

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Joseph Gallardo
CC: DAS, Program Planning & Review Unit
Date: December 12, 2025

Program Name: LAUNCH Apprenticeship Network Healthcare
Industry: Healthcare
DAS File No.: 100627
Grant Awardee: ☐ No ☒ Yes CAI-2021

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:

LAUNCH Apprenticeship Network Healthcare 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:

LAUNCH Apprenticeship Network Healthcare operates under the LAUNCH Apprenticeship Network, fiscally sponsored by the Foundation for California Community Colleges, in California and registered with the Division of Apprenticeship Standards.

LAUNCH Apprenticeship Network Healthcare will train its apprentices to serve as full-time employees. The LAUNCH Apprenticeship Network Healthcare Apprenticeship Program will train for, and dispatch apprentices to any employer California that is interested in partnering.

The LAUNCH Apprenticeship Network was originally formed in 2018 by the Inland Empire Desert Region College Consortium and leverages the workforce and education systems of

California community colleges, K-12 districts, and multiple Workforce Development Boards. Now fiscally sponsored by the Foundation for California Community Colleges and operating across the state, LAUNCH integrates apprenticeship into these organizations and institutions and acts as an intermediary sponsor for businesses adopting the apprenticeship model. In addition, LAUNCH provides resources for developing programs and increasing pathways into apprenticeship both in traditional apprenticeships and new and innovative programs.

LAUNCH Apprenticeship Network Healthcare has developed pathway occupations in this industry and works closely with California education providers and educational institutions.

LAUNCH Apprenticeship Network Healthcare 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:

• Social and Human Services Assistant	O*Net:	21-1093.00
Professional Worker Wage:	\$23.43 per hour	
Proposed Apprentice Wage:	\$16.90 per hour	
Proposed No. of Apprentices:	10	
• Certified Nursing Assistant	O*Net:	31-1131.00
Professional Worker Wage:	\$ 23.43 per hour	
Proposed Apprentice Wage:	\$16.90 per hour	
Proposed No. of Apprentices:	10	
• Personal Care Aide	O*Net:	31-1122.00
Professional Worker Wage:	\$ 23.43 per hour	
Proposed Apprentice Wage:	\$16.90 per hour	
Proposed No. of Apprentices:	5	
• Pharmacy Technician	O*Net:	29-2052.00
Professional Worker Wage:	\$ 23.43 per hour	
Proposed Apprentice Wage:	\$16.90 per hour	
Proposed No. of Apprentices:	5	
• Medical Assistant	O*Net:	31-9092.00
Professional Worker Wage:	\$ 23.43 per hour	
Proposed Apprentice Wage:	\$16.90 per hour	
Proposed No. of Apprentices:	10	
• Direct Support Professional	O*Net:	31-2012.00
Professional Worker Wage:	\$ 23.43 per hour	
Proposed Apprentice Wage:	\$16.90 per hour	
Proposed No. of Apprentices:	5	

- Psychiatric Technician

O*Net:	29-2053.00
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Professional Worker Wage:	\$27.54 per hour
Proposed Apprentice Wage:	\$20.18 - \$22.43 per hour
Proposed No. of Apprentices:	10

- Phlebotomist

O*Net:	31-9097.00
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Professional Worker Wage:	\$26.67 per hour
Proposed Apprentice Wage:	\$16.90 per hour
Proposed No. of Apprentices:	5

- Substance Use Disorder Counselor

O*Net:	21-1011.00
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Professional Worker Wage:	\$28.53 per hour
Proposed Apprentice Wage:	\$16.90 per hour
Proposed No. of Apprentices:	5

- Physical Therapy Assistant

O*Net:	31-2021.00
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Professional Worker Wage:	\$32.88 per hour
Proposed Apprentice Wage:	\$16.90 per hour
Proposed No. of Apprentices:	5

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

- Community Health Worker

O*Net:	21-1094.00
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- Licensed Vocational Nurse

O*Net:	29-2061.00
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- Registered Nurse

O*Net:	29-1141.00
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Proposed Employers:

- Creative Living Options, 2945 Ramco Street, Suite 120, West Sacramento, CA 95691
 - Occupation(s): Community Health Worker, Licensed Vocational Nurse, Registered Nurse, Social and Human Services Assistant, Personal Care Aide, Medical Assistant, Certified Nursing Assistant, Direct Support Professional
- Northern California InAlliance, 6950 21st Avenue, Sacramento, CA 95820
 - Occupation(s): Community Health Worker, Licensed Vocational Nurse, Registered Nurse, Social and Human Services Assistant, Personal Care Aide, Medical Assistant, Certified Nursing Assistant, Direct Support Professional
- PathPoint, 901 Olive Street, Santa Barbara, CA 93101
 - Occupation(s): Community Health Worker, Licensed Vocational Nurse, Registered Nurse, Social and Human Services Assistant, Personal Care Aide, Medical Assistant, Certified Nursing Assistant, Direct Support Professional
- Pride Industries, 10030 Foothills Boulevard, Roseville, CA 95747
 - Occupation(s): Community Health Worker, Licensed Vocational Nurse, Registered Nurse, Social and Human Services Assistant, Personal Care Aide, Medical Assistant, Certified Nursing Assistant, Direct Support Professional

- Dinuba Healthcare 1730 S College Avenue, Dinuba, CA 93618
 - Occupation(s): Community Health Worker, Licensed Vocational Nurse, Registered Nurse, Psychiatric Technician
- Clinica Romero 123 S Alvarado St. Los Angeles, CA 90057
 - Occupation(s): Phlebotomist
- CVS Health 1 CVS Drive, Woonsocket, RI 02895
 - Occupation(s): Pharmacy Technician
- Hawkeye Properties and Workforce Innovation Inc., 3130 Inland Empire Blvd. Suite A, Ontario, CA 91764
 - Occupation(s): Social and Human Services Assistant
- Physical Rehabilitation Network - 2600 Dallas Parkway, Ste. 290, Frisco, TX 75034
 - Occupation(s): Physical Therapy Assistant
- Episcopal Community Services - 401 Mile of Cars Way, Suite 350, National City, CA 91950
 - Occupation(s): Substance Use Disorder Counselor

LAUNCH Apprenticeship Network Healthcare 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
Community Health Worker	21-1094.00	B-1
Licensed Vocational Nurse	29-2061.00	B-2
Registered Nurse	29-1141.00	B-3
Social and Human Services Assistant	21-1093.00	B-4
Certified Nursing Assistant	31-1131.00	B-5
Personal Care Aide	31-1122.00	B-6
Pharmacy Technician	29-2052.00	B-7
Medical Assistant	31-9092.00	B-8
Direct Support Professional	31-2012.00	B-9
Psychiatric Technician	29-2053.00	B-10
Phlebotomist	31-9097.00	B-11
Substance Use Disorder Counselor	21-1011.00	B-12
Physical Therapy Assistant	31-2021.00	B-13

Article III Organization

For each employer participating in this program, an "Employer Agreement" (See Attachment D) will be provided to specify the information particular to that employer as noted herein, including the option to waive or offer participation on the committee, employer committee members will be selected as outlined in the rules & regulations.

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 at least 16 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 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.

LAUNCH Apprenticeship Network Healthcare Program will ensure selection procedures meet objective standards and maintain a fair and equitable selection process for all applicants.

Article XV Written Applications

Applications for apprenticeship will be accepted: Interested applicants should complete an Apprenticeship Interest Form at <https://launchapprenticeship.org/apprentice-interest-form/>.

Article XVI Records

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

LAUNCH Apprenticeship Network Healthcare
Foundation for California Community Colleges
Attn: LAUNCH Apprenticeship Network
1102 Q Street, Suite 4800
Sacramento, CA 95811

Article XVII Annual Compliance

LAUNCH Apprenticeship Network Healthcare Program will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

LAUNCH Apprenticeship Network Healthcare Program 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 LAUNCH Apprenticeship Network Healthcare Program on July 18, 2025 (Committee approval date).

Employer Organization

LAUNCH Apprenticeship Network Healthcare
15218 Summit Avenue #300-344
Fontana, CA 92336

Charles Henkels, 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-4

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Healthcare Program

Occupation

Occupation: Social and Human Services Assistant

O*Net Code: 21-1093.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with 2000 on-the-job training (OJT) hours, 218 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 four (4) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 23.43 per hour effective 12/31/2025.

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.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Healthcare Program, which will be reviewed for approval by the Apprenticeship Committee. This progression plan will be made available to apprentices employed by that same employer.

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

In-School Youth Apprentice Schedule

In-School Youth apprentices must be compensated at or above 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. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentice section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Entry Wage	0-33% of Demonstrated Competencies	\$16.90 / hour **
2nd Period	34-66% of Demonstrated Competencies	Entry Wage + \$0.50/hour
Exit Wage	67-100% of Demonstrated Competencies	Entry Wage + \$1.00 /hour*

Out-of-School Youth and Non-Youth Apprentice Schedule

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below. Out of School Youth and Adults will follow the Employment Training Panel (ETP) Standard Wages for New Hire wage requirements for 2026. Health benefits of up to \$2.50 may be used to meet all wage requirements.

Counties	Entry Wage 0-33% of Competency	2nd Period 34-66% of Competency	Exit Wage 67-100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$22.43	\$22.93	\$23.43
Contra Costa	\$21.31	\$21.81	\$22.31
Los Angeles	\$20.66	\$21.16	\$21.66
Orange	\$20.18	\$20.68	\$21.18
San Diego	\$20.48	\$20.98	\$21.48
All Other Counties	\$20.18	\$20.68	\$21.18

** References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See https://www.dir.ca.gov/dlse/minimum_wage.htm for details.

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:

SOCIAL AND HUMAN SERVICES ASSISTANT (21-1093.00)
Work Processes (Professional Competencies) and Performance Areas

On-the-Job Learning Outline

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.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Skills & Work Processes

1. Introduce clients to programs and services
2. Assess client needs and determine appropriate enrollment procedures and interventions
3. Collaborate with clients to co-design and implement a program plan
4. Maintain consistent, meaningful written and verbal client communication
5. Collaborate with external and internal partners for the purpose of supporting clients
6. Keep records, prepare reports, and track client progress in database user interface software
7. Provide supportive services and refer individuals to public or private agencies or community services for assistance
8. Respect each client's diverse culture and values
9. Create trusting relationships and establish professional boundaries with clients
10. Assist in the execution of one-on-one and small group service delivery

Article IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

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

The following are suggested or sample courses which is intended as a guide. As mentioned above, the content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn

an AA degree. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 218 instructional hours.

Sample RSI Courses	Minimum Required RSI Hours 218
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Sample Course: Introduction to Social Work and Human Services

Total: 54 Hours

Course Description: An introduction to the social work and human service professions and social welfare within American society. Study of the history of social work and human services, roles and responsibilities of the social worker and a human service practitioner, including professional code of ethics governing these professions, the principles of social work practice and theoretical perspectives of human services in response to social problems. To build an appreciation of diversity and an understanding of marginalized and under-privileged and under-served populations in our society.

