

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Michele Huitric
CC: DAS, Program Planning & Review Unit
Date: November 26, 2025

Program Name: Allied Health Occupations Apprenticeship
Industry: Healthcare
DAS File No.: 101510
Grant Awardee: No Yes CAI-2025

Action(s):

- Proposed new apprentice program
- Existing apprenticeship program adding new occupations
- Existing apprenticeship program expanding area of operations
- Existing apprenticeship program changing work processes on approved occupations

Labor Organization(s) Representing Apprentices:

None

Request for Approval under Labor Code 3075:

Allied Health Occupations 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:

North Orange County Regional Occupational Program specializes in career exploration and training guided by industry experts, providing students with essential skills, hands-on experience, recognized certifications, and the confidence to thrive in the workforce. North Orange County Regional Occupational Program envisions shaping a future where Career Technical Education seamlessly integrates into all levels of schooling, equipping every learner with the knowledge, skills, and real-world experiences needed to discover their purpose, unlock their potential, and achieve lifelong success. North Orange County Regional Occupational Program's core values are safety, collaboration, inclusion, and excellence.

Allied Health Occupations 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:

- Dental Assistant O*Net: 31-9091.00
 - Professional Worker Wage: \$20.56 per hour
 - Proposed Apprentice Wage: \$19.27 per hour (varies by county)
 - Proposed No. of Apprentices: 45

Proposed Employers:

- The Hills Orthodontics, 5753 E. Santa Ana Canyon Rd., Suite K, Anaheim, CA 92807
 - Occupation(s): Dental Assistant

Allied Health Occupations 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: Dental Assistant

O*Net Code: 31-9091.00

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: Orange, Los Angeles, Riverside, San Bernardino

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 Apprenticeship Agreement

- 1) Each apprenticeship agreement shall conform to the State law governing apprenticeship 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 apprenticeship agreement as though expressly written therein.

Article X Termination and Transfer of Agreements

- 1) During the probationary period, an apprenticeship agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprenticeship agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.
- 2) If an employer is unable to fulfill his/her obligations to train under any apprenticeship 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 apprenticeship agreement.

Article XI Lay-off

- 1) If for any reason a lay-off of an apprentice occurs, the apprenticeship 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 apprenticeship 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.

Allied Health Occupations 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 can be obtained and submitted via e-mail (counseling@nocrop.us) and in person at the school site (Career Training Center at 1800 W. Ball Rd., Anaheim, CA 92804), which is open Monday-Friday from 8 am-4:30 pm.

Article XVI Records

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

Allied Health Occupations Apprenticeship
385 North Muller St.
Anaheim, CA 92801

Article XVII Annual Compliance

Allied Health Occupations Apprenticeship will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

Attachment B

Training Schedule and Working Conditions

Allied Health Occupations Apprenticeship

Occupation

Occupation: Dental Assistant

O*Net Code: 31-9091.00

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, 159 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 3 months.

Article II Wage Schedule

Professional Worker Wage:

\$ 20.56 per hour effective 11/7/2025.

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:

Period:	1 st	2 nd
Competencies completed:	0-74%	75-100%
Counties:		
Los Angeles	\$20.01	\$21.25
Orange	\$19.32	\$20.56
Riverside and San Bernadino	\$19.27	\$20.51

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 tasks properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work/Activities: Initial and date each task as Competency Check List is completed.

Professional Competencies and Performance Areas

1. Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.
2. Record treatment information in patient records.
3. Assist dentist in management of medical or dental emergencies.
4. Order and monitor dental supplies and equipment inventory.
5. Expose dental diagnostic x-rays.
6. Provide postoperative instructions prescribed by dentist.
7. Instruct patients in oral hygiene and plaque control programs.
8. Take and record medical and dental histories and vital signs of patients.
9. Apply protective coating of fluoride to teeth.
10. Schedule appointments, prepare bills and receive payment for dental services, complete insurance forms, and maintain records, manually or using computer.
11. Make preliminary impressions for study casts and occlusal registrations for mounting study casts.
12. Pour, trim, and polish study casts.
13. Fabricate temporary restorations or custom impressions from preliminary impressions.
14. Clean and polish removable appliances.
15. Clean teeth using dental instruments.
16. Fabricate and fit orthodontic appliances and materials for patients, such as retainers, wires, or bands.
17. Assist practitioners to perform medical procedures.
18. Clean medical/dental equipment.
19. Prepare medical /dental instruments or equipment for use.
20. Maintain medical/dental records.

- 21. Explain technical medical dental information to patients.
- 22. Inventory medical/dental supplies or equipment.
- 23. Operate medical equipment.
- 24. Teach medical procedures or medical dental equipment use to patients.
- 25. Interview patients to gather medical information.
- 26. Record vital statistics or other health information.
- 27. Administer basic health care or medical treatments.
- 28. Process medical billing information.
- 29. Schedule patient procedures or appointments.
- 30. Make patient-assistive devices or device models.
- 31. Fit patients for assistive devices.

Total Approximate On-Job-Training Hours

2000

Article IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 159 hours per year. Related and supplemental instruction will be provided by North Orange County Regional Occupational Program.

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

15 hours of front-loaded instruction needs to be provided before patient care to comply with California Dental Board regulations: CPR, Dental Law, and Infection Control.

Course

Hours

CPR	5
Emergency response and basic life support training.	
Dental Law	2
Overview of dental regulations, professional ethics, patient rights, confidentiality, and legal compliance.	

Infection Control	8
Principles of infection prevention, sterilization techniques, disinfection procedures, and safety standards in dentistry.	
Safety Orientation	12
Workplace safety, OSHA, and hazard awareness.	
Dental Terminology and Anatomy	18
Introduction to dental terminology, tooth identification, oral structures, head and neck anatomy, and basic dental charting.	
Chairside Skills	18
Clinical chairside assisting procedures, including instrument transfer, moisture control, patient preparation, four-handed dentistry, and operatory setup.	
Dental Materials/Lab	12
Identification, handling, mixing, and application of dental materials along with basic laboratory procedures and impression techniques.	
Dental Radiography	32
Fundamentals of dental radiographic techniques, radiation safety, digital imaging, film processing, and exposing diagnostic radiographs.	
Coronal Polish	12
Instruction in coronal polishing procedures, stain removal, patient care, and polishing techniques.	
Pit and Fissure Sealants	18
Training in sealant placement, tooth preparation, isolation techniques, preventive dentistry, and patient education.	
Dental Specialties	12
Introduction to specialty dental procedures, including orthodontics, oral surgery, pediatric dentistry, endodontics, and periodontics.	

Dental Front Office and Communication Skills 10
Training in patient communication, dental software, scheduling, insurance basics, records management, telephone etiquette, and dental office administration.

Total Hours 159

Article V Ratio

The ratio of apprentices to professional workers shall be:

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