

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Cindy Cherise Murphy
CC: DAS, Program Planning & Review Unit
Date: January 27, 2026

Program Name: Palomar College/United States Marine Corps Apprenticeship Program
Industry: Business Services
DAS File No.: 100439
Grant Awardee: No Yes **CAI 2020, CAI 2025**

Action(s):

- 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 Organization(s) Representing Apprentices:

None

Request for Approval under Labor Code 3075:

Palomar College/United States Marine Corps Apprenticeship Program 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:

The Palomar College Military Leadership Apprenticeship Program, developed in partnership with Marine Corps University, serves as a bridge between military training, civilian workforce readiness, and higher education, providing United States Marines the opportunity to earn college credit for their career-level Enlisted Professional Military Education (PME) and an apprenticeship certificate in General Operations Management. This innovative program translates the leadership and management competencies gained through military service into academic and professional credentials recognized in both military and civilian contexts, supporting lifelong career mobility and advancement. The Military Training and Development Apprenticeship, created in collaboration with the United States Marine Corps Training

Palomar College/United States Marine Corps Apprenticeship 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
General Operations Managers	11-1021.00	B-1
Training and Development Specialists	13-1151.00	B-2

Article III Jurisdiction

These standards shall apply to the employer signatory hereto and to all apprentice agreements hereunder.

Area Covered by Standards: All CA Counties

Article IV Responsibilities of Program Sponsor

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 and provide a copy of said rules and regulations to each apprentice;
- 3) make periodic evaluations of each apprentice's on-the-job training and related and supplemental instruction;
- 4) provide reasonably continuous employment to all apprentices in its employ;
- 5) ensure safe work site facilities, skilled workers as trainers at the work site, and safe equipment sufficient to train apprentices;
- 6) determine the qualifications of apprentice applicants and ensure fair and impartial treatment of applicants for apprenticeship selected through uniform selection procedures;

- 7) 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;
- 8) 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;
- 9) establish and utilize a system for the periodic review and evaluation of the apprentice's progress in job performance and related instruction;
- 10) 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;
- 11) annually prepare and submit a Self-Assessment Review as well as a Program Improvement Plan to the Chief of the Division of Apprenticeship Standards;
- 12) 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;
- 13) ensure training in the recognition of illegal discrimination and sexual harassment;
- 14) establish an adequate mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice of complete training in the apprenticeable occupation;
- 15) 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;
- 16) ensure there is meaningful representation of the apprentice in the management of the program;
- 17) adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.
- 18) abide by any and all relevant California Labor Codes and California Code of Regulations regarding apprenticeship.

Article V Definition of an Apprentice

An apprentice is a person at least 18 years of age who has met the requirements for selection under the selection procedures of 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.

Article VI 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 VII Apprenticeship Agreement

- 1) Each apprenticeship agreement shall conform to the State law governing apprenticeship agreements, shall be signed by the program sponsor and by the apprentice and shall remain in effect during a lay-off unless cancelled.
- 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 apprenticeship agreement as though expressly written therein.

Article VIII Termination

- 1) During the probationary period, an apprenticeship agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprenticeship 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) Disciplinary proceedings for apprentices shall be duly noticed in writing to such individuals. The Division of Apprenticeship Standards shall attend all such proceedings.

Article IX Controversies

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

Article X 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 program sponsor or 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 program sponsor, 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 XI Equal Opportunity in Apprenticeship

Palomar College/United States Marine Corps Apprenticeship will not discriminate against apprenticeship applicants or apprentices based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over forty years of age, military or veteran status, or sexual orientation.

Palomar College/United States Marine Corps Apprenticeship will take affirmative steps to provide equal opportunity in apprenticeship.

Article XII Written Applications

Applications for apprenticeship will be accepted:

Applicants must be in active status with the United States Marine Corps. Go to website for further details: <https://www.palomar.edu/milprogram>.