Sample Course: Helping and Interpersonal Skills

Total: 54 Hours

Course Description: This course offers a practical study of helping strategies and interpersonal skills. The focus is on the use of techniques to improve communication, better evaluate relationships, and resolve conflicts.

Sample Course: Race and Ethnic Relations

Total: 54 Hours

Course Description: This course is a sociological and interdisciplinary examination of racial and ethnic groups in American society. Topics include historical and contemporary events and practices that have institutionalized racism including the social struggles of the four racialized core groups, with a focus on introductory concepts of ethnic studies, intersectionality, and anti-racist approaches toward social justice and equity.

Sample Course: Essential Workplace Skills

Total: 8 Hours

Course Description: Develops core abilities like communication, teamwork, problem-solving, time management, adaptability, and digital fluency.

Sample Course: Mental Health First Aid

Total: 8 Hours

Course Description: Teaches students to recognize the signs of mental health and substance use challenges, how to offer initial support (like CPR for the mind), and where to connect people with professional help, using an action plan for non-crisis and crisis situations, making it as common as physical first aid.

Sample Course: Case Management Essentials**Total:** 40 Hours

Course Description: This course provides an overview of the history, theories, skills and knowledge of case management in public social service settings. Topics include organizational structure, funding streams, regulatory issues, job descriptions, skills, personal qualities, evaluation, assessment and referral, employment services, and career paths. It is designed for students entering into the field of case management in public service.

Sample Supplemental RSI Courses

Sample Course: Introduction to Sociology**Total:** 54 Hours

Course Description: This course is an introductory study of the basic concepts, theoretical approaches, and methods of sociology. Included in this examination are the social influences on human behavior, social structure, culture, socialization and the self, group dynamics, social stratification, and global patterns, with an emphasis on social institutions.

Sample Course: Introduction to Addiction Studies: Drugs, Health, and Society**Total:** 54 Hours

Course Description: This course provides an exploration of the psychological, sociological, and physical causes and effects of substance use disorder. Also included are overviews of the biopsychosocial nature of addiction; the impact of addiction on children, families and society; contemporary treatment and prevention approaches; and the addiction counseling profession.

Sample Course: Social Problems**Total:** 54 Hours

Course Description: This course is an examination of contemporary social issues in the United States including causes, consequences, interventions, and solutions, with an emphasis on social institutions and other topics such as crime, inequalities, substance abuse, and the role of power and ideology in the construction and definitions of social problems.

Mechanism for Employment Procurement

As a Collaborative Impact Partner within the auxiliary 501(c)(3) of the California Community College Chancellor's Office, the LAUNCH Apprenticeship Network works cooperatively with California community colleges in leveraging both the educational, instruction and training resources of these institutions, as well as the employment services, labor market research and industry engagement resources that are robustly – and intentionally – provided to jobseekers in their respective communities. In accordance with these standards to use every effort to keep apprentices employed, in alignment with selection procedures, Labor Code 3080(a), and for the purposes of firmly establishing equal opportunity access to apprenticeship employment, the committee may approve new apprentice agreements for individuals seeking employment as apprentices – referred to as “front-loaded” agreements – within the committee's jurisdiction,

and will authorize local education agency partners to begin providing related supplemental instruction and services that enhance the procurement of employment for apprentices. This same mechanism will be available to apprentices that lose employment during their apprenticeship (notwithstanding apprentices in violation of rules and regulations referred to the committee). Further, the committee will conduct annual completion rate reviews to determine the effectiveness of front-loading and will discontinue if annual completion rates of front-loaded apprentices fall below 50 percent of the State average graduation rate in its trade.

The committee will adopt language in its local education agency agreements that outline protocols needed for unemployed apprentices and local education agencies shall evaluate their capacity and preparedness to facilitate job placement prior to the completion of new apprentice agreements. In addition, the committee may stipulate the maximum number of agreements that may be initiated, as well as stipulate the maximum intended durations of unpaid related and supplemental instruction for apprentices not employed within the committee's jurisdiction and establish other procedures that ensure apprentices are provided with reasonable expectations of continuous employment. If this mechanism is demonstrably underperforming and apprentices are not placed within the established duration but have maintained enrollment in required related instruction courses while also completing assigned pre-hire activities provided by the local education agency, the committee will suspend new apprentice agreements under these conditions until unemployed apprentices are placed in employment within the committee's jurisdiction.

In alignment with Labor Code 3080(b), unemployed apprentices will receive written procedures regarding the employment procurement process and apprentices with concerns about the procurement procedures or the implementation may present their concerns directly to the committee.

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise four (4) apprentice(s)

Attachment B-5

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Healthcare Program

Occupation

Occupation: Certified Nursing Assistant

O*Net Code: 31-1131.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with 2000 on-the-job training (OJT) hours, 172 related and supplemental instruction (RSI) hours, and completed within approximately 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:

\$ 23.43 per hour effective 12/31/2025.

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.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Healthcare Program, which will be reviewed for approval by the Apprenticeship Committee. This progression plan will be made available to apprentices employed by that same employer.

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

In-School Youth Apprentice Schedule

In-School Youth apprentices must be compensated at or above 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. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentice section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Entry Wage	0-33% of Demonstrated Competencies	\$16.90 / hour **
2nd Period	34-66% of Demonstrated Competencies	Entry Wage + \$0.50/hour
Exit Wage	67-100% of Demonstrated Competencies	Entry Wage + \$1.00 /hour*

Out-of-School Youth and Non-Youth Apprentice Schedule

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below. Out of School Youth and Adults will follow the Employment Training Panel (ETP) Standard Wages for New Hire wage requirements for 2026. Health benefits of up to \$2.50 may be used to meet all wage requirements.

Counties	Entry Wage 0-33% of Competency	2nd Period 34-66% of Competency	Exit Wage 67-100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$22.43	\$22.93	\$23.43
Contra Costa	\$21.31	\$21.81	\$22.31
Los Angeles	\$20.66	\$21.16	\$21.66
Orange	\$20.18	\$20.68	\$21.18
San Diego	\$20.48	\$20.98	\$21.48
All Other Counties	\$20.18	\$20.68	\$21.18

** References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See https://www.dir.ca.gov/dlse/minimum_wage.htm for details.

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:

CERTIFIED NURSING ASSISTANT (31-1131.00)
Work Processes (Professional Competencies) and Performance Areas

On-the-Job Learning Outline

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.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Skills & Work Processes

1. Record patient medical histories.
2. Monitor patient conditions during treatments, procedures, or activities.
3. Measure the physical or physiological attributes of patients.
4. Administer basic health care or medical treatments.
5. Apply bandages, dressings, or splints.
6. Assist patients with hygiene or daily living activities.
7. Supervise patient care personnel.
8. Train patients, family members, or caregivers in techniques for managing disabilities or illnesses.
9. Collaborate with healthcare professionals to plan or provide treatment.
10. Analyze quantitative data to determine effectiveness of treatments or therapies.
11. Sterilize medical equipment or instruments.
12. Prepare medical supplies or equipment for use.
13. Operate diagnostic or therapeutic medical instruments or equipment.
14. Maintain medical facility records.
15. Perform clerical work in medical settings.
16. Schedule patient procedures or appointments.
17. Collect biological specimens from patients.
18. Test biological specimens to gather information about patient conditions.
19. Manage preparation of special meals or diets.
20. Explain medical procedures or test results to patients or family members.
21. Prepare patients physically for medical procedures.
22. Treat patients using physical therapy techniques.
23. Clean medical equipment or facilities.
24. Maintain inventory of medical supplies or equipment.
25. Order medical supplies or equipment.
26. Assist healthcare practitioners during examinations or treatments.

Article IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

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

The following are suggested or sample courses which is intended as a guide. As mentioned above, the content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn an AA degree. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 172 instructional hours.

<u>Sample RSI Courses</u>	<u>Minimum Required RSI Hours 172</u>
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Sample Course: Certified Nursing Assistant

Total: 168 hours

Course Description: This course prepares students to function as a nursing assistant in a variety of health care settings under the supervision of a licensed nurse. Students will be prepared to take the California Nurse Aide certification examination upon completion.

Sample Course: Health Careers Skills Lab

Total: 4 hours

Course Description: Health occupational training and experience using instructional equipment and simulators for health occupation competencies.

Sample Supplemental RSI Courses

Sample Course: Acute Certified Nursing Assistant (CNA)

Total: 128 Hours

Course Description: Preparation of CNA to provide basic personal care to patients in acute care facilities and hospitals.

Sample Course: Home Health Aide

Total: 20 Hours

Course Description: Preparation for certification as Home Health Aide by the State of California. Includes Federal and State regulations, client needs, quality of care, and clinical hours.

Mechanism for Employment Procurement

As a Collaborative Impact Partner within the auxiliary 501(c)(3) of the California Community College Chancellor's Office, the LAUNCH Apprenticeship Network works cooperatively with California community colleges in leveraging both the educational, instruction and training resources of these institutions, as well as the employment services, labor market research and industry engagement resources that are robustly – and intentionally – provided to jobseekers in their respective communities. In accordance with these standards to use every effort to keep apprentices employed, in alignment with selection procedures, Labor Code 3080(a), and for the purposes of firmly establishing equal opportunity access to apprenticeship employment, the committee may approve new apprentice agreements for individuals seeking employment as apprentices – referred to as “front-loaded” agreements – within the committee's jurisdiction, and will authorize local education agency partners to begin providing related supplemental instruction and services that enhance the procurement of employment for apprentices. This same mechanism will be available to apprentices that lose employment during their apprenticeship (notwithstanding apprentices in violation of rules and regulations referred to the committee). Further, the committee will conduct annual completion rate reviews to determine the effectiveness of front-loading and will discontinue if annual completion rates of front-loaded apprentices fall below 50 percent of the State average graduation rate in its trade.

The committee will adopt language in its local education agency agreements that outline protocols needed for unemployed apprentices and local education agencies shall evaluate their capacity and preparedness to facilitate job placement prior to the completion of new apprentice agreements. In addition, the committee may stipulate the maximum number of agreements that may be initiated, as well as stipulate the maximum intended durations of unpaid related and supplemental instruction for apprentices not employed within the committee's jurisdiction and establish other procedures that ensure apprentices are provided with reasonable expectations of continuous employment. If this mechanism is demonstrably underperforming and apprentices are not placed within the established duration but have maintained enrollment in required related instruction courses while also completing assigned pre-hire activities provided by the local education agency, the committee will suspend new apprentice agreements under these conditions until unemployed apprentices are placed in employment within the committee's jurisdiction.

In alignment with Labor Code 3080(b), unemployed apprentices will receive written procedures regarding the employment procurement process and apprentices with concerns about the procurement procedures or the implementation may present their concerns directly to the committee.

