

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Maria D. Silva Reyes
CC: Program Planning and Review
Date: 11/24/2025

Program Name: The Alliance for Media Arts + Culture
Industry: Arts, Media & Entertainment
DAS File No.: 100056
Grant Awardee: ☐ No ☒ Yes COYA 2024

Actions:

- ☐ Proposed new apprentice program
- ☒ Existing apprenticeship program adding new occupations
- ☐ Existing apprenticeship program expanding area of operations
- ☐ Existing apprenticeship program changing work processes on approved occupations.

Labor Organizations Representing Any of the Apprentices:

NONE

Request for Approval under Labor Code 3075:

The Alliance for Media Arts + Culture is not intended to train in the building and construction trades and is not eligible to dispatch apprentices to projects with public works, prevailing wage or skilled and trained workforce requirements within the meaning of Labor Code sections 1720 and 3075 and will not train or dispatch apprentices in the building and construction trades or firefighters occupations.

Comments:

Digital Archivists play a crucial role in organizing, developing, and safeguarding multimedia digital information and cultural heritage for current and future generations. Their work ensures that valuable digital materials remain accessible, searchable, and meaningful with long-term accessibility and usability over time. Digital Archivists are responsible for the preservation, management and audience development of digital materials and records in cultural institutions, media companies, libraries, museums, government agencies, nonprofit organizations, and businesses. They may contribute to public-facing archival projects and storytelling campaigns; they are the people who reimagine and repurpose historical digitized and born-digital content through video, audio, photography, code, web design, graphic arts, animation, scriptwriting and interactive media. Digital Archiving is both a creative and technical occupation that is a crucial part of preserving and ensuring access to our collective future.

The Alliance for Media Arts + Culture will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following:

Proposed Occupation, Wage Rate & O*Net Code:

- Digital Archivist O*Net: 25-4011.00
Professional Worker Wage: \$30.00 per hour
Proposed Apprentice Wage: \$21.42 per hour
Proposed No. of Apprentices: 5

Currently Approved Occupations with No Changes to Jurisdiction or Work Processes:

- Multimedia Producer O*Net: 27-2021.00
- Digital Video Editor O*Net: 27-4032.00

Proposed Employers:

- BAVC MEDIA, 145 9th Street #101, San Francisco, CA 94103
 - Occupation(s): Digital Archivist

The Alliance for Media Arts + Culture Program Standards

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Article I Purpose and Policy

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as an education-sponsored, employer-based undertaking.

These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade, craft or occupation defined herein, to become effective upon their approval.

Article II Craft, Trade or Occupation, Related and Supplemental Instruction, Term of Apprenticeship, Ratio, Wage Schedule and Work Training

Occupation	O*Net Code	Attachment
Digital Archivist	25-4011.00	B-1
Multimedia Producer	27-2021.00	B-2
Digital Video Editor	27-4032.00	B-3

Article III Organization

There is hereby established the above-named master apprenticeship committee. The committee shall consist of five (5) members, who shall be selected by and represent the employer organization(s) signatory hereto. In addition, there shall be one (1) apprenticeship consultant representing the Division of Apprenticeship Standards and one (1) advisor from the Local Education Agency and such other advisors as the committee shall determine. Such advisors and the apprenticeship consultant shall act without vote.

Article IV Jurisdiction

These standards shall apply to the employer and employee organizations signatory hereto; their members, to other employers who subscribe hereto or who are party to a collective bargaining agreement with an employee organization(s) signatory hereto, and to all apprentice agreements hereunder.

Area Covered by Standards: All CA Counties

Article V Functions

The functions of the apprenticeship committee shall be to:

- 1) develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;

- 2) serve in an advisory capacity with employers and employees in matters pertaining to these standards;
- 3) ensure the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice;
- 4) aid in the adjustment of apprenticeship disputes;
- 5) develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations and apply them uniformly in the selection of applicants for apprenticeship.

