

DEFINITIONS

Apprentice -- A person at least sixteen years of age, except where a higher minimum age standard is otherwise fixed by law, who is participating in a Registered Apprenticeship program to learn a skilled occupation, pursuant to a Registered Apprenticeship agreement

Apprenticeable Occupation -- is an occupation which:

- (1) Is customarily learned in a practical way through a structured, systematic program of supervised training on the job;
- (2) Is clearly identified and commonly recognized or accepted throughout an industry;
- (3) Requires two thousand or more hours of work experience to learn;
- (4) Requires related technical instruction to supplement the on-the-job experience training;
- (5) Involves manual, mechanical, and/or technical skills applicable in like occupations throughout an industry; and
- (6) Is recognized by the registration entity and/or the US Department of Labor's Office of Apprenticeship as meeting the foregoing five criteria.

Apprenticeship Coordinator -- The person designated by a Sponsor/Provider to oversee operation of the program.

Apprenticeship Program -- A program that is registered by a registration agency and that combines on-the-job training and related technical instruction, according to the specifications established by parts 29 and 30 of 29 CFR, and as further established in Ohio under division 5101:11 of the Administrative Code, such requirements being designed to ensure a high level of program quality and accountability, supported by state and federal administrative oversight. This model of training does not correspond to activities designated as "apprenticeship" in other divisions of the Administrative Code, except where programs are stipulated that are registered pursuant to division 5101:11 of the Administrative Code.

Apprenticeship Sponsor or Registered Apprenticeship Sponsor -- means any organization operating a Registered Apprenticeship program and in whose name the program is registered. A sponsor is characterized as either "individual" (comprising a single employer and/or a union representing its employees) or "group" (including multiple employers and/or a union or association with which they are affiliated), and in both cases as either "joint" (assigning program operations to a committee equally representing labor and management) or "non-joint" (not involving such a committee). For the purposes of this policy "apprenticeship sponsor" may also mean a consortium of multiple apprenticeship sponsors organized around an occupational sector or a specific occupation.

Council Office -- means the unit of the Ohio Department of Job and Family Services (ODJFS) that staffs the Ohio State Apprenticeship Council and performs administrative and oversight functions concerning Ohio's Registered Apprenticeship and Pre-Apprenticeship programs.

Internship -- means the provision of on-the-job experience by placement in a work environment for a period of over one week. An intern is employed in the production methods associated with a specific occupation, and is supervised at all times by a worker who is considered an expert in that occupation. A primary goal of internship is to build both technical skills and job awareness. Internships may be paid or unpaid.

Job Shadowing -- means the acquisition of knowledge about a job by spending time with, and observing the work of, an experienced employee in that job. A job shadowing participant is not employed in the production process, but gains knowledge of it through observation. Job shadowing experiences will not extend beyond one week at a given work site. Job shadowing participants are unpaid.

Journey-worker or Journey person -- A worker who has attained what is recognized within the relevant industry as mastery of the skill, abilities, and competencies required for an occupation. The term may also refer to a mentor, technician, specialist, or other skilled worker who has obtained documented proficiency in an occupation, either through formal apprenticeship or other on-the-job experience and formal training.

National Apprenticeship System -- means the combined set of all Registered Apprenticeship programs nationwide, those organizations that provide service to such programs, and the government agencies at various geographic levels that oversee such programs.

Ohio State Apprenticeship Council or "OSAC" or "Council" -- means the Ohio State Apprenticeship Council, created under section 4139.02 of the Revised Code.

Pre-Apprenticeship Program - means a program that teaches basic technical and job-readiness skills for a designated apprenticeable occupation or occupational sector, to prepare participants for Registered Apprenticeship training. The term refers particularly to a program that receives recognition under this policy on Pre-Apprenticeship.

Pre-Apprenticeship normally features a classroom and/or lab setting, but may also involve work-site visits, job-shadowing, or other activities outside the program facility, to provide exposure to the work environment for the targeted occupation(s). The model for Pre-Apprenticeship training varies depending on the targeted group recruited for training. Basic categories include:

Youth Pre-Apprenticeship -- A Pre-Apprenticeship program that primarily serves trainees under the age of 21. Youth Pre-Apprenticeship can have various institutional frameworks, depending on which segment of youth are served.

- (a) Students who are still in school, may receive pre-apprenticeship training through a collaboration between their school and Registered Apprenticeship sponsors that provide exposure to the work environment.
- (b) Programs for out-of-school youth are often provided by community or faith based organizations in partnership with Registered Apprenticeship sponsors that address the behavioral, economic, and other barriers to employment of youth who do not have a clear career path. These programs provide a work experience for participants through the Registered Apprenticeship sponsor partner.