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise three (3) apprentice(s)

Attachment B-6

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Healthcare Program

Occupation

Occupation: Personal Care Aide

O*Net Code: 31-1122.00

Article I Term of Apprenticeship and Probation

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

\$ 23.43 per hour effective 12/31/2025.

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.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Healthcare Program, which will be reviewed for approval by the Apprenticeship Committee. This progression plan will be made available to apprentices employed by that same employer.

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

In-School Youth Apprentice Schedule

In-School Youth apprentices must be compensated at or above 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. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentice section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Entry Wage	0-33% of Demonstrated Competencies	\$16.90 / hour **
2nd Period	34-66% of Demonstrated Competencies	Entry Wage + \$0.50/hour
Exit Wage	67-100% of Demonstrated Competencies	Entry Wage + \$1.00 /hour*

Out-of-School Youth and Non-Youth Apprentice Schedule

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below. Out of School Youth and Adults will follow the Employment Training Panel (ETP) Standard Wages for New Hire wage requirements for 2026. Health benefits of up to \$2.50 may be used to meet all wage requirements.

Counties	Entry Wage 0-33% of Competency	2nd Period 34-66% of Competency	Exit Wage 67-100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$22.43	\$22.93	\$23.43
Contra Costa	\$21.31	\$21.81	\$22.31
Los Angeles	\$20.66	\$21.16	\$21.66
Orange	\$20.18	\$20.68	\$21.18
San Diego	\$20.48	\$20.98	\$21.48
All Other Counties	\$20.18	\$20.68	\$21.18

** References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See https://www.dir.ca.gov/dlse/minimum_wage.htm for details.

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:

PERSONAL CARE AIDE (31-1122.00)
Work Processes (Professional Competencies) and Performance Areas

On-the-Job Learning Outline

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.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Skills & Work Processes

1. Maintain medical records

- a. Accurately documents and maintains client health records, service logs, and progress notes for an assigned caseload, reporting changes in client condition to supervisor within required timeframes, with zero documentation errors.

2. Assist patients with daily activities

- a. Independently and safely assists clients with activities of daily living (bathing, dressing, grooming, toileting, ambulation) across a minimum caseload, performing each task according to care plan and agency protocol.

3. Give medications or immunizations

- a. Correctly administers or assists with medications under the direction of a supervising nurse or physician, following the “rights” of medication administration and documenting each instance, with zero medication errors.

4. Engage patients in exercises or activities

- a. Plans and leads appropriate physical or recreational activities with clients to maintain mobility and engagement, adapting activities to each client’s care plan and physical limitations.

5. Feed patients

- a. Safely assists clients with eating and drinking, including those requiring modified diets or feeding precautions, correctly identifying and responding to signs of aspiration risk.

6. Assess physical conditions of patients to aid in diagnosis or treatment

- a. Accurately observes, monitors, and reports changes in a client’s physical condition or vital signs to the supervising nurse or physician, correctly distinguishing normal from abnormal findings.

7. Teach basic living or other adaptive skills to patients or caregivers

- a. Independently instructs clients or family caregivers in adaptive daily-living skills, hygiene practices, or home safety, adapting instruction to the learner's ability and confirming understanding through return demonstration.
- 8. **Accompany patients or clients on outings to provide assistance**
 - a. Safely transports or accompanies clients on outings (medical appointments, errands, community activities), following all safety and transportation protocols, with zero safety incidents.
- 9. **Apply bandages, dressings, or splints**
 - a. Correctly applies bandages, dressings, or splints according to care plan and infection-control protocol, and accurately documents wound or injury status.
- 10. **Administer therapy treatments to patients using hands or physical treatment aids**
 - a. Correctly performs assigned therapeutic techniques (e.g., range-of-motion exercises, use of physical treatment aids) under the direction of a supervising nurse or therapist, and documents client response.

Article IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

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

The following are suggested or sample courses which is intended as a guide. As mentioned above, the content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn an AA degree. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 144 instructional hours.

Sample RSI Courses	Minimum Required RSI Hours 144
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Sample Course: Personal Care Aide

Total: 130 Hours

Course Description: Preparation to assist elderly, disabled, and ill persons. Roles and responsibilities of a

caregiver. Communication skills, maintenance of a healthy environment, and procedures for emergencies. Physical, emotional, and developmental characteristics of the consumers served, personal hygiene, safe transfer techniques, and basic nutrition.

Sample Course: Health Career Employability Skills

Total: 14 Hours

Course Description: Provides training to ensure the delivery of high-quality care meeting the industry expectations. This course covers communication competency, workplace ethics and professionalism, team building and collaboration, effective problem solving, embracing diversity, and demonstrating compassion.

Sample Supplemental RSI Courses

Sample Course: Medical Core Studies

Total: 60 Hours

Course Description: Study of health and disease, human body systems, medical terminology and vocabulary, and healthcare systems and processes. Focus on anatomy, physiology, pathology of the various systems, and career opportunities in healthcare.

Sample Course: Career Development

Total: 8 Hours

Course Description: Career preparation, assessment, and interest inventory. Exploration of career fields and employment opportunities. Resume writing, cover letter, interview skills, and employment portfolio. This course is designed for noncredit programs to facilitate transfer to credit courses and career readiness.

Mechanism for Employment Procurement

As a Collaborative Impact Partner within the auxiliary 501(c)(3) of the California Community College Chancellor's Office, the LAUNCH Apprenticeship Network works cooperatively with California community colleges in leveraging both the educational, instruction and training resources of these institutions, as well as the employment services, labor market research and industry engagement resources that are robustly – and intentionally – provided to jobseekers in their respective communities. In accordance with these standards to use every effort to keep apprentices employed, in alignment with selection procedures, Labor Code 3080(a), and for the purposes of firmly establishing equal opportunity access to apprenticeship employment, the committee may approve new apprentice agreements for individuals seeking employment as apprentices – referred to as “front-loaded” agreements – within the committee’s jurisdiction, and will authorize local education agency partners to begin providing related supplemental instruction and services that enhance the procurement of employment for apprentices. This same mechanism will be available to apprentices that lose employment during their apprenticeship (notwithstanding apprentices in violation of rules and regulations referred to the committee). Further, the committee will conduct annual completion rate reviews to determine the effectiveness of front-loading and will discontinue if annual completion rates of front-loaded apprentices fall below 50 percent of the State average graduation rate in its trade.

The committee will adopt language in its local education agency agreements that outline protocols needed for unemployed apprentices and local education agencies shall evaluate their capacity and preparedness to facilitate job placement prior to the completion of new apprentice agreements. In addition, the committee may stipulate the maximum number of agreements that may be initiated, as well as stipulate the maximum intended durations of unpaid related and supplemental instruction for apprentices not employed within the committee's jurisdiction and establish other procedures that ensure apprentices are provided with reasonable expectations of continuous employment. If this mechanism is demonstrably underperforming and apprentices are not placed within the established duration but have maintained enrollment in required related instruction courses while also completing assigned pre-hire activities provided by the local education agency, the committee will suspend new apprentice agreements under these conditions until unemployed apprentices are placed in employment within the committee's jurisdiction.

In alignment with Labor Code 3080(b), unemployed apprentices will receive written procedures regarding the employment procurement process and apprentices with concerns about the procurement procedures or the implementation may present their concerns directly to the committee.

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise three (3) apprentice(s)

Attachment B-7

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Healthcare Program

Occupation

Occupation: Pharmacy Technician

O*Net Code: 29-2052.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with 2000 on-the-job training (OJT) hours, 280 related and supplemental instruction (RSI) hours, and completed within approximately 18 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 four (4) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 23.43 per hour effective 12/31/2025.

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.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Healthcare Program, which will be reviewed for approval by the Apprenticeship Committee. This progression plan will be made available to apprentices employed by that same employer.

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

In-School Youth Apprentice Schedule

In-School Youth apprentices must be compensated at or above 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. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentice section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Entry Wage	0-33% of Demonstrated Competencies	\$16.90 / hour **
2nd Period	34-66% of Demonstrated Competencies	Entry Wage + \$0.50/hour
Exit Wage	67-100% of Demonstrated Competencies	Entry Wage + \$1.00 /hour*

Out-of-School Youth and Non-Youth Apprentice Schedule

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below. Out of School Youth and Adults will follow the Employment Training Panel (ETP) Standard Wages for New Hire wage requirements for 2026. Health benefits of up to \$2.50 may be used to meet all wage requirements.

Counties	Entry Wage 0-33% of Competency	2nd Period 34-66% of Competency	Exit Wage 67-100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$22.43	\$22.93	\$23.43
Contra Costa	\$21.31	\$21.81	\$22.31
Los Angeles	\$20.66	\$21.16	\$21.66
Orange	\$20.18	\$20.68	\$21.18
San Diego	\$20.48	\$20.98	\$21.48
All Other Counties	\$20.18	\$20.68	\$21.18

** References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See https://www.dir.ca.gov/dlse/minimum_wage.htm for details.

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:

PHARMACY TECHNICIAN (29-2052.00)
Work Processes (Professional Competencies) and Performance Areas

On-the-Job Learning Outline

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.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Skills & Work Processes

1. **Perform clerical work in medical settings**
 - a. Accurately receives and processes written prescriptions or refill requests, verifying completeness against pharmacy protocol, with zero errors on a minimum sample
2. **Enter codes or other information into computers**
 - a. Correctly enters prescription and billing codes into the pharmacy management system, achieving consistent data-entry accuracy
3. **Enter patient or treatment data into computers**
 - a. Independently establishes and updates patient profiles, including medication history, in the pharmacy database with zero errors on a minimum caseload.
4. **Process medical billing information**
 - a. Accurately prepares and processes insurance claims and computes charges for dispensed medications, achieving correct claim submission on a minimum sample.
5. **Record patient medical histories**
 - a. Correctly documents and maintains patient medication profiles and history records in compliance with pharmacy recordkeeping standards.
6. **Maintain inventory of medical supplies or equipment**
 - a. Independently receives, verifies, and stocks incoming medication supplies, checks for outdated stock, and reports shortages to supervisor, with zero inventory discrepancies over a defined period.
7. **Prepare medications or medical solutions**
 - a. Accurately measures, mixes, counts, labels, and prepares medications and IV or compounded solutions according to written prescriptions and aseptic technique, achieving zero preparation errors on a minimum sample.
8. **Clean medical equipment or facilities**
 - a. Correctly cleans and maintains pharmacy work areas and equipment according to prescribed sanitation protocols.

9. Sterilize medical equipment or instruments

- a. Correctly sterilizes glassware and compounding equipment following prescribed aseptic methods, with zero contamination incidents.

10. Merchandise healthcare products or services

- a. Accurately prices, stocks, and merchandises healthcare products, operates the cash register/point-of-sale system, and assists customers with general questions or referrals to the pharmacist.

Article IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

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

The following are suggested or sample courses which is intended as a guide. As mentioned above, the content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn an AA degree. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 280 instructional hours.

