

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Tony Pena
CC: DAS, Program Planning & Review Unit
Date: March 5, 2026

Program Name: Pasadena City College Central Sterile Processing Technician
Apprenticeship
Industry: Healthcare
DAS File No.: 101383
Grant Awardee: ☐ No ☒ Yes CAI New & Innovation, Planning Grant

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:

Pasadena City College Central Sterile Processing Technician Apprenticeship 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:

Pasadena City College's Central Sterile Processing program offers a crucial entry point into the healthcare industry. This program provides the specialized training needed to become a central sterile processing technician, a vital, behind-the-scenes role that is essential for patient safety. Students learn the meticulous processes of cleaning, decontaminating, sterilizing, and packaging medical instruments and equipment used in surgical settings. The skills gained from this program are directly applicable, preparing graduates to work in hospitals, clinics, and surgical centers where they contribute directly to preventing infections and ensuring the highest standards of care.

Pasadena City College Central Sterile Processing Technician Apprenticeship 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:

- | | | |
|---|------------------|------------|
| • Central Sterile Processing Technician | O*Net: | 31-9093.00 |
| Professional Worker Wage: | \$22.00 per hour | |
| Proposed Apprentice Wage: | \$21.00 per hour | |
| Proposed No. of Apprentices: | 6 | |

Proposed Employers:

- Huntington Health 100 W California Blvd., Pasadena, CA 91105
 - Central Sterile Processing Technician

Pasadena City College Central Sterile Processing Technician Apprenticeship Program Standards

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Article I Purpose and Policy

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

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

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

Occupation: Central Sterile Processing Technician

O*Net Code: 31-9093.00

Attachment: B

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: Los Angeles, Ventura, Kern, San Bernardino, Orange, Riverside, San Diego, Imperial 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 18 years of age, who has met the requirements for selection under the selection procedures of participating employer, who is engaged in learning a designated craft or trade and who has entered into a written apprentice agreement under the provisions of these standards.

Article 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.

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.

Pasadena City College Central Sterile Processing Technician Apprenticeship 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:

Applications for apprenticeships are accepted year-round, Monday to Friday, from 9:00 AM to 4:00 PM, at the Pasadena City College Freeman Center, located at 1570 East Colorado Boulevard, Pasadena, CA 91106.

Article XVI Records

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

Pasadena City College Central Sterile Processing Technician Apprenticeship
Economic and Workforce Development (EWD)
1570 East Colorado Boulevard, Suite C-241,
Pasadena, CA 91106

Article XVII Annual Compliance

Pasadena City College Central Sterile Processing Technician Apprenticeship will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

Pasadena City College Central Sterile Processing Technician Apprenticeship agrees to accept electronic signatures for these Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted by Pasadena City College Central Sterile Processing Technician Apprenticeship on January 15, 2026 (Committee approval date).

Employer Organization

Pasadena City College EWD

1570 East Colorado Boulevard, Suite C-241, Pasadena, CA 91106

Dr. Salvatrice Cummo, Vice President

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

Training Schedule and Working Conditions

Pasadena City College Central Sterile Processing Technician Apprenticeship

Occupation

Occupation: Central Sterile Processing Technician

O*Net Code: 31-9093.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2,000 on-the-job training (OJT) hours, 216 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:

\$ 22.00 per hour effective 1/15/2026.

Apprentice Wage and Advancement Schedule:

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

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

1st period	0% Competencies	\$ 21.00 /hour
2nd period	50% Competencies	\$ 21.50 /hour
3rd period	100% Competencies	\$ 22.00 /hour

Hours of Work and Working Conditions and Overtime Provision:

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

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

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

Article III Work-Training

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

Competency Check List

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

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

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

Professional Competencies and Performance Areas**Clean, decontaminate, and disinfect equipment and instruments**

1. Maintain the work environment in a safe, clean, and orderly fashion.
2. Prepare working area for decontamination.

3. Separate disposable from non-disposable items and dispose of expendable supplies properly.
4. Perform mechanical cleaning properly – washer decontaminators, ultrasonic washers and cart washers – ensuring that all surfaces are exposed and that small pieces are contained.
5. Properly process power hand pieces and attachments.

Prepare and package instruments and equipment for sterilization

6. Prepare work area and test sterilizer function.
7. Select appropriate sterilizer equipment, packaging and methods based on equipment, instruments, and standard operating procedures.
8. Load sterilizer properly, use correct cycle settings.
9. Ensure integrity and effectiveness of sterilization process.
10. Store sterilized instruments and equipment properly.

Sterilize instruments and equipment properly, fully and in accordance with standard operating procedures and/or manufacturer recommendations

11. Inspect items for cleanliness, functionality, and integrity.
12. Assemble items for packaging and sterilization.
13. Transfer and sterilize items safely and accurately.
14. Maintain personal health and safety as well as team/environment health and safety.

Manage inventory/stocking according to established protocols; participate in team and department management

15. Maintain safe, clean and orderly storage environment.
16. Order equipment and supplies according to acquisition policies.
17. Stock, rotate, distribute and monitor usage of items.
18. Dispose of damaged, expired, obsolete, and surplus items according to protocol.
19. Assemble case carts according to surgical/procedure schedule.
20. Demonstrate strong customer relations skills.
21. Participate in department organization and management.

Maintain, clean, procure, and distribute patient care equipment

22. Order, process, and receive rental equipment.
23. Assemble equipment for distribution.
24. Deliver equipment as per company policies and protocols.
25. Maintain, repair, and inspect equipment.
26. Inspect equipment upon receipt and before distribution to ensure cleanliness, functionality, appearance and integrity.
27. Demonstrate understanding of basic medical terminology and anatomy.

Article IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 216 hours. Related and supplemental instruction will be provided by Pasadena City College.

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

<u>Courses</u>	<u>Hours</u>
Foundations of Central Sterile Processing	36
Fundamentals of working in the Central Sterile Processing department (CSP). Topics include safety and risk management strategies, effective interdisciplinary communication, governing institutions, and regulatory compliance.	
Materials and Equipment Management	36
Materials, equipment and instrumentation application and management in the Sterile Processing department (CSP). Topics include inventory control, instrument and equipment maintenance, and storage.	
Cleaning and Decontamination	54
Cleaning and decontamination processes and application in the Central Sterile Processing department (CSP). Topics include the basics of anatomy and microbiology, barrier systems, and instrument/sterile supplies cleaning and decontamination methods.	
Disinfection and Sterilization	54
Disinfection and Sterilization processes and application in the Central Sterile Processing department (CSP). Topics include instrument and equipment disinfection and sterilization methods following manufacturers and institutions safety standards and protocols.	
Career Skills for the Workplace	36
Techniques for effective time-management, goal setting, proper work habits, attitudes, ethics, communication, and standards for presenting a professional image at interviews and in the workplace.	
Total Hours	216

Article V Ratio

The ratio of apprentices to professional workers shall be:

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