Article XIII Records

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

Palomar College/United States Marine Corps Apprenticeship
1140 West Mission Road, Box 285 P-Building
San Marcos, CA 92069

Article XIV Annual Compliance

Palomar College/United States Marine Corps Apprenticeship will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

Palomar College/United States Marine Corps Apprenticeship 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 Palomar College/United States Marine Corps Apprenticeship on December 2, 2025 (Committee approval date).

Employer Organization

Palomar College/United States Marine Corp Apprenticeship Program
1140 West Mission Road, Box 285 P-Building, San Marcos, CA 92069

Wendy Nelson, Associate Dean, Instruction
Career Technical and Extended Education

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-2

Training Schedule and Working Conditions

Palomar College/United States Marine Corps Apprenticeship

Occupation

Occupation: Training and Development Specialists

O*Net Code: 13-1151.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a time-based approach, with 2000 on-the-job training (OJT) hours, 144 related and supplemental instruction (RSI) hours, and completed within twelve (12) 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 three (3) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 48.24 - \$87.90 per hour effective 1/1/2026.

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:

- a. Sgt (E-5): ~4.5 years of experience- \$7,718/monthly = \$48.24/hourly
- b. SSgt (E-6): ~8.5 years of experience- \$8,810/monthly = \$55.06/hourly
- c. GySgt (E-7): ~13.5 years of experience- \$9,951/monthly = \$62.19/hourly
- d. 1stSgt/MSgt (E-8): ~17.5 years of experience- \$11,727/monthly = \$73.29/hourly
- e. SgtMaj/MGySgt (E-9): ~22 years of experience- \$14,064/monthly = \$87.90/hourly

Progressive wage and benefits are governed by Military wage scale which includes a cost-of-living increase of 2% through 4% per year during time in the apprenticeship program.

Salary advancement may occur when the apprentice has met the following requirements:

- 1) Shall have satisfactorily completed the indicated on-the-job work hours; and
- 2) Shall have satisfactorily completed the indicated months in the program; and
- 3) Shall have satisfactorily completed the indicated related and supplemental instruction school hours.

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:

Skills & Work Processes	Hours
1. Apply instructional methodologies that support adult learning principles.	500
2. Design and implement instructional curricula aligned with training objectives.	500
3. Analyze organizational training needs and assess training effectiveness.	500
4. Demonstrate leadership and management skills within a workforce development setting.	500
<u>Total Hours:</u>	2,000

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 144 hours per year. Related and supplemental instruction will be provided by the United States Marine Corps and overseen by Palomar Community College.

Time spent in related and supplemental instruction may be compensated.

Courses	Hours
MIL 110 Military Training & Development: Facilitate Learning Experience	72
Course Description: A comprehensive introduction to the study of military pedagogy for active duty and civilian personnel assigned as instructors/facilitators at Marine Corps Formal Schools. Students receive training and education in: the preparation of a facilitated period of instruction, effective communication, facilitating methods of instruction, instructional strategies, after-lesson management, performance feedback and assessment, adaptable lesson planning, emerging educational trends, and the Marine Corps Instructor Mastery Model.	
MIL 111 Military Training & Development: Develop Learning Experience	72
Course Description: A comprehensive introduction to the skills and knowledge required for active duty and civilian personnel assigned as curriculum developers and instructors/facilitators at Marine Corps Formal Schools. Students receive training and education on the principles of adult learning, writing target population descriptions, conducting learning analyses, developing learning objectives, learning outcomes, developing test items, selecting instructional delivery systems, sequencing learning objectives, developing course structure, developing concept cards, conducting in-depth risk assessments, constructing tests, developing lesson materials and media, emerging instructional trends, and instructional technologies. Students will also gain knowledge and skills on how to validate a Program of Instruction utilizing the Marine Corps Training Information Management System, audit a Master Lesson File, and upload materials into a training resource module repository system.	
<u>Total Minimum Hours:</u>	144

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker (Staff Sergeant or above) may supervise 24 apprentice(s) (Marines) per USMC Military operations.