<u>Sample RSI Courses</u>	<u>Minimum Required RSI Hours 280</u>
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Sample Course: Introduction to Pharmacy Technology

Total: 54 Hours

Course Description: Introduces students to the profession of pharmacy. Explores the roles and opportunities open to pharmacy clerks and technicians in various practice settings. Provides an overview of various types of pharmacies and the patients that they serve, the roles and responsibilities of pharmacists and pharmacy technicians, and the education and training required. Current standards of pharmacy practice as defined by California State Board of Pharmacy, Pharmacy Technician Certification Board and American Society of Health-Systems Pharmacists will be examined. Students will be introduced to: pharmacy vocabulary, pharmaceutical calculation, dosage forms, drug classification systems, prescription labeling and pharmacy laws and ethics.

Sample Course: Pharmacology 1

Total: 54 Hours

Course Description: This course introduces pharmacy technician students to the evolution of medicinal drugs, basic principles of pharmacology and dispensing medication. Anatomy, physiology, pathology, and pharmacology of the following classes of pharmaceutical products: Antibiotics, Antifungals, Antivirals, Vaccines, Anesthetics, Narcotics, Psychiatric Drugs, Medications for Central Nervous System Disorders, Respiratory Drugs. Drugs are discussed in the context of drug classes, indications, mechanics of action, disease types, and body systems. The goal is to provide pharmacy technicians with sufficient background information needed to analyze health care information so that they will be able to play a key role in various pharmacy support functions. Top 1-100 of the top 200 drugs will be covered during this course.

Sample Course: Pharmacy Outpatient Practice

Total: 86 Hours

Course Description: Introduction to technical aspects of drug distribution for out-patient pharmacy practice. This course presents duties and responsibilities of the pharmacy technician working in an ambulatory setting. Emphasized topics include: inventory receipt and control; prescription and medication order screening; computerized prescription processing; medical insurance payment procedures; patient information confidentiality and relevant legal and ethical issues; extemporaneous compounding principles; over the counter drug indications and contraindications; and effective customer relations. Students will develop the knowledge and skills required to work with pharmacists, other clinical staff, and patients. Students will simulate skills in lab to: utilize pharmacy references, create and maintain patient profile records, reconcile and file inventory records, prepare and maintain records related to controlled substances, process, fill and file prescriptions, operate cash register, use ordering software, training software modules, pharmacy specific websites for dispensing programs, prior authorizations, accounts receivable, medication repackaging, extemporaneously compound non-sterile products, preparation of oral syringes, identification of home health supplies and customer service.

Sample Course: Pharmacy In-Patient Operations

Total: 86 Hours

Course Description: This course presents duties and responsibilities of the pharmacy technician working in an institutional setting. Emphasizes in-patient hospital pharmacy practice and other related practice settings (such as Homecare and Nursing Home or Long-Term Care). Topics include: inpatient oral medication distribution systems, institutional organization and function, pharmacy law, quality Improvement, an introduction to aseptic technique, laminar flow hoods, IV admixtures, materials management, and relevant legal and ethical issues. A laboratory experiential component provides a hands-on experience in medication order processing, medication preparation, inpatient drug distribution using manual and automated systems and electronic and manual record-keeping. Students develop the knowledge and skills required to work with pharmacists and other clinical staff.

Sample Supplemental RSI Courses

Sample Course: Pharmacy Calculations

Total: 54 Hours

Course Description: In this course students apply mathematical skills to the calculation of medication dosages, intravenous solutions, and pharmacy operations.

Sample Course: Pharmacy Systems II

Total: 90 Hours

Course Description: This course covers the application of advanced preparation, distribution and methods for dispensing medications within an institutional pharmacy setting. It emphasizes advanced concepts of medication order processing, non-sterile compounding, sterile compounding, pharmacy business management, data management, pharmacy safety, and pharmacy error prevention under the supervision of a pharmacist.

Sample Course: Pharmacology II

Total: 90 Hours

Course Description: This course continues to apply the therapeutic uses of administered medications into the human anatomy and physiology by a drug's pharmacokinetics and pharmacodynamics. Emphasis is placed on but not limited to a medication's brand/generic name, mechanisms of action, dosage forms, routes of administration, directions of use, standard dosage schedules, indications, basic side effects, adverse effects, contraindications, precautions, drug interactions, and any special black box warnings. Added topics to the course includes medication adjustments for special populations and use of common antidotes for medications.

Mechanism for Employment Procurement

As a Collaborative Impact Partner within the auxiliary 501(c)(3) of the California Community College Chancellor's Office, the LAUNCH Apprenticeship Network works cooperatively with California community colleges in leveraging both the educational, instruction and training resources of these institutions, as well as the employment services, labor market research and industry engagement resources that are robustly – and intentionally – provided to jobseekers in their respective communities. In accordance with these standards to use every effort to keep apprentices employed, in alignment with selection procedures, Labor Code 3080(a), and for the purposes of firmly establishing equal opportunity access to apprenticeship employment, the committee may approve new apprentice agreements for individuals seeking employment as apprentices – referred to as “front-loaded” agreements – within the committee's jurisdiction, and will authorize local education agency partners to begin providing related supplemental instruction and services that enhance the procurement of employment for apprentices. This same mechanism will be available to apprentices that lose employment during their apprenticeship (notwithstanding apprentices in violation of rules and regulations referred to the committee). Further, the committee will conduct annual completion rate reviews to determine the effectiveness of front-loading and will discontinue if annual completion rates of front-loaded apprentices fall below 50 percent of the State average graduation rate in its trade.

The committee will adopt language in its local education agency agreements that outline protocols needed for unemployed apprentices and local education agencies shall evaluate their capacity and preparedness to facilitate job placement prior to the completion of new apprentice agreements. In addition, the committee may stipulate the maximum number of

agreements that may be initiated, as well as stipulate the maximum intended durations of unpaid related and supplemental instruction for apprentices not employed within the committee's jurisdiction and establish other procedures that ensure apprentices are provided with reasonable expectations of continuous employment. If this mechanism is demonstrably underperforming and apprentices are not placed within the established duration but have maintained enrollment in required related instruction courses while also completing assigned pre-hire activities provided by the local education agency, the committee will suspend new apprentice agreements under these conditions until unemployed apprentices are placed in employment within the committee's jurisdiction.

In alignment with Labor Code 3080(b), unemployed apprentices will receive written procedures regarding the employment procurement process and apprentices with concerns about the procurement procedures or the implementation may present their concerns directly to the committee.

Article V Ratio

The ratio of apprentices to professional workers shall be:

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

Attachment B-8

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Healthcare Program

Occupation

Occupation: Medical Assistant

O*Net Code: 31-9092.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with 2000 on-the-job training (OJT) hours, 280 related and supplemental instruction (RSI) hours, and completed within approximately 18 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 four (4) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 23.43 per hour effective 12/31/2025.

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.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Healthcare Program, which will be reviewed for approval by the Apprenticeship Committee. This progression plan will be made available to apprentices employed by that same employer.

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

In-School Youth Apprentices Schedule

In-School Youth apprentices must be compensated at or above 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. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentices section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Entry Wage	0-33% of Demonstrated Competencies	\$16.90 / hour **
2nd Period	34-66% of Demonstrated Competencies	Entry Wage + \$0.50/hour
Exit Wage	67-100% of Demonstrated Competencies	Entry Wage + \$1.00 /hour*

Out-of-School Youth and Non-Youth Apprentices Schedule

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below. Out of School Youth and Adults will follow the Employment Training Panel (ETP) Standard Wages for New Hire wage requirements for 2026. Health benefits of up to \$2.50 may be used to meet all wage requirements.

Counties	Entry Wage 0-33% of Competency	2nd Period 34-66% of Competency	Exit Wage 67-100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$22.43	\$22.93	\$23.43
Contra Costa	\$21.31	\$21.81	\$22.31
Los Angeles	\$20.66	\$21.16	\$21.66
Orange	\$20.18	\$20.68	\$21.18
San Diego	\$20.48	\$20.98	\$21.48
All Other Counties	\$20.18	\$20.68	\$21.18

** References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See https://www.dir.ca.gov/dlse/minimum_wage.htm for details.

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:

MEDICAL ASSISTANT (31-9092.00)
Work Processes (Professional Competencies) and Performance Areas

On-the-Job Learning Outline

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.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Skills & Work Processes

1. Assess physical conditions of patients to aid in diagnosis or treatment.
2. Clean medical equipment.
3. Dispose of biomedical waste in accordance with standards.
4. Interview patients to gather medical information.
5. Record vital statistics or other health information.
6. Explain technical medical information to patients.
7. Clean patient rooms or patient treatment rooms.
8. Collect biological specimens from patients.
9. Prepare patient treatment areas for use.
10. Give medications or immunizations.
11. Administer basic healthcare or medical treatments.
12. Assist practitioners to perform medical procedures.
13. Conduct diagnostic tests to determine patient health.
14. Process medical billing information.
15. Perform clerical work in medical settings.
16. Control prescription refills or authorizations.
17. Apply bandages, dressings, or splints.
18. Schedule patient procedures or appointments.
19. Inventory medical supplies or equipment.
20. Operate medical equipment.
21. Prepare medical instruments or equipment for use.

Article IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum

required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

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

The following are suggested or sample courses which is intended as a guide. As mentioned above, the content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn an AA degree. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 280 instructional hours.

<u>Sample RSI Courses</u>	<u>Minimum Required RSI Hours 280</u>
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Sample Course: Basic Anatomy and Physiology

Total: 63 Hours

Course Description: Introduction to human anatomy and physiology by systems with brief descriptions of biochemistry, cell biology, and molecular biology. Upon completion, students will understand normal functions and be able to recognize pathologies.

Sample Course: Medical Terminology

Total: 42 Hours

Course Description: Medical terminology used in various allied health fields.

Sample Course: Medical Assistant

Total: 165 Hours

Course Description: Scope of practice, tasks, and responsibilities of the Medical Assistant; theory and foundational skills in medical assisting. Study essential competencies that provide a central body of knowledge for movement into administrative or clinical career paths.

Sample Course: Health Careers Employability Skills

Total: 10 Hours

Course Description: Health occupational training and experience using instructional equipment and simulators for health occupation competencies.

Sample Supplemental RSI Courses

Sample Course: Basic Life Support for the Healthcare Provider

Total: 18 Hours

Course Description: Designed to teach CPR to healthcare providers and interested students. This course covers infant, child, and both one-rescuer and two-rescuer adult CPR. Treatment of the choking patient and heart disease prevention is also included. Successful course

completion earns an American Heart Association Basic Cardiovascular Life Support Card for the Healthcare Provider valid for two years. NOTE: This course may be substituted by a valid CPR certificate (Basic Life Support for the Health Care Provider) issued by the American Heart Association.

Sample Course: Electronic Health Records in the Health Care System

Total: 54 Hours

Course Description: This course is designed to provide health information students with the basic knowledge and skills necessary to use electronic health record (EHR) systems in the healthcare setting as the primary source of health information. The importance of national, regional, and state initiatives will be discussed.

