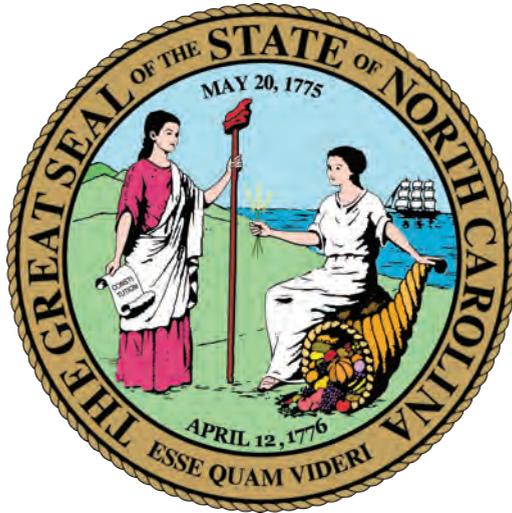
You are cordially invited
to the inaugural
Apprenticeship County
Signing Event

August 10, 2018
6:30 p.m.

Local Community College
Continuing Education & Industrial Center
123 Industrial Park Avenue
Apprenticeship, NC

Please RSVP with
number of guests attending
to Assistant Fuller
(afuller@schoolsystem.k12.nc.us)
by August 3, 2018





Mail Service Center 5001

200 West Jones Street, Raleigh, North Carolina 27603

919-807-7175 or 919-807-7176

apprenticeshipnc@nccommunitycolleges.edu