Adult Pre-Apprenticeship -- A Pre-Apprenticeship program which has a Registered Apprenticeship sponsor as a principal partner and primarily serves trainees who are 21 and older. Program designs will differ from those of youth pre-apprenticeship, in that they involve adults' learning styles and their distinct life situations -- including often the challenges of being unemployed and having family responsibilities. Within these parameters, training models will vary by target group

- (a) Dislocated workers generally have a satisfactory work and training record and often can move relatively fast into a new occupational field with minimal technical preparation
- (b) Long-term unemployed workers may lack some of the behavioral skills and/or confidence needed for progress on a career path.

On-the-Job Training (OJT) -- On-the-job training that is conducted pursuant to Registered Apprenticeship program standards approved by OSAC.

Pre-Apprenticeship Operating Plan -- A written plan describing a Pre-Apprenticeship program in terms of the requirements for state recognition that are specified by this Policy on Pre-Apprenticeship.

Pre-Apprenticeship Provider -- means any organization or partnership that operates a Pre-apprenticeship program recognized by the Council Office as meeting its criteria for safety and quality under the Council's Policy on Pre-Apprenticeship.

Registration Agency -- An entity authorized by the US Department of Labor's Office of Apprenticeship (OA) to administer and enforce on a statewide basis the requirements affecting apprenticeship programs and apprentices, as established by parts 29 and 30 of 29 C.F.R., and as further established in Ohio under division 5101:11 of the Administrative Code. In Ohio, the registration agency is the Ohio Department of Job and Family Services, which exercises this function through its Council Office.

Registered Apprenticeship -- A program that combines on-the-job training (OJT) and related instruction (RI) under program standards that are approved by OSAC, and that adequately complies, as determined by OSAC, with the requirements of Ohio Administrative Code (OAC) 5101:11.

Related Instruction (RI) - i.e., technical instruction delivered primarily in a written and/or verbal format, pursuant to Registered Apprenticeship program standards approved by OSAC.

Sponsor -- The entity that operates a Registered Apprenticeship program, and is responsible for the program's compliance with apprenticeship rules under OAC 5101:11. This entity may be either an individual sponsor (one employer and/or a union representing its employees) or a group sponsor (comprising multiple employers, acting collectively through a union or association with which they are affiliated). In both cases, the sponsor is also characterized either as "joint" (consisting of a committee with equal membership from labor and management) or "non-joint" (not involving such a committee).

Sponsor's Authorized Representative -- The person designated by a sponsor to represent it for all legal purposes affecting its program and to be its main point of contact for OSAC, and who is recognized by OSAC to be serving in those capacities.

Standards of Apprenticeship or "Program Standards" -- An operating plan that describes a training program in terms that conform to the laws and regulations for Registered Apprenticeship; an example being the present document along with any required attachments.

Section (A): EQUAL OPPORTUNITY PLEDGE

In the recruitment, selection, employment, treatment, and training of apprentices will not discriminate based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, disability, Hispanic ethnicity, or age above forty. 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, and the equal employment opportunity regulations of the state of Ohio.

Section (B): ENROLLMENT

Each OSAC recognized Pre-Apprenticeship shall have an enrollment procedure which includes: criteria for eligibility to enroll in the program, an application, selection, and enrollment procedures. All methods used in, and leading to, the selection of applicants for Pre-Apprenticeship, shall be applied consistently and fairly, and shall be subject to approval by the Council Office.

Enrollment procedures and information pertaining to the application, selection and enrollment of recognized Pre-Apprentice shall be made available to the Council Office upon request.

The Purpose Recognized Pre-Apprenticeship:

Registered Apprenticeship (RA) is a training model combining on-the-job training with related classroom instruction. RA has a long history of effectiveness providing the skills that workers need to compete successfully in technical occupations.

RA programs for certain occupations have historically had difficulty enrolling and graduating enough apprentices to meet the labor demands of employers. The apprentice shortage is caused in part by a lack of public awareness about the benefits of RA training, and by gaps in the preliminary skills necessary to qualify for enrollment. Pre-apprenticeship combines basic skill instruction, work experience, pre-occupational training, and public and private supportive services, to maximize individual chances of successful apprenticeship training.