Mechanism for Employment Procurement

As a Collaborative Impact Partner within the auxiliary 501(c)(3) of the California Community College Chancellor's Office, the LAUNCH Apprenticeship Network works cooperatively with California community colleges in leveraging both the educational, instruction and training resources of these institutions, as well as the employment services, labor market research and industry engagement resources that are robustly – and intentionally – provided to jobseekers in their respective communities. In accordance with these standards to use every effort to keep apprentices employed, in alignment with selection procedures, Labor Code 3080(a), and for the purposes of firmly establishing equal opportunity access to apprenticeship employment, the committee may approve new apprentice agreements for individuals seeking employment as apprentices – referred to as “front-loaded” agreements – within the committee's jurisdiction, and will authorize local education agency partners to begin providing related supplemental instruction and services that enhance the procurement of employment for apprentices. This same mechanism will be available to apprentices that lose employment during their apprenticeship (notwithstanding apprentices in violation of rules and regulations referred to the committee). Further, the committee will conduct annual completion rate reviews to determine the effectiveness of front-loading and will discontinue if annual completion rates of front-loaded apprentices fall below 50 percent of the State average graduation rate in its trade.

The committee will adopt language in its local education agency agreements that outline protocols needed for unemployed apprentices and local education agencies shall evaluate their capacity and preparedness to facilitate job placement prior to the completion of new apprentice agreements. In addition, the committee may stipulate the maximum number of agreements that may be initiated, as well as stipulate the maximum intended durations of unpaid related and supplemental instruction for apprentices not employed within the committee's jurisdiction and establish other procedures that ensure apprentices are provided with reasonable expectations of continuous employment. If this mechanism is demonstrably underperforming and apprentices are not placed within the established duration but have maintained enrollment in required related instruction courses while also completing assigned pre-hire activities provided by the local education agency, the committee will suspend new apprentice agreements under these conditions until unemployed apprentices are placed in employment within the committee's jurisdiction.

In alignment with Labor Code 3080(b), unemployed apprentices will receive written procedures regarding the employment procurement process and apprentices with concerns about the procurement procedures or the implementation may present their concerns directly to the committee.

Article V Ratio

The ratio of apprentices to professional workers shall be:

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

Attachment B-9

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Healthcare Program

Occupation

Occupation: Direct Support Professional

O*Net Code: 31-2012.00

Article I Term of Apprenticeship and Probation

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

\$ 23.43 per hour effective 12/31/2025.

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.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Healthcare Program, which will be reviewed for approval by the Apprenticeship Committee. This progression plan will be made available to apprentices employed by that same employer.

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

In-School Youth Apprentice Schedule

In-School Youth apprentices must be compensated at or above 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. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentice section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Entry Wage	0-33% of Demonstrated Competencies	\$16.90 / hour **
2nd Period	34-66% of Demonstrated Competencies	Entry Wage + \$0.50/hour
Exit Wage	67-100% of Demonstrated Competencies	Entry Wage + \$1.00 /hour*

Out-of-School Youth and Non-Youth Apprentice Schedule

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below. Out of School Youth and Adults will follow the Employment Training Panel (ETP) Standard Wages for New Hire wage requirements for 2026. Health benefits of up to \$2.50 may be used to meet all wage requirements.

Counties	Entry Wage 0-33% of Competency	2nd Period 34-66% of Competency	Exit Wage 67-100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$22.43	\$22.93	\$23.43
Contra Costa	\$21.31	\$21.81	\$22.31
Los Angeles	\$20.66	\$21.16	\$21.66
Orange	\$20.18	\$20.68	\$21.18
San Diego	\$20.48	\$20.98	\$21.48
All Other Counties	\$20.18	\$20.68	\$21.18

** References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See https://www.dir.ca.gov/dlse/minimum_wage.htm for details.

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:

DIRECT SUPPORT PROFESSIONAL (31-2012.00)
Work Processes (Professional Competencies) and Performance Areas

On-the-Job Learning Outline

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.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Skills & Work Processes

1. Behavior Management

- a. Implement positive behavior support strategies and individualized intervention plans that help individuals reduce interfering behaviors and build functional replacement skills, consistent with the individual's person-centered plan and preferences.
- b. Teach new skills that increase an individual's independence and reduce reliance on staff intervention, for individuals with intellectual/developmental disabilities.

2. Communication

- a. Actively listen and provide empathetic, respectful communication with individuals, family members, and colleagues.
- b. Support and teach alternative/augmentative communication methods for individuals who are nonverbal or use AAC.
- c. Use body language and nonverbal communication effectively to support individuals.

3. Finance, Budgeting, and Basic Functional Math

- a. Support individuals in learning basic financial management skills (e.g., budgeting, banking, saving).
- b. Support individuals in understanding and maintaining eligibility for public benefits, and to refer individuals to qualified benefits counselors for detailed guidance.

4. Safety in the Community

- a. Support individuals in understanding internet safety, public safety practices, and recognizing and responding to situations that could lead to exploitation or

abuse.

5. Emergency Preparedness

- a. Respond to medical emergencies and apply basic first aid.
- b. Conduct safety drills and develop individual-specific emergency and safety plans in collaboration with the individual and their support team.

6. Social Skills

- a. Support individuals in building and practicing social skills relevant to their own goals and preferences.

7. Independence and Decision-Making

- a. Support individuals in exercising independence, informed choice, and decision-making — including supported decision-making approaches — without unnecessarily restricting the individual's options.

8. Health and Hygiene

- a. Support individuals to develop or maintain privacy, hygiene and self-care routines, healthy sleep habits, and medical self-advocacy.

9. Fitness and Nutrition

- a. Support individuals in pursuing personal fitness goals and healthy eating habits, including addressing sensory-based food preferences and needs.

10. Respect and Understanding

- a. Identify an individual's sensory experiences and triggers (e.g., noise, light, temperature) and adjust supports accordingly and consistently with the individual's preferences.
- b. Understand and respond to an individual's needs and wants, regardless of the individual's support level.
- c. Recognize and honor cultural and familial differences in support approaches.

11. Assistive Technology

- a. Set up and support the use of assistive technology (AT) — including AAC/communication devices and environmental technology — as specified in the individual's support plan, for communication and personal safety.

12. Advocacy

- a. Support individuals in developing self-advocacy skills at their own level (e.g., expressing preferences, requesting accommodations, declining, raising concerns).

- b. Demonstrate a working understanding of disability rights law and of supported decision-making and conservatorship alternatives.

13. Professionalism and Ethics

- a. Maintain professional boundaries in staff/individual relationships, mandated reporting requirements, and documentation best practices.

14. Cultural Competency

- a. Adapt support strategies to meet an individual's cultural and linguistic needs and reflects awareness of diverse cultural perspectives on disability.

Article IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

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

The following are suggested or sample courses which is intended as a guide. As mentioned above, the content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn an AA degree. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 144 instructional hours.

<u>Sample RSI Courses</u>	<u>Minimum Required RSI Hours 144</u>
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Sample Course: Introduction to Human Services

Total: 54 Hours

Course Description: This course is a comprehensive overview of the field of human services and an introduction to attitudes and methods that enhance communication skills in human relations and enable effective intervention in problem situations. It emphasizes the roles and skills of associate professionals, such as but not limited to drug and alcohol counselors, mental health workers, and activity directors with the elderly, and adolescent and child welfare assistants. It also emphasizes group techniques.

Sample Course: Introduction to Applied Behavior Analysis**Total:** 54 Hours

Course Description: This course focuses on basic behavioral principles that describe relations between operant behavior and the social and physical environment. It examines behavior as a part of the natural world and in everyday situations. This course focuses on principles of operant conditioning, such as reinforcement, extinction, differential reinforcement, and punishment, as they are related to naturally occurring events. Additional topics include experimental and intervention procedures of applied behavioral analysis. The course also covers practical applications including self-management, institutional settings, schools, child behavior management, as well as treatment of neurodevelopmental disorders including autism spectrum disorders.

Sample Course: Nutrition for a Healthy Lifestyle**Total:** 36 Hours

Course Description: This course covers the basic principles of nutrition and the interactions between nutrition and fitness training. Topics include dietary practices and nutrient intake modifications that affect physical performance, including intake of energy nutrients, vitamins, water, electrolytes, and dietary supplements. It also covers the study of body weight and body composition, as well as factors that affect body weight and the effect of body composition on physical performance.

Sample Supplemental RSI Courses

Sample Course: First Aid, Adult, and Pediatric CPR and AED**Total:** 18 Hours

Course Description: This course meets the standards of the American Heart Association. It provides knowledge and skills for emergency life-saving techniques involving infants, children, and adults. Respiratory and cardiovascular distress, non-breathing, unconsciousness, choking, cardiac arrest, and first aid are addressed. The first aid, cardiopulmonary resuscitation (CPR), and Automatic External Defibrillator (AED) for adult and pediatric certification examination are included. This course is specifically designed for the general population who are not seeking professional training in the healthcare industry including nurses, physicians, EMS professionals, and other healthcare and public safety personnel.

Sample Course: Cross-Cultural Customer Service**Total:** 54 Hours

Course Description: This course focuses on defining and developing skills to ensure customer service satisfaction and success. Emphasis is placed on dealing with difficult situations and people from a cross-cultural perspective, and on bringing out the best in others. It provides practical, hands-on techniques for those engaged in customer contact.

Mechanism for Employment Procurement

As a Collaborative Impact Partner within the auxiliary 501(c)(3) of the California Community College Chancellor's Office, the LAUNCH Apprenticeship Network works cooperatively with California community colleges in leveraging both the educational, instruction and training resources of these institutions, as well as the employment services, labor market research and industry engagement resources that are robustly – and intentionally – provided to jobseekers in their respective communities. In accordance with these standards to use every effort to keep apprentices employed, in alignment with selection procedures, Labor Code 3080(a), and for the purposes of firmly establishing equal opportunity access to apprenticeship employment, the committee may approve new apprentice agreements for individuals seeking employment as apprentices – referred to as “front-loaded” agreements – within the committee's jurisdiction, and will authorize local education agency partners to begin providing related supplemental instruction and services that enhance the procurement of employment for apprentices. This same mechanism will be available to apprentices that lose employment during their apprenticeship (notwithstanding apprentices in violation of rules and regulations referred to the committee). Further, the committee will conduct annual completion rate reviews to determine the effectiveness of front-loading and will discontinue if annual completion rates of front-loaded apprentices fall below 50 percent of the State average graduation rate in its trade.

