

Standards for Pre-Apprenticeship Programs

(1) All registered pre-apprenticeship programs must comply with the following standards:

(a) The pre-apprenticeship program must have an organized, written plan embodying the terms and conditions of training and supervision of one or more pre-apprentices in an apprenticeable occupation, and a written agreement with a registered apprenticeship sponsor. The agreement with the registered apprenticeship-training sponsor and employer must provide that graduating pre-apprentices will obtain with a predetermined form of articulated credit and/or experience if they are accepted into the registered apprenticeship program through the program intake procedures.

(b) The pre-apprenticeship program standards must contain provisions that address:

(1) The related classroom training of the pre-apprentice in a skilled occupation.

(2) The determination of the appropriate curriculum for the program standards is made by the program sponsor(s), subject to approval by the Director, Apprenticeship & Training Office, of the determination as appropriate to the apprenticeable occupation for which the program standards are registered.

(3) Provision for organized, related instruction in technical subjects related to the occupation. There is no minimum or maximum number of hours for each year of pre-apprenticeship and an agreed upon percentage of those pre-apprenticeship hours will count toward a registered apprenticeship. A pre-apprentice will not be penalized if they leave a pre-apprenticeship program to become an apprentice. This instruction in technical subjects may be accomplished through media such as classroom, occupational or industry courses, electronic media, or other instruction approved by the Director.

(4) Periodic review and evaluation of the pre-apprentice's performance in related instruction; and the maintenance of appropriate progress records.

(5) Adequate and safe equipment and facilities for training and supervision, and safety training for pre-apprentices and in related instruction.

(6) The placement of a pre-apprentice under a written Pre-Apprenticeship Agreement as prescribed by the Director, Office of Apprenticeship & Training Office.

(7) Program sponsors must provide assurance of qualified training personnel and adequate supervision as part of their proposal for partnering with or developing a pre-apprenticeship program.

(8) Recognition for successful completion of pre-apprenticeship evidenced by an appropriate certificate issued by the pre-apprenticeship program sponsor. In addition, upon completion, there shall be a pathway for the pre-apprentice into the associated registered apprenticeship program.

(9) Contact information (name, address, telephone number, and e-mail address if appropriate) for the appropriate individual with authority under the program to receive, process and make disposition of complaints.

(10) The conditions under which the apprentice program may discontinue its relationship with the pre-apprenticeship program.