Article VI Responsibilities

The responsibilities of the apprenticeship committee shall be to:

- 1) supervise the administration and enforcement of these standards;
- 2) adopt such rules and regulations as are necessary to govern the program provided that the rules and regulations do not conflict with these standards;
- 3) conduct orientations, workshops or other educational sessions for employers to explain the apprenticeship program's standards and the operation of the apprenticeship program;
- 4) pass upon the qualification of employers and, when appropriate, to suspend or withdraw approval;
- 5) conduct on-going evaluation of the interest and capacity of employers to participate in the apprenticeship program and to train apprentices on the job;
- 6) make periodic evaluations of each apprentice's on-the-job training and related and supplemental instruction;
- 7) ensure safe work site facilities, skilled workers as trainers at the work site, and safe equipment sufficient to train apprentices;
- 8) determine the qualifications of apprentice applicants and ensure fair and impartial treatment of applicants for apprenticeship selected through uniform selection procedures;
- 9) file a signed copy, written or electronic, of each apprentice agreement with the Division of Apprenticeship Standards, within 30 days of execution, with copies to all parties to the agreement;
- 10) establish and utilize a procedure to record and maintain all records of the apprentice's worksite job progress and progress in related and supplemental instruction;
- 11) establish and utilize a system for the periodic review and evaluation of the apprentice's progress in job performance and related instruction;
- 12) discipline apprentices, up to and including termination, for failure to fulfill their obligations on-the-job or in related instruction, including provisions for fair hearings;
- 13) annually prepare and submit a Self-Assessment Review as well as a Program Improvement Plan to the Chief of the Division of Apprenticeship Standards;

- 14)ensure training and supervision, both on the job and in related instruction, in first aid, safe working practices and the recognition of occupational health and safety hazards;
- 15)ensure training in the recognition of illegal discrimination and sexual harassment;
- 16)establish an adequate mechanism to be used for the rotation of the apprentice from work process to work process to ensure the apprentice of complete training in the apprenticeable occupation including mobility between employers when essential to provide exposure and training in various work processes in the apprenticeable occupation;
- 17)establish an adequate mechanism that will be used to provide apprentices with reasonably continuous employment in the event of a lay-off or the inability of one employer to provide training in all work processes as outlined in the standards;
- 18)comply with meaningful representation requirements for the interests of apprentices in the management of the program where apprentices are at least equally represented on an advisory panel established by the apprenticeship committee responsible for the operation of the program;
- 19)adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.

Article VII Definition of an Apprentice

An apprentice is a person who has met the requirements for selection under the selection procedures of a participating employer, who is engaged in learning a designated craft or trade and who has entered into a written apprentice agreement under the provisions of these standards.

Apprentice is at least 16 years of age for the following occupation(s):

- Multimedia Producer
- Digital Video Editor

Apprentice is at least 18 years of age for the following occupation(s):

- Digital Archivist

Article VIII Duties of an Apprentice

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the rules, regulations and decisions of the apprenticeship committee.

Article IX Apprentice Agreement

- 1) Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer, by the program sponsor, and by the apprentice and must be approved by the apprenticeship committee.
- 2) Each apprentice shall be furnished with a copy of or be given an opportunity to study these standards before registration. These standards shall be considered a part of the apprentice agreement as though expressly written therein.
- 3) If the apprentice is under 18 years of age, the agreement must be signed by the apprentice's parent or guardian. When the period of training extends beyond 18, the apprentice agreement shall likewise be binding to such a period as may be covered.

Article X Termination and Transfer of Agreements

- 1) During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprentice agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.
- 2) If an employer is unable to fulfill his/her obligations to train under any apprentice agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprentice agreement.

Article XI Lay-off

- 1) If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.
- 2) There shall be no liability on the part of the employer, the program, or the committee for an injury sustained by an apprentice engaged in schoolwork at a time when the apprentice is unemployed.

Article XII Controversies

All controversies or differences concerning apprentice agreements that cannot be adjusted locally by the apprenticeship committee or otherwise shall be submitted to the Administrator for determination.

Article XIII Certificate of Completion

- 1) In addition to previous on-the-job training and related school instruction, which is of an approved nature, the Apprentice shall have completed not less than an additional six (6) months as an apprentice under the laws of the State of California and demonstrated mastery of the skills and knowledge of the prescribed program.
- 2) In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half percent (12½%).
- 3) Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the Chief of the Division of Apprenticeship Standards and the Interagency Advisory Committee on Apprenticeship.