The committee will adopt language in its local education agency agreements that outline protocols needed for unemployed apprentices and local education agencies shall evaluate their capacity and preparedness to facilitate job placement prior to the completion of new apprentice agreements. In addition, the committee may stipulate the maximum number of agreements that may be initiated, as well as stipulate the maximum intended durations of unpaid related and supplemental instruction for apprentices not employed within the committee's jurisdiction and establish other procedures that ensure apprentices are provided with reasonable expectations of continuous employment. If this mechanism is demonstrably underperforming and apprentices are not placed within the established duration but have maintained enrollment in required related instruction courses while also completing assigned pre-hire activities provided by the local education agency, the committee will suspend new apprentice agreements under these conditions until unemployed apprentices are placed in employment within the committee's jurisdiction.

In alignment with Labor Code 3080(b), unemployed apprentices will receive written procedures regarding the employment procurement process and apprentices with concerns about the procurement procedures or the implementation may present their concerns directly to the committee.

Article V Ratio

The ratio of apprentices to professional workers shall be:

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

Attachment B-10

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Healthcare Program

Occupation

Occupation: Psychiatric Technician

O*Net Code: 29-2053.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with 2000 on-the-job training (OJT) hours, 513 related and supplemental instruction (RSI) hours, and completed within approximately 36 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 nine (9) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 27.54 per hour effective 12/31/2023.

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.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Healthcare Program, which will be reviewed for approval by the Apprenticeship Committee. This progression plan will be made available to apprentices employed by that same employer.

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

Counties	Entry Wage 0-33% of Competency	2nd Period 34-66% of Competency	Exit Wage 67-100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$22.43	\$23.79	\$26.16
Contra Costa	\$21.31	\$23.50	\$26.16
Los Angeles	\$20.66	\$23.09	\$26.16
Orange	\$20.18	\$22.74	\$26.16
San Diego	\$20.48	\$22.97	\$26.16
All Other Counties	\$20.18	\$22.72	\$26.16

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:

PSYCHIATRIC TECHNICIAN (29-2053.00)
Work Processes (Professional Competencies) and Performance Areas

On-the-Job Learning Outline

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.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Skills & Work Processes

1. Provide nursing, psychiatric, or personal care to patients with cognitive, intellectual, or developmental disabilities.
2. Encourage patients to develop work skills and to participate in social, recreational, or other therapeutic activities that enhance interpersonal skills or develop social relationships.
3. Participate in the management of violent, potentially violent, or suicidal patients by verbal or physical means as required.
4. Participate in the therapeutic milieu of prescribed individual or group therapy sessions as part of specific therapeutic procedures.
5. Monitor patients' physical and emotional well-being and report unusual behavior or physical ailments to the treatment team.
6. Take and record measures of patients' physical condition, using devices such as thermometers or blood pressure gauges.
7. Observe and manage patients' behavior through communication, interaction, teaching, counseling, and advocacy.
8. Aid patients in performing tasks, such as bathing or keeping beds, clothing, or living areas clean.
9. Collaborate with or assist doctors, psychologists, or rehabilitation therapists in working with patients with cognitive, intellectual, or developmental disabilities to treat, rehabilitate, and return patients to the community.
10. Develop or teach strategies to promote client wellness and independence.
11. Following licensing, the apprentice will administer oral medications or hypodermic injections, following physician's prescriptions and hospital procedures.
12. Issue medications from dispensary and maintain records in accordance with specified procedures when with a licensed personnel member.
13. Interview new patients to complete admission forms, to assess their mental health status, or to obtain their mental health and treatment history.

14. After confirming that a release of information is on file, the apprentice will contact patients' relatives to arrange family conferences that are allowed to be documented.

Article IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

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

The following are suggested or sample courses which is intended as a guide. As mentioned above, the content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn an AA degree. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 513 instructional hours.

<u>Sample RSI Courses</u>	<u>Minimum Required RSI Hours 513</u>
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Sample Course: Nutrition Fundamentals of Nursing

Total: 90 Hours

Course Description: This course will present basic nursing care skills and the role and responsibilities of the professional nurse/psychiatric technician. Students will learn entry-level patient care skills including the application of critical thinking and the nursing process.

Sample Course: Medical Surgical Nursing

Total: 81 Hours

Course Description: This course will present intermediate and advanced nursing care skills and the role and responsibilities of the professional nurse/psychiatric technician. Students will learn medical/surgical nursing skills using a body-systems approach.

Sample Course: Introduction to Developmental Disabilities

Total: 90 hours

Course Description: This course examines the care of individuals with intellectual and developmental disabilities within the framework of residential care and treatment facilities. Students will learn strategies and concepts that build upon basic nursing skills in the

management and care of this special population.

Sample Course: Developmental Disabilities

Total: 81 Hours

Course Description: This course examines the care of individuals with intellectual and developmental disabilities originating from genetic and gestational factors. Students will also be presented with the history and use of applied behavior analysis and behavior modifications strategies.

Sample Course: Introduction to Mental Disorders

Total: 90 Hours

Course Description: This course will introduce psychological and mental health concepts as they relate to the professional Psychiatric Technician. The causes, prevention, and treatment of mental, emotional and behavioral disorders will be examined by providing practice in interpersonal skills, self-understanding, problem solving communication, and the use of rehabilitation methods in providing patient care.

Sample Course: Mental Disorders

Total: 81 Hours

Course Description: This course will be an in-depth study of psychological and mental health concepts as they relate to the professional psychiatric technician. The causes, prevention, and treatment of mental, emotional and behavioral disorders will be examined by providing practice in interpersonal skills, self-understanding, problem solving, communication, and the use of rehabilitation methods in providing patient care.

Sample Supplemental RSI Courses

Sample Course: Fundamentals of Nursing Clinical

Total: 162 hours

Course Description: will present basic nursing care skills and the role and responsibilities of the professional nurse/psychiatric technician. Students will attend courses in both skills laboratory and community patient care environments including skilled nursing facilities.

Sample Course: Medical Surgical Nursing Clinical

Total: 162 hours

Course Description: will allow the application of intermediate and advanced nursing care skills in developing the role and responsibilities of the professional nurse/psychiatric technician. Students will learn medical/surgical nursing skills using a body-systems approach, and provide hands-on patient care at community based clinical sites.

Sample Course: Introduction to Developmental Disabilities Clinical

Total: 162 hours

Course Description: will provide students the opportunity to apply foundational principals in the care of clients with developmental and intellectual disabilities. Students will be required to travel to community sites and follow policy and procedures according to industry standards.

Sample Course: Developmental Disabilities Clinical

Total: 162 hours

Course Description: will allow the application of nursing care skills in developing the role and responsibilities of the professional nurse/psychiatric technician. Students will develop nursing skills and behavior modification practices within the context of developmental and intellectual disabilities and provide hands-on patient care at community based clinical sites.

Sample Course: Introduction to Mental Disorders Clinical

Total: 162 hours

Course Description: will allow the introductory applications of hands-on patient care in the area of psychological and mental health to individuals at the forensic clinical sites related to the Psychiatric Technician profession. The causes, prevention and treatment of mental, emotional and behavioral disorders will be examined by providing practice in interpersonal skills, self-understanding, problem solving, communication, and the use of rehabilitation methods in providing patient care. Students will be expected to travel to clinical sites.

Sample Course: Mental Disorders Clinical

Total: 162 hours

Course Description: will allow the application of intermediate and advanced hands-on patient care of the psychological and mental health of individuals at the forensic clinical sites within the role and scope of psychiatric technician. The causes, prevention, and treatment of mental, emotional and behavioral disorders will be examined by providing practice in interpersonal skills, self-understanding, problem solving, communication, and the use of rehabilitation methods in providing patient care. Students will be expected to travel to distance clinical sites.

Mechanism for Employment Procurement

As a Collaborative Impact Partner within the auxiliary 501(c)(3) of the California Community College Chancellor's Office, the LAUNCH Apprenticeship Network works cooperatively with California community colleges in leveraging both the educational, instruction and training resources of these institutions, as well as the employment services, labor market research and industry engagement resources that are robustly – and intentionally – provided to jobseekers in their respective communities. In accordance with these standards to use every effort to keep apprentices employed, in alignment with selection procedures, Labor Code 3080(a), and for the purposes of firmly establishing equal opportunity access to apprenticeship employment, the committee may approve new apprentice agreements for individuals seeking employment as apprentices – referred to as “front-loaded” agreements – within the committee's jurisdiction, and will authorize local education agency partners to begin providing related supplemental instruction and services that enhance the procurement of employment for apprentices. This same mechanism will be available to apprentices that lose employment during their apprenticeship (notwithstanding apprentices in violation of rules and regulations referred to the committee). Further, the committee will conduct annual completion rate reviews to determine

the effectiveness of front-loading and will discontinue if annual completion rates of front-loaded apprentices fall below 50 percent of the State average graduation rate in its trade.

The committee will adopt language in its local education agency agreements that outline protocols needed for unemployed apprentices and local education agencies shall evaluate their capacity and preparedness to facilitate job placement prior to the completion of new apprentice agreements. In addition, the committee may stipulate the maximum number of agreements that may be initiated, as well as stipulate the maximum intended durations of unpaid related and supplemental instruction for apprentices not employed within the committee's jurisdiction and establish other procedures that ensure apprentices are provided with reasonable expectations of continuous employment. If this mechanism is demonstrably underperforming and apprentices are not placed within the established duration but have maintained enrollment in required related instruction courses while also completing assigned pre-hire activities provided by the local education agency, the committee will suspend new apprentice agreements under these conditions until unemployed apprentices are placed in employment within the committee's jurisdiction.

In alignment with Labor Code 3080(b), unemployed apprentices will receive written procedures regarding the employment procurement process and apprentices with concerns about the procurement procedures or the implementation may present their concerns directly to the committee.

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise ten (10) apprentice(s)

Attachment B-11

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Healthcare Program

Occupation

Occupation: Phlebotomist

O*Net Code: 31-9097.00

Article I Term of Apprenticeship and Probation

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

\$ 26.67 per hour effective 12/31/2023.

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.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Healthcare Program, which will be reviewed for approval by the Apprenticeship Committee. This progression plan will be made available to apprentices employed by that same employer.

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

In-School Youth Apprentice Schedule

In-School Youth apprentices must be compensated at or above 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. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentice section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Entry Wage	0-33% of Demonstrated Competencies	\$16.90 / hour **
2nd Period	34-66% of Demonstrated Competencies	Entry Wage + \$0.50/hour
Exit Wage	67-100% of Demonstrated Competencies	Entry Wage + \$1.00 /hour*

Out-of-School Youth and Non-Youth Apprentice Schedule

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below. Out of School Youth and Adults will follow the Employment Training Panel (ETP) Standard Wages for New Hire wage requirements for 2026. Health benefits of up to \$2.50 may be used to meet all wage requirements.

Counties	Entry Wage 0-33% of Competency	2nd Period 34-66% of Competency	Exit Wage 67-100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$22.43	\$23.38	\$25.34
Contra Costa	\$21.31	\$23.09	\$25.34
Los Angeles	\$20.66	\$22.68	\$25.34
Orange	\$20.18	\$22.33	\$25.34
San Diego	\$20.48	\$22.56	\$25.34
All Other Counties	\$20.18	\$22.31	\$25.34

** References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See https://www.dir.ca.gov/dlse/minimum_wage.htm for details.