“Pre-Apprenticeship Program” means a program that teaches basic technical and job-readiness skills for a designated apprenticeable occupation or occupational sector, to prepare participants for Registered Apprenticeship training. The term refers particularly to a program that receives recognition under this policy on Pre-Apprenticeship. (See "DEFINITIONS" for the complete definition)

NOTE:

- OSAC Recognized Pre-Apprenticeship is a workforce development tool used by Registered Apprenticeship participating employers; these participating employers seek to partner with Pre-Apprenticeship programs to find capable, interested and employable individuals with which to develop their workforce.
- Participating employers are encouraged to be involved in interviewing and selecting the applicants which may be the best fit for a work-based learning experience.

2. Progressive Stages of Training:

3. Periodic Evaluations: Related Coursework and Work-Based Learning

4. Instructional Design:

- a. Aligned with prevailing industry standards for each apprenticed occupation:
 - The related coursework is industry relevant and is an adopted course of study, syllabus and course sequence.
 - Related Coursework is developed by or in conjunction with: the Ohio Department of Education, the University System of Ohio, the U.S. DOL, U.S. Dept. of Education, a state/federal agency, a state/nationally recognized provider of curriculum from industry.
- b. Work-Based Learning Component:
 - Pre-Apprentices receiving a work-based learning experience shall be a minimum of sixteen (16) years of age.
 - Work-Based Learning taking the form of an Internship during this recognized Pre-Apprenticeship, must be longer than one week in length. (May be Paid/Unpaid)
 - For instances in which Work-Based Learning is only in the form of Job Shadowing during this recognized Pre-Apprenticeship, a Job Shadow shall not extend beyond one week in length on a single site. In situations where clearly defined safety issues are recognized, and with the permission of Council Office, an extensive, unpaid job-shadowing experience may be conducted.

Recognized Pre-Apprenticeship Work-Based Learning Options:

c. Career Cluster - Course Description Insert(s):

(The CC-CD Insert Form is available at: <https://apprentice.ohio.gov/pdf/Course-Description-Master.pdf>)

Section (D): JOB READINESS SKILLS

Section (E): SUPPORTIVE SERVICES

Describe partnerships with programs that provide, or refer participants to, support services such as economic assistance, childcare, transportation, food banks, and other resources for meeting practical needs that might affect participation. Potential partner programs include, but are not limited to, WIOA, CCMEP, and non-profit service organizations.

Find local [OhioMeansJobs Centers](#) to get connected with Supportive Services.

The state contact for questions about [WIOA](#) is: WIOAQNA@jfs.ohio.gov

The state contact for questions about [CCMEP](#) is: CCMEPQNA@jfs.ohio.gov

Section (F): OHIOMEANSJOBS CENTERS

Describe how participants will receive referrals to the relevant OhioMeansJobs Center(s) for appropriate for access to services that facilitate preparation for a transition to Registered Apprenticeship training. This plan shall describe how this Pre-Apprenticeship program will coordinate with the OhioMeansJobs Center(s) in terms of strategy and information sharing, to stream-line services for Pre-Apprenticeship participants.

Section (G): PARTICIPANT STATUS

1. Information on each Participant: Application, status, skill level and all other information obtained by student before during and after exiting from the program will be kept in an individual file for each recognized Pre-Apprentice by a designee of this recognized Pre-Apprenticeship.
2. ApprenticeOhio shall receive written notice of participants in recognized Pre-Apprenticeship who have completed; those who complete the program will receive a certificate of completion.
3. Records shall be maintained by an appointed designee of this recognized Pre-Apprenticeship and shall be made available to the Ohio State Apprenticeship Council upon request.

Section (H): SAFETY AND WELFARE

Section (I): STATEMENT OF COLLABORATION INSERT(S) (Linkage):

(The Statement of Collaboration Insert Form is available at: <https://apprentice.ohio.gov/pdf/Statement-of-Collaboration-Insert.pdf>)

SIGNATURES

Attestation by the following Provider organization:

The Provider submits this operating plan, to obtain or renew recognition for the Pre-Apprenticeship program described herein, and affirms that in operating said program, it shall adhere to all policy within the Ohio State Apprenticeship Council Policy on Pre-Apprenticeship and rules under division 5101:11 of the Ohio Administrative Code.

Name of Provider's Program Administrator:

Title:

Signature: _____ Date: _____

Approval and registration by the Ohio State Apprenticeship Council staff office (OSAC)

Name of OSAC's Authorized Representative: **Holly Endicott**

Title: **Program Administrator**

Signature: _____ Date: _____