Article XIV Equal Opportunity in Apprenticeship

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or veteran or military status.

The Alliance for Media Arts + Culture will create selection procedures that meet objective standards and maintain a fair and equitable selection process for all applicants.

Article XV Written Applications

Applications for apprenticeship will be accepted:

Online at <https://arts2work.media/apprentice>

Article XVI Records

All records will be maintained, in written or electronic form, for five (5) years and kept at:

The Alliance for Media Arts + Culture
Wendy Levy, Executive Director
44 Court Street #1018-1217
Brooklyn, NY 11210

Article XVII Annual Compliance

The Alliance for Media Arts + Culture will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

The Alliance for Media Arts + Culture agrees to accept electronic signatures for these Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted by The Alliance for Media Arts + Culture on June 2, 2025 (Committee approval date).

Employer Organization

The Alliance for Media Arts + Culture

44 Court Street #1018-1217, Brooklyn, NY 11210

Wendy Levy, Executive Director

Date

The foregoing apprenticeship standards, being in conformity with the applicable California Labor Code, California Code of Regulations and Federal Regulations, are hereby approved

(DAS approval date)

Adele Burnes, Chief

Division of Apprenticeship Standards

Date

Attachment B-1**Training Schedule and Working Conditions**

The Alliance for Media Arts + Culture

Occupation**Occupation:** Digital Archivist**O*Net Code:** 25-4011.00**Article I Term of Apprenticeship and Probation**

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 144 related and supplemental instruction (RSI) hours, and completed within approximately 24 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be six (6) months.

Article II Wage Schedule**Professional Worker Wage:**

\$ 30.00 per hour effective 6/2/2025.

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

To advance from one period to the next, the apprentice shall have met the following requirements:

1st period	0%- 50%	\$21.42 /hour
2 nd period	51%-75%	\$23.00 /hour
3rd period	76% -100%	\$25.00 /hour

* All mention of previous wage periods reference the current appropriate rate for that period and not necessarily the rate reflected in these Standards at the time of approval.

Hours of Work and Working Conditions and Overtime Provision:

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours, up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

Article III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency

Name of Competency Section

Initial/Date

List competencies below

JOB FUNCTION 1: General Practices

Demonstrate a working understanding of the organization's structure, values, personnel policies, responsibilities and general understanding of work ethics, interpersonal communications and related procedures.

Demonstrate a working understanding of safety procedures and rules.

Demonstrate a working understanding of goals, mission and vision of the organization/company.

Demonstrate a working understanding of organization's administrative, production and postproduction communications and workflow.

Demonstrate a growing understanding of the organizational context, as well as political, social and cultural context.

Demonstrate a working understanding of organization's best practices for client interactions and social media.

Demonstrate a working understanding of care and handling digital and physical assets.

Demonstrate familiarity with analog technologies.

Demonstrate a working understanding of risk-assessment and evaluating the condition audio/video material.

Demonstrate how to separate, rehouse, and store physical media items and artifacts including print material, garments, and equipment.

JOB FUNCTION 2: ASSET PRESERVATION (Restoring)

Demonstrate a working understanding of the principles of Digital Preservation including file formats, metadata standards, migration strategies, and authentication methods.

Demonstrate a working understanding of Information Management, i.e. organizing and categorizing both digital and physical assets.

Demonstrate working knowledge of required software used for cataloging and managing digital assets efficiently, known as Digital Asset Management (DAM) Systems.

Demonstrate working awareness of arrangement, accessioning, transcribing, and processing of physical and born-digital assets.

Demonstrate working awareness of storage technologies and their impact on digital preservation, including cloud storage, tape storage, and digital repositories.

Demonstrate proficiency in digitization techniques, including scanning and image editing for work with physical materials.

Demonstrate working knowledge of current technological trends, data migration to new formats and storage solutions as technology evolves.

Demonstrate familiarity with archival standards and best practices to prevent data loss due to hardware or software obsolescence, degradation, or accidental deletion.

Demonstrate basic knowledge of digital forensics to recover and analyze data from old or damaged digital media.

Assist Creative Teams with planning for archival content usage (audio, footage etc.) and workflow.

