Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Tony Pena
CC: DAS, Program Planning & Review Unit
Date: August 27, 2025

Program Name: AHC Education Apprenticeship Program
Industry: Education
DAS File No.: **101460**
Grant Awardee: ☐ No ☒ Yes CAI 2024

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:

AHC Education 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 firefighter occupations.

Comments:

Allan Hancock College is a highly ranked California public community college serving northern Santa Barbara County. Recognized as one of the top five community colleges in California and among the nation's top 120, it enrolls approximately 10,000 credit students each semester across four locations: Santa Maria (main campus), Lompoc, Santa Ynez Valley, and Vandenberg Space Force Base. The Early Childhood Studies academic program proudly developed the AHC Education Apprenticeship Program that provides apprentices with a comprehensive education and training program that combines foundational coursework in collaboration with hands on training experiences in high quality early care and education

settings. We are committed to supporting our students in gaining confidence and competence to prepare them for workforce entry.

AHC Education 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:

- Early Care and Education Teacher O*Net: 25-2011.00
  - Professional Worker Wage: $20.50 per hour
  - Proposed Apprentice Wage: $19.27 per hour
  - Proposed No. of Apprentices: 3

Proposed Employers:

- Allan Hancock Joint Community College District, 800 South College Drive, Santa Maria, CA 93454
  - Occupation(s): Early Care and Education Teacher

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AHC Education 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: Early Care and Education Teacher
O*Net Code: 25-2011.00
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: Santa Barbara County

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 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.

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.

AHC Education Apprenticeship will ensure selection procedures meet objective standards and maintain a fair and equitable selection process for all applicants.

Article XV Written Applications

The application will be available in paper form at Allan Hancock College, Santa Maria Campus, 800 S. College Drive, Building H-106A, Santa Maria, CA 93454. For more information, contact (805) 922-6966 ext. 3401, Monday-Friday, 8:30 AM-4:00 PM during the academic calendar.

Article XVI Records

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

AHC Education Apprenticeship
800 South College Drive,
Santa Maria, CA 93454

Article XVII Annual Compliance

AHC Education Apprenticeship will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

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AHC Education Apprenticeship agrees to accept electronic signatures for these Division of Apprenticeship Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted by AHC Education Apprenticeship on August 5, 2025 (Committee approval date).

Employer Organization

AHC Education Apprenticeship Program

800 South College Drive, Santa Maria, CA 93454

_____ _____

Donna Beal, Director of Special Projects (CTE) 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 Date

Division of Apprenticeship Standards

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Attachment B
Training Schedule and Working Conditions

AHC Education Apprenticeship

Occupation

Occupation: Early Care and Education Teacher
O*Net Code: 25-2011.00

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, 252 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 (1) year. The period of probation shall be six (6) months.

Article II Wage Schedule

Professional Worker Wage:

$ 20.50 per hour effective 7/16/2025.

Apprentice Wage and Advancement Schedule:

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

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

1st period	0% Competencies	$ 19.27 /hour
2nd period	50% Competencies	$ 19.50 /hour

Hours of Work and Working Conditions and Overtime Provision:

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) 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 (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) 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 (8) on the seventh (7) 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:

<u>Competency Check List</u>

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

Proficient in Task: Apprentice performs tasks 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.

Work Processes (Professional Competencies) and Performance Areas

1. Personal and professional behavior
   a. Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
2. Working with children
   a. Assimilate arriving children to the program environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
   b. Facilitate activities with children.
   c. Teach developmental skills, such as color, shape, number, and letter recognition, personal hygiene, and social skills.
   d. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides children with opportunities to observe, question, and investigate.
   e. Organize and lead activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, storytelling, and field trips.
   f. Plan for and supervise the group of children, field trips, visits by guests, or other classroom activities, and guide children in learning from those activities.
   g. Administer assessments to support determining children's developmental levels, needs, and strengths.
   h. Adapt teaching methods and instructional materials to meet children's varying needs and interests.

i. Maintain accurate and complete child records as required by laws, policies, and administrative regulations.

j. Observe and evaluate children's developmental progress, behavior, social development, and physical health.

3. Classroom environment

a. Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play.

b. Select, store, order, issue, and inventory classroom equipment, materials, and supplies.

c. Prepare materials and classroom environments for children’s activities.

d. Prepare and implement differentiated instructions for children requiring extra support.

e. Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.

f. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.

g. Organize and label materials and display children’s work in a manner appropriate for their ages and developmental skills.

4. Health Safety and Nutrition

a. Attend to children's basic needs by feeding them, dressing them, providing toileting opportunities, and changing their diapers.

b. Teach and model proper eating habits and personal hygiene.

c. Serve meals and snacks in accordance with nutritional guidelines.

d. Establish and enforce rules for behavior and procedures for maintaining order.

e. Enforce all administration policies, procedures, regulations, and rules applicable to the children and the classroom.

f. Make reports on children and activities as required by the program.

5. Working with families and communities

a. Identify children showing signs of emotional, developmental, or health-related differences and discuss them with supervisors, parents or guardians, and specialists as appropriate.

b. Meet with parents and legal guardians to discuss their child's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.

6. Administration and management

a. Attend staff meetings and participate in program activities as needed.

b. Meet with other professionals to discuss individual child needs and progress.

c. Supervise, evaluate, and plan assignments for teacher assistants and volunteers.

d. Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool programs.

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 252 hours. Related and supplemental instruction will be provided by Allan Hancock Joint Community College District.

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

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COURSE **HOURS**

Child Growth and Development – 3 units 54 hours
Examines the progression of development in the physical, cognitive, social, and emotional domains and identifies developmental milestones for children from conception through adolescence. Emphasis on interactions between biological processes and environmental factors. Students will observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories.

Child, Family and Community – 3 units 54 hours
The processes of socialization focus on the interrelationship of family, school, and community. Examines the influence of multiple societal contexts. Explores the role of collaboration between family, community, and schools in supporting children's development, birth through adolescence.

Principles and Practices of Teaching Young Children – 3 units 54 hours
Historical contexts and theoretical perspectives of developmentally appropriate practice in early care and education for children birth through age eight (8). Explores the typical roles and expectations of early childhood educators. Identifies professional ethics, career pathways, and professional standards. Introduces best practices for developmentally appropriate learning environments, curriculum, and effective pedagogy for young children including how play contributes to children's learning, growth, and development.

Observation and Assessment – 3 units 54 hours
This course introduces the appropriate use of assessment and observation tools and strategies to document young children's development and learning. The use of findings to inform and plan learning environments and experiences are emphasized. Recording strategies, rating systems, portfolios, and multiple assessment tools will be discussed, along with strategies for collaboration with families and professionals. All students enrolled in ECS 105 must show proof of their current tuberculosis (TB) clearance and may need immunization against influenza, pertussis and measles to meet the provisions of SB792. Students must present valid health records on the first day of class to remain enrolled in the course. For questions, please contact the instructor of record.

ECE Teacher Apprenticeship – 1 unit 36 hours

The ECE Teacher Apprenticeship course covers a wide range of topics relevant to the apprentices' on-the-job learning (OJL) experiences centered around developmentally appropriate practices and various aspects of early care and education classroom operations. Topics included may be child supervision, curriculum planning, developing relationships with families, implementing health and safety practices, and demonstrating professionalism. Apprentices will engage in instructor-guided reflective discussions, presentations, and exploration of professional competencies. 2 (Two) semester enrollment required.

TOTAL HOURS **252 hours**

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

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