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:

PHLEBOTOMIST (31-9097.00)**Work Processes (Professional Competencies) and Performance Areas**

On-the-Job Learning Outline

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.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Skills & Work Processes

1. Dispose of contaminated sharps, blood or other biohazard fluids or tissue, in accordance with California Department of Public Health (CDPH) applicable laws, standards, and policies.
2. Organize or clean blood-drawing trays, ensuring that all instruments are sterile and all needles, syringes, or related items are single-use and sterile, while maintaining medical equipment such as needles, test tubes and blood vials
3. Draw blood from veins by vacuum tube, syringe, butterfly venipuncture methods, including from capillaries by dermal puncture, such as heel or finger stick methods.
4. Match laboratory requisition forms to specimen tubes.
5. Conduct basic point-of-care standards tests, such as blood alcohol, blood culture, oral glucose tolerance, glucose screening, blood smears, urine, or peak and trough drug levels tests; read blood glucose levels
6. Collect specimens at specific time intervals for tests, such as those assessing therapeutic drug levels.
7. Process blood or other fluid samples for further analysis by other medical professionals.
8. Provide sample analysis results to physicians to assist diagnosis.
9. Enter patient, specimen, insurance, or billing information into Laboratory Information System (LIS) or other electronic health record system.
10. Document route of specimens from collection to laboratory analysis and diagnosis.
11. Conduct hemoglobin tests to ensure donor iron levels are normal.
12. Transport specimens or fluid samples from collection sites to laboratories.
13. Collect fluid or tissue samples, using CLIA-waived and California-permitted techniques, and be able to explain fluid or tissue collection procedures to patients.
14. Train other medical personnel in phlebotomy or laboratory techniques.
15. Administer subcutaneous or intramuscular injections, in accordance with licensing restrictions.
16. Draw blood from arteries, using arterial collection techniques.

17. Monitor blood or plasma donors during and after procedures to ensure health, safety, and comfort.
18. Determine donor suitability, according to interview results, vital signs, and medical history.
19. Calibrate or maintain machines, such as those used for plasma collection.
20. Evaluate patients' ability to withstand the procedure and help them feel comfortable, which includes confirming the identities of patients by verifying their personal information, answering other questions, and may also include serving refreshments to donors to ensure absorption of sugar into their systems..

Article IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

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

The following are suggested or sample courses which are intended as a guide. The content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn an AA degree. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 144 instructional hours.

<u>Sample RSI Courses</u>	<u>Minimum Required RSI Hours 144</u>
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Sample Course: Phlebotomy Technician I

Total: 90 Hours

Course Description: This course will introduce students to the basic concepts of phlebotomy and skills that serve as a foundation for the individuals seeking certification as a phlebotomist.

Sample Course: Phlebotomy Technician I Practicum

Total: 54 Hours

Course Description: This course provides the clinical laboratory experience in phlebotomy required to qualify for the examination of Certified Phlebotomy Technician I.

Sample Supplemental RSI Courses

Sample Course: Skill Set for the Health Care Professional

Total: 45 Hours

Course Description: Introduction of the concepts and skills that serve as a foundation for the health care professions. Topics include hygiene and safety, infection control, basic client monitoring and basic first aid, therapeutic communication and basic health documentation.

Sample Course: Basic Medical Terminology, Pathophysiology, and Pharmacology

Total: 36 Hours

Course Description: This basic medical language course will discuss common diseases and injuries and their pharmacological treatment using medical terminology in English and Spanish, when appropriate.

Mechanism for Employment Procurement

As a Collaborative Impact Partner within the auxiliary 501(c)(3) of the California Community College Chancellor's Office, the LAUNCH Apprenticeship Network works cooperatively with California community colleges in leveraging both the educational, instruction and training resources of these institutions, as well as the employment services, labor market research and industry engagement resources that are robustly – and intentionally – provided to jobseekers in their respective communities. In accordance with these standards to use every effort to keep apprentices employed, in alignment with selection procedures, Labor Code 3080(a), and for the purposes of firmly establishing equal opportunity access to apprenticeship employment, the committee may approve new apprentice agreements for individuals seeking employment as apprentices – referred to as “front-loaded” agreements – within the committee's jurisdiction, and will authorize local education agency partners to begin providing related supplemental instruction and services that enhance the procurement of employment for apprentices. This same mechanism will be available to apprentices that lose employment during their apprenticeship (notwithstanding apprentices in violation of rules and regulations referred to the committee). Further, the committee will conduct annual completion rate reviews to determine the effectiveness of front-loading and will discontinue if annual completion rates of front-loaded apprentices fall below 50 percent of the State average graduation rate in its trade.

The committee will adopt language in its local education agency agreements that outline protocols needed for unemployed apprentices and local education agencies shall evaluate their capacity and preparedness to facilitate job placement prior to the completion of new apprentice agreements. In addition, the committee may stipulate the maximum number of agreements that may be initiated, as well as stipulate the maximum intended durations of unpaid related and supplemental instruction for apprentices not employed within the committee's jurisdiction and establish other procedures that ensure apprentices are provided with reasonable expectations of continuous employment. If this mechanism is demonstrably underperforming and apprentices are not placed within the established duration but have maintained enrollment in required related instruction courses while also completing assigned pre-hire activities provided by the local education agency, the committee will suspend new

apprentice agreements under these conditions until unemployed apprentices are placed in employment within the committee's jurisdiction.

In alignment with Labor Code 3080(b), unemployed apprentices will receive written procedures regarding the employment procurement process and apprentices with concerns about the procurement procedures or the implementation may present their concerns directly to the committee.

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise two (2) apprentice(s)

Attachment B-12

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Healthcare Program

Occupation

Occupation: Substance Use Disorder Counselor

O*Net Code: 21-1011.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with 2000 on-the-job training (OJT) hours, 192 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:

\$ 28.53 per hour effective 12/31/2025.

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.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Healthcare Program, which will be reviewed for approval by the Apprenticeship Committee. This progression plan will be made available to apprentices employed by that same employer.

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

In-School Youth Apprentice Schedule

In-School Youth apprentices must be compensated at or above 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. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentice section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Entry Wage	0-33% of Demonstrated Competencies	\$16.90 / hour **
2nd Period	34-66% of Demonstrated Competencies	Entry Wage + \$0.50/hour
Exit Wage	67-100% of Demonstrated Competencies	Entry Wage + \$1.00 /hour*

Out-of-School Youth and Non-Youth Apprentice Schedule

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below. Out of School Youth and Adults will follow the Employment Training Panel (ETP) Standard Wages for New Hire wage requirements for 2026. Health benefits of up to \$2.50 may be used to meet all wage requirements.

Counties	Entry Wage 0-33% of Competency	2nd Period 34-66% of Competency	Exit Wage 67-100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$22.43	\$22.93	\$23.43
Contra Costa	\$21.31	\$21.81	\$22.31
Los Angeles	\$20.66	\$21.16	\$21.66
Orange	\$20.18	\$20.68	\$21.18
San Diego	\$20.48	\$20.98	\$21.48
All Other Counties	\$20.18	\$20.68	\$21.18

** References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See https://www.dir.ca.gov/dlse/minimum_wage.htm for details.

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:

**Substance Use Disorder Counselor (21-1011.00)
Work Processes (Professional Competencies) and Performance Areas**

On-the-Job Learning Outline

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.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Skills & Work Processes

1. Complete and maintain accurate records or reports regarding the patients' histories and progress, services provided, or other required information.
2. Counsel clients or patients, individually or in group sessions, to assist in overcoming dependencies, adjusting to life, or making changes.
3. Follow progress of discharged patients to determine effectiveness of treatments.
4. Review and evaluate clients' progress in relation to measurable goals described in treatment and care plans.
5. Assess individuals' degree of drug dependency by collecting and analyzing urine samples.
6. Conduct chemical dependency program orientation sessions.
7. Coordinate activities with courts, probation officers, community services, or other post-treatment agencies.
8. Coordinate counseling efforts with mental health professionals or other health professionals, such as doctors, nurses, or social workers.
9. Interview clients, review records, and confer with other professionals to evaluate individuals' mental and physical condition and to determine their suitability for participation in a specific program.
10. Participate in case conferences or staff meetings.
11. Develop client treatment plans based on research, clinical experience, and client histories.
12. Plan or implement follow-up or aftercare programs for clients to be discharged from treatment programs.
13. Modify treatment plans to comply with changes in client status.
14. Intervene as an advocate for clients or patients to resolve emergency problems in crisis situations.
15. Interview clients, review records, and confer with other professionals to evaluate individuals' mental and physical condition and to determine their suitability for participation in a specific program.

16. Attend professional development training sessions to increase knowledge and skills.
17. Train or supervise student interns or new staff members in program methods, procedures, or functions.
18. Act as liaison between clients and medical staff.
19. Provide clients or family members with information about addiction issues and available services or programs, making appropriate referrals when necessary.
20. Confer with family members or others close to clients to keep them informed of treatment planning and progress.
21. Counsel family members to assist them in understanding, dealing with, and supporting clients or patients.
22. Develop, implement, or evaluate public education, prevention, or health promotion programs, working in collaboration with organizations, institutions, or communities.

a.

Article IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

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

The following are suggested or sample courses which are intended as a guide. The content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn an AA degree. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 192 instructional hours.

Sample RSI Course

192 Hours

Sample Course: Introduction to Chemical Dependency

48 Hours

Course Description: This course is a study of the basic concepts of chemical dependency. Emphasis is placed on an analyzing of chemical dependency from an interdisciplinary level and on examining the socio-cultural patterns of dependency. Individual student's potential as a chemical dependency counselor is addressed. Students beginning the Alcohol and Other Drug Studies program should start with this course. This course is also appropriate for all students interested in learning more about alcohol and other drug use, abuse and dependency.

Sample Course: Chemical Dependency Family Counseling Techniques

48 Hours

Course Description: This course is a study of the theories and practices related to the family dynamics involved when a member has a substance use problem. Emphasis is placed on therapeutic techniques designed to facilitate effective intervention strategies for the family as a system and for individuals within that system. Topics include assessment, family role delineation, family rules, co-dependency, open and closed family systems, intervention techniques and treatment modalities. This course is intended for students in the Alcohol and Other Drug Studies program and all students interested in the family dynamics in chemical dependency.

Sample Course: Law, Ethics and Skills in Substance Abuse Counseling

48 Hours

Course Description: This course is a study of ethical and legal components of substance use treatment. Emphasis is placed on professional responsibility and patients' rights as they relate to various models of primary prevention and intervention. Topics include community needs and resources and the influence of the media on prevention and intervention. This course is intended for students in the Alcohol and Other Drug Studies program.

