

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Cindy Cherise Murphy
CC: DAS, Program Planning & Review Unit
Date: December 16, 2025

Program Name: LAUNCH Community Colleges CHW Apprenticeship Program
Industry: Healthcare
DAS File No.: 101417
Grant Awardee: ☒ No ☐ Yes

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 Community Colleges CHW Apprenticeship Program is not intended to train in the building and construction trades and is not eligible to dispatch apprentices to projects with public works, prevailing wage or skilled and trained workforce requirements within the meaning of Labor Code sections 1720 and 3075 and will not train or dispatch apprentices in the building and construction trades or firefighters occupations.

Comments:

The LAUNCH Apprentice 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. The California Community Colleges Community Health Worker Apprenticeship Program has

developed pathway occupations in this industry and works closely with California education providers and educational institutions.

LAUNCH Community Colleges CHW Apprenticeship Program 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:

- Community Health Worker O*Net: 21-1094.00
 - Professional Worker Wage: \$27.67 per hour
 - Proposed Apprentice Wage: \$16.50 per hour
 - Proposed No. of Apprentices: 10

Proposed Employers:

- Crisis Support Services of Alameda County, 6117 Martin Luther King Jr. Way, Oakland, CA 94609
 - Occupation(s): Community Health Worker
- East Bay Innovations, 2450 Washington Avenue, Ste. 240, San Leandro, CA 94577
 - Occupation(s): Community Health Worker

LAUNCH Community Colleges CHW Apprenticeship Program Standards

Table of Contents

Program Standards.....	1-6
List of Committee Members.....	Attachment A
Training Schedule and Working Conditions	
Community Health Worker.....	Attachment B
Local Education Agency Letter(s).....	Attachment C
Sample Employer Agreement	Attachment D

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: Community Health Worker

O*Net Code: 21-1094.00

Attachment: B

Article III Organization

There is hereby established the above-named master apprenticeship committee. The committee shall consist of four (4) members, who shall be selected by and represent the employer organization(s) signatory hereto. In addition, there shall be one (1) apprenticeship consultant representing the Division of Apprenticeship Standards and one (1) advisor from the Local Education Agency and such other advisors as the committee shall determine. Such advisors and the apprenticeship consultant shall act without vote.

Article IV Jurisdiction

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

Area Covered by Standards: All CA Counties

Article V Functions

The functions of the apprenticeship committee shall be to:

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

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

Article VI Responsibilities

The responsibilities of the apprenticeship committee shall be to:

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

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

Article VII Definition of an Apprentice

An apprentice is a person at least sixteen (16) years of age, who has met the requirements for selection under the selection procedures of a participating employer, who is engaged in learning a designated craft or trade and who has entered into a written apprentice agreement under the provisions of these standards.

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 Community Colleges CHW Apprenticeship Program will create selection procedures that meet objective standards and maintain a fair and equitable selection process for all applicants.

Article XV Written Applications

Applications for apprenticeship will be accepted: 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 Community Colleges CHW Apprenticeship Program
Foundation for California Community Colleges
Attn: LAUNCH Apprenticeship Network
1102 Q Street, Suite 4800
Sacramento, CA 95811

Article XVII Annual Compliance

LAUNCH Community Colleges CHW Apprenticeship Program will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

LAUNCH Community Colleges CHW Apprenticeship 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 Community Colleges CHW Apprenticeship Program on March 20, 2024 (Committee approval date).

Employer Organization

LAUNCH Community Colleges CHW Apprenticeship Program
15218 Summit Ave. #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

Training Schedule and Working Conditions

LAUNCH Community Colleges CHW Apprenticeship Program

Occupation

Occupation: Community Health Worker

O*Net Code: 21-1094.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 156 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:

\$ 27.67 per hour effective 12/31/2024.

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 Community Colleges CHW Apprenticeship 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 Apprenticeship 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 Apprenticeship 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 \$16.50 / hour **

Exit Wage Entry wage + \$1.00 / hour *

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

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below.

Counties	Entry Wage	2nd Period	Exit Wage
% Completed Competencies	0% of	50% of	100% of
Alameda, Marin, San Mateo, Santa Clara, and San Francisco	\$21.42	\$21.92	\$22.92
Contra Costa	\$20.83	\$21.33	\$21.83
Los Angeles	\$20.01	\$20.51	\$21.51
Orange	\$19.32	\$19.82	\$20.32
San Diego	\$19.77	\$20.27	\$20.77
All Other Counties	\$19.27	\$19.77	\$20.27

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

** 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 (8) 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:

COMMUNITY HEALTH WORKER (21-1094.00)
Work Processes (Professional Competencies) and Performance Areas

<u>Name of Competency Section</u>	<u>Initial/Date</u>
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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.

- 1. Cultural Mediation Among Individuals, Communities, and Health/Social Service Systems:** Facilitates communication between clients and providers in documented cases, resolving cultural or linguistic barriers as verified by supervisor case review.
- 2. Providing Culturally Appropriate Health Education and Information:** Delivers health education sessions tailored to the client's cultural/linguistic background, with content accuracy and appropriateness confirmed by supervisor observation checklist.
- 3. Care Coordination, Case Management, and System Navigation:** Independently coordinates referrals and follow-up for a caseload of clients, with referrals confirmed and completed as tracked in the case management system.
- 4. Providing Coaching and Social Support:** Conducts one-on-one coaching sessions with clients on goal-setting, documented in case notes, with client-reported progress on goals.
- 5. Advocating for Individuals and Community:** Represents client or community needs in formal settings (e.g., case conferences, community meetings), with outcome documented and verified by supervisor.
- 6. Building Individual and Community Capacity:** Plans and leads capacity-building activities (workshop, training, or resource fair) with attendance and outcome data recorded and reviewed by supervisor.
- 7. Providing Direct Service:** Independently performs core direct-service tasks (e.g., screenings, referrals, follow-up).
- 8. Implementing Individual and Community Assessments:** Completes standardized individual/community needs assessments with all required fields accurately documented, verified via quality audit of completed assessments.
- 9. Conducting Outreach:** Conducts outreach resulting in new client contacts or engagements, tracked via outreach log and verified by supervisor.
- 10. Participating in Evaluation and Research:** Contributes to program evaluation or data collection activity, with data accuracy verified by supervisor or evaluation lead.
- 11. Obtaining Digital Fluency (optional, per employer partner):** Demonstrates proficiency in specific software(s) by completing tasks independently.

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 156 instructional hours.

<u>Sample RSI Courses</u>	<u>Minimum Required Hours 156</u>
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Community Health Worker I	52
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Course Description: Overview of community health worker careers, roles, and scope of practice: Regional and national agencies, workplace skills, and career opportunities.

Community Health Worker II	52
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Course Description: Pathways for community health worker careers: Job market analysis, entry-level skill development, long-term personal and professional goal setting.

Mental Health Ambassador I	25
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Course Description: Overview of professional skills and self-care techniques for human service career settings: Fundamentals of trauma-informed self-care, safety and crisis plans, navigation/referral to local resources, and preparation for employment opportunities.

Mental Health Ambassador II	27
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Course Description: Industry specific technical skills for social and human service career settings: Training on Narcan/Naloxone usage, CalFresh and MediCal enrollment support, Intimate Partner Violence intervention, group and individual support facilitation skills, conflict resolution, motivational interviews, and Mental Health First Aid (MHFA) Certification.

Article V Ratio

The ratio of apprentices to professional workers shall be:

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