JOB FUNCTION 3: ARCHIVE MANAGEMENT

Demonstrate understanding of Digital Rights Management (DRM) concepts and copyright issues related to digital materials.

Demonstrate keen knowledge of cultural sensitivity training and collaboration methods to honor the archival structure and intentions created by the original content holders, their wishes/desires for the material, and develop processes to share this knowledge with the archival community to collectively create best practices for managing and processing materials.

Demonstrate an understanding of data security principles to protect digital assets from unauthorized access and data breaches.

Demonstrate skill in creating and managing metadata for digital objects to facilitate search, retrieval, and contextual understanding.

Demonstrate the ability to conduct research to identify, authenticate, and contextualize digital materials, including suppressed or hidden information, within their historical framework.

Demonstrate proficiency in project management to plan and execute digitization projects, prioritize tasks, and meet deadlines.

Demonstrate strong attention to detail to ensure accurate and consistent metadata / data entry.

Demonstrate ability to adapt to evolving technology and standards in the field.

Demonstrate the ability to identify issues and solve problems related to digital asset management and preservation.

Demonstrate the ability to interact effectively and the communication skills to collaborate with colleagues, researchers, donors, curators, creative teams, and the community (ies) that the open archive is meant to serve/collaborate with.

Demonstrate knowledge of audio and video industry-standard formats, and media and asset.

Demonstrate the ability to assist curators and Creative Teams with planning for archival content usage (audio, footage etc.) and workflow.

JOB FUNCTION 4: ACCESS AND CURATION

Demonstrate ability to develop and implement strategies to maintain the integrity and authenticity of digital records over time.

Demonstrate the ability to work collaboratively with other archivists, librarians, IT professionals, and community leaders within an organization to ensure equitable access to resources and representation.

Demonstrate the ability to manage multiple creatives, donors, clients, and stakeholders while fostering strong connections with Black, Brown, and BIPOC communities. Prioritize inclusive practices that center the needs, voices, and histories of historically underrepresented groups, ensuring that archival projects reflect and honor their cultural heritage.

Demonstrate knowledge of legal and ethical considerations related to access, privacy, and copyright in the digital archiving domain.

Demonstrate an eye for both the narrative and the aesthetic, researching, sourcing, and obtaining well-curated and compelling archival content.

Demonstrate a commitment to cultural awareness, ongoing learning and staying updated on culturally sensitive emerging trends and technologies in digital preservation as well as the subject records, which may contain oppressive, outdated, or harmful language.

Demonstrate sensitivity to cultural and ethical considerations when managing and providing access to digital materials of historical or cultural significance, particularly those related to Black and Brown communities, formerly incarcerated individuals, and other historically underrepresented or marginalized groups. Ensure that access protocols respect the dignity,

privacy and cultural heritage of these communities, while fostering equitable representation and empowering them to share their narratives.

Demonstrate proficient documentation skills to record and maintain records of DAM processes.

Demonstrate the ability to ideate and create rich media content for specific issues and campaigns with key audiences and KPIs in mind on behalf of archival creators, communities, and the public.

Demonstrate working knowledge of multimedia format output and ability to collaborate with editorial and technical staff to help lead a multimedia production team to create and package.

Demonstrate the ability to design multiple strategic content streams for independent projects.

Demonstrate an intermediate knowledge of industry standard technologies and best practices, and the ability to apply those practices in the creation of high-quality content.

Demonstrate the ability to undertake marketing, advocacy and outreach activities.

Demonstrate the ability to assist Creative Teams with planning for archival content usage (audio, video, photography, etc.) and workflow including legal structure on clearances, licensing and cost documentation of third-party material.

Demonstrate knowledge of legal and ethical considerations related to access, privacy, and copyright in the digital archiving domain.

Demonstrate an eye for both the narrative and the aesthetic, researching, sourcing, and obtaining well-curated and compelling archival content.

Demonstrate a commitment to ongoing learning on culturally sensitive emerging trends and technologies in digital preservation as well as the subject records, which may contain oppressive, outdated, or harmful language.

Demonstrate the ability to ensure that access protocols respect the dignity, privacy, and cultural heritage of these communities, while fostering equitable representation and empowering them to share their narratives.

Demonstrate proficiency in documenting, recording and maintaining records of DAM processes.