Sample Course: Principles of Sociology

48 Hours

Course Description: This course is an introductory study of the basic concepts, theoretical approaches, and methods of sociology. Topics include the scientific study of social interaction, structure, and organization; groups; socialization and the self; social stratification; culture and diversity; social change; and global dynamics. Topics and examples emphasize present-day America, including cross-cultural and multicultural analysis. This general education course is intended for students interested in the social sciences and those considering careers in counseling, teaching, social work or nursing.

Supplemental RSI Courses

While not required if demonstrating sufficient competency in all occupational areas, and upon mutual agreement by the program, employer, and apprentice, apprentices may attend additional courses of related instruction provided by the local education agency. These additional courses will serve to advance specific skill areas, enhance employability of apprentices, address worker safety, complete relevant credentials, or diversify training for apprentices.

Sample Course: Case Management in Alcohol and Other Drug Counseling

48 Hours

Course Description: This course is a study of the theory and practical application of case management skills and techniques in alcohol and other drug counseling. Emphasis is placed on preparing students to work effectively in substance use treatment. Topics include clinical evaluation, treatment planning, referral, service coordination, counseling, client and community education, documentation, and professional and ethical responsibilities for alcohol and other drug counselors. This course is intended for students in the Alcohol and Other Drug Studies program. The material presented in this course is clinical in nature and may not be suitable for the general population of students.

Sample Course: Pharmacology of Psychoactive Drugs

48 Hours

Course Description: This course is a study of the neurochemical, physical and mental effects of commonly used addictive psychoactive substances on the human biological system. Emphasis is placed on the basic pharmacology of psychoactive drugs, the medical consequences of substance use disorders, and therapeutic approaches for managing chemical dependency. This course is intended for students majoring in Alcohol and Other Drug Studies and all students interested in the physiology and pharmacology of psychoactive drugs.

Sample Course: Introduction to Psychology

48 Hours

Course Description: This course is an introduction to psychology, which is the study of the mind and behavior. Students focus on theories and concepts of biological, cognitive, developmental, environmental, social, and cultural influences; their applications; and their research foundations. This course is designed for students planning to take advanced courses in social and behavioral sciences or anyone interested in learning more about the mind, behavior, and mental health.

Mechanism for Employment Procurement

As a Collaborative Impact Partner within the auxiliary 501(c)(3) of the California Community College Chancellor's Office, the LAUNCH Apprenticeship Network works cooperatively with California community colleges in leveraging both the educational, instruction and training resources of these institutions, as well as the employment services, labor market research and industry engagement resources that are robustly – and intentionally – provided to jobseekers in their respective communities. In accordance with these standards to use every effort to keep apprentices employed, in alignment with selection procedures, Labor Code 3080(a), and for the purposes of firmly establishing equal opportunity access to apprenticeship employment, the committee may approve new apprentice agreements for individuals seeking employment as apprentices – referred to as “front-loaded” agreements – within the committee's jurisdiction,

and will authorize local education agency partners to begin providing related supplemental instruction and services that enhance the procurement of employment for apprentices. This same mechanism will be available to apprentices that lose employment during their apprenticeship (notwithstanding apprentices in violation of rules and regulations referred to the committee). Further, the committee will conduct annual completion rate reviews to determine the effectiveness of front-loading and will discontinue if annual completion rates of front-loaded apprentices fall below 50 percent of the State average graduation rate in its trade.

The committee will adopt language in its local education agency agreements that outline protocols needed for unemployed apprentices and local education agencies shall evaluate their capacity and preparedness to facilitate job placement prior to the completion of new apprentice agreements. In addition, the committee may stipulate the maximum number of agreements that may be initiated, as well as stipulate the maximum intended durations of unpaid related and supplemental instruction for apprentices not employed within the committee's jurisdiction and establish other procedures that ensure apprentices are provided with reasonable expectations of continuous employment. If this mechanism is demonstrably underperforming and apprentices are not placed within the established duration but have maintained enrollment in required related instruction courses while also completing assigned pre-hire activities provided by the local education agency, the committee will suspend new apprentice agreements under these conditions until unemployed apprentices are placed in employment within the committee's jurisdiction.

In alignment with Labor Code 3080(b), unemployed apprentices will receive written procedures regarding the employment procurement process and apprentices with concerns about the procurement procedures or the implementation may present their concerns directly to the committee.

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise four (4) apprentice(s)

Attachment B-13

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Healthcare Program

Occupation

Occupation: Physical Therapy Assistant

O*Net Code: 31-2021.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with 2000 on-the-job training (OJT) hours, 192 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:

\$ 32.88 per hour effective 12/31/2025.

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.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Healthcare Program, which will be reviewed for approval by the Apprenticeship Committee. This progression plan will be made available to apprentices employed by that same employer.

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

In-School Youth Apprentice Schedule

In-School Youth apprentices must be compensated at or above 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. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentice section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Entry Wage	0-33% of Demonstrated Competencies	\$16.90 / hour **
2nd Period	34-66% of Demonstrated Competencies	Entry Wage + \$0.50/hour
Exit Wage	67-100% of Demonstrated Competencies	Entry Wage + \$1.00 /hour*

Out-of-School Youth and Non-Youth Apprentice Schedule

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below. Out of School Youth and Adults will follow the Employment Training Panel (ETP) Standard Wages for New Hire wage requirements for 2026. Health benefits of up to \$2.50 may be used to meet all wage requirements.

Counties	Entry Wage 0-33% of Competency	2nd Period 34-66% of Competency	Exit Wage 67-100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$22.43	\$22.93	\$23.43
Contra Costa	\$21.31	\$21.81	\$22.31
Los Angeles	\$20.66	\$21.16	\$21.66
Orange	\$20.18	\$20.68	\$21.18
San Diego	\$20.48	\$20.98	\$21.48
All Other Counties	\$20.18	\$20.68	\$21.18

** References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See https://www.dir.ca.gov/dlse/minimum_wage.htm for details.

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:

Physical Therapy Assistant (31-2021.00)
Work Processes (Professional Competencies) and Performance Areas

On-the-Job Learning Outline

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.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Skills & Work Processes

1. Instruct, motivate, safeguard, and assist patients as they practice exercises or functional activities.
2. Instruct patients in proper body mechanics and in ways to improve functional mobility, such as aquatic exercise.
3. Document patient health information.
4. Encourage patients during therapeutic activities.
5. Record patient medical histories.
6. Communicate patient status to other health practitioners.
7. Monitor patient progress or responses to treatments and document observations.
8. Instruct patients in proper body mechanics and in ways to improve functional mobility, such as aquatic exercise.
9. Secure patients into or onto therapy equipment.
10. Confer with physical therapy staff or others to discuss and evaluate patient information for planning, modifying, or coordinating treatment.
11. Administer active or passive manual therapeutic exercises, therapeutic massage, aquatic physical therapy, or heat, light, sound, or electrical modality treatments, such as ultrasound.
12. Perform postural drainage, percussions, or vibrations or teach deep breathing exercises to treat respiratory conditions.
13. Transport patients to and from treatment areas, lifting and transferring them according to positioning requirements.
14. Communicate with or instruct caregivers or family members on patient therapeutic activities or treatment plans.
15. Train patients in the use of orthopedic braces, prostheses, or supportive devices.
16. Clean work area and check and store equipment after treatment.
17. Measure patients' range-of-joint motion, body parts, or vital signs to determine effects of treatments or for patient evaluations.

18. Monitor operation of equipment and record use of equipment and administration of treatment.
19. Prepare treatment areas and electrotherapy equipment for use by physiotherapists.
20. Administer traction to relieve neck or back pain, using intermittent or static traction equipment.
21. Perform therapeutic wound care.
22. Assist patients to dress, undress, or put on and remove supportive devices, such as braces, splints, or slings.
23. Attend or conduct continuing education courses, seminars, or in-service activities.
24. Demonstrate medical procedures to healthcare personnel.
25. Fit patients for orthopedic braces, prostheses, or supportive devices, such as crutches.
26. Perform clerical duties, such as taking inventory, ordering supplies, answering telephone, taking messages, or filling out forms.

Article IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

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

The following are suggested or sample courses which are intended as a guide. The content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn an AA degree. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 192 instructional hours.

Sample RSI Course

192 Hours

Sample Course: Introduction to Physical Therapy

40 Hours

Course Description: This course will introduce students to the field of physical therapy by covering the history and ethics of the profession as they relate to the health care system. The course will cover the development of the team approach in health care delivery, philosophies of rehabilitation, patient relationships, and the psychosocial impact of illness and injury. Also emphasized is the scope of practice of the physical therapist assistant. Course content includes observational experiences in patient care settings. The course will also introduce

verbal and nonverbal communication skills utilized in health care. Emphasis will be placed on terminology, format, computer use, reimbursement, interpersonal communication, and legal issues. Upon completion, the student will be able to discuss and demonstrate communication skills necessary for effective interaction with patients, families, and other health care providers.

Sample Course: Pathophysiology I

40 Hours

Course Description: This course introduces common pathological conditions with emphasis on the following systems: cardiovascular, respiratory, gastrointestinal, genitourinary, hematologic, hepatic, immune, integumentary, and lymphatic. The role of physical therapy in the treatment of these conditions is covered as well as interventions commonly performed by the physical therapist assistant.

Sample Course: Therapeutic Procedures I

48 Hours

Course Description: This course provides hand-on instruction of the principles and procedures of physical therapy interventions most commonly utilized in the inpatient setting, such as bed mobility, transfers, and gait training. Upon completion, the student will be able to demonstrate safe and effective delivery of taught procedures and provide an explanation of the rationale for each treatment.

Sample Course: Therapeutic Procedures II

64 Hours

Course Description: This course is a continuation of Therapeutic Procedures I. The course is a study on the principles, procedures, and rationale behind physical therapy intervention most commonly performed in the outpatient setting. Upon completion, the student will be able to demonstrate safe and effective delivery of all taught interventions.

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Sample Course: Kinesiology Lab

48 Hours

Course Description: This lab course allows for the hands-on learning of functional anatomy and kinesiology. Focus will include muscle and joint function, ROM/strength testing, palpation skills and exercise concepts.

Sample Course: Pathophysiology II

32 Hours

Course Description: This course provides a more in-depth look at presentation and treatment methods of cardiac and pulmonary conditions and also addresses less common pathophysiology processes not covered in Pathophysiology I. Common impairments seen with each pathology along with the physical therapy assistant's role in addressing these impairments will be covered. The lab portion of the course will emphasize treatment techniques for the cardiac and pulmonary patient.

Sample Course: Neuroscience

64 Hours

Course Description: This course provides students with an overview of the neuroanatomy of the CNS and PNS, as it relates to treatment of patients with dysfunction in these systems. Emphasis includes structure and function of the nervous system, neurophysiological concepts, growth and development, and neurologic dysfunction. Upon completion of this course, the student should be able to identify and discuss specific neuroanatomical structures, basic functions of the nervous system, concepts of human growth and development, identify neurological pathologies and test for normal neurologic response and function.

Mechanism for Employment Procurement

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