Demonstrate the ability to ideate and create rich media content for specific issues and campaigns with key audiences and KPIs in mind on behalf of archival creators, communities, and the public.

Demonstrate working knowledge of multimedia format output and the ability to collaborate with editorial and technical staff to help lead a multimedia production team.

Demonstrate ability to design multiple strategic content streams for independent projects.

Demonstrate intermediate knowledge of industry standard technologies and best practices, and the ability to apply those practices in the creation of high-quality content.

Demonstrate the ability to undertake marketing, advocacy and outreach activities.

Demonstrate the ability to assist Creative Teams with planning for archival content usage (audio, video, photography, etc.) and workflow including legal structure on clearances, licensing and cost documentation of third-party material.

Article IV Related Instruction

Related and supplemental instruction (RSI) will be provided and/or overseen by the Local Education Agencies (LEA) whose confirmation of such has been affixed to these Standards for this occupation.

Any significant difference in sample related and supplemental instruction (RSI) listed below, and the related and supplemental instruction (RSI) provided by the Local Education Agency (LEA) will be detailed and included with the Local Education Agency's (LEA) confirmation letter and submitted to the Division of Apprenticeship Standards for review.

Time spent in related and supplemental instruction may not be compensated.

Foundations of Digital Archiving	28 hours
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This course introduces the fundamental principles of digital archiving, including the history, theory, and purpose of archives. It covers essential terminology and basic methods for the digitization and preservation of physical media, with a focus on community-based archives and the ethical implications of managing sensitive visual and audio content, including the handling of material featuring identifiable individuals.

Digital Preservation Techniques	28 hours
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This course delves into the best practices for digital preservation, focusing on methods to ensure the longevity and integrity of digital content. Topics include file formats, metadata standards, storage solutions, and digital asset management systems (DAMS). The course will emphasize open-source tools and cloud-based solutions accessible to community archivists and will include best practices for handling and preserving audiovisual content, such as proper digitization of film reels, video tapes, and audio recordings. Strategies for redaction, anonymization, and privacy protection, ensuring that sensitive material can be preserved without compromising the safety of individuals featured will also be covered.

Community-Centered Curation and Storytelling

24 hours

This course focuses on the principles of curation with an emphasis on community storytelling. Participants will learn how to collaborate with community members to select, contextualize, and interpret digital materials. The course addresses ethical issues related to representation, consent, and cultural sensitivity. Emphasis will be placed on ethical storytelling practices, particularly when curating audiovisual content. Training will include obtaining informed consent for the use of images, developing strategies to balance privacy with access, and employing techniques to create curated collections that respect the individuals' rights while making the materials accessible for educational and creative purposes.

Data Management and Metadata for Digital Archives

28 hours

Effective data management is essential for the success of any digital archive. This course provides foundational knowledge of metadata creation, controlled vocabularies, and cataloging standards for digital collections. Participants will learn data cleaning and preparation techniques, as well as strategies to enhance discoverability of digital collections. The course includes specific metadata practices for audiovisual content, such as managing rights information, incorporating content warnings, and applying privacy metadata. Additionally, training will cover digital rights management (DRM) strategies and techniques for indicating restricted access or sensitive content in metadata fields, ensuring both protection and accessibility of digital archives.

Emerging Technologies in Archiving

24 hours

This forward-looking course introduces participants to cutting-edge technologies that are shaping the future of digital archiving, including AI, machine learning, blockchain for provenance, and augmented reality (AR) for digital storytelling. This course explores current trends in decentralized and community-owned archives and addresses the use of AI and machine learning tools for redacting sensitive content in audiovisual archives, such as facial recognition for anonymizing individuals. Participants will also examine technologies like differential privacy, which enables researchers to access and remix content while safeguarding identifiable data.

Disaster and Emergency Preparedness in Archiving

12 hours

Disaster and emergency planning is critical for ensuring the survival and recovery of collections when disaster strikes. This course is designed to understand the fundamentals of disaster and emergency preparedness for their repositories. Participants will learn how to assess risks, develop response plans, and implement preventative measures to protect collections from natural and human-made disasters.

Total 144 Hours**Article V Ratio**

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise one (1) apprentice(s)