

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Daniel Israelyan
CC: DAS, Program Planning & Review Unit
Date: April 3, 2026

Program Name: Legal Interpreting, Translation, and Technology Apprenticeship
Industry: Public Sector
DAS File No.: 101586
Grant Awardee: ☐ No ☒ Yes CCCCCO Planning Grant award on May 9, 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:

Legal Interpreting, Translation, and Technology 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:

Can apprenticeship training, college, and grant-supported upskilling help advance interpreting work in a law office? Yes! Through structured on-the-job learning, Santa Ana College's Legal Interpreting, Translation, and Technology Apprenticeship will prepare apprentices for successful careers in legal interpreting, translation, and related technology, benefiting the legal industry as a whole. Our program combines paid on-the-job supervision with an experienced mentor and college coursework, all designed to meet competency standards and improve service quality in law offices and similar environments.

Legal Interpreting, Translation, and Technology 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:

- Legal Interpreting and Translation
Professional Worker Wage: \$21.00 per hour
Proposed Apprentice Wage: \$20.18 per hour
Proposed No. of Apprentices: 9
- O*Net: 27-3091.00

Proposed Employers:

- Community Legal Aid SoCal, 2101 N Tustin Avenue, Santa Ana, CA 92705
 - Occupation(s): Legal Interpreting and Translation

Legal Interpreting, Translation, and Technology 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: Legal Interpreting and Translation

O*Net Code: 27-3091.00

Attachment: B

Article III Organization

There is hereby established the above-named master apprenticeship committee. The committee shall consist of 5 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: Orange 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.

Legal Interpreting, Translation, and Technology Apprenticeship 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:

online at <https://sac.edu/division/business/legalstudies/> and in person at the Santa Ana College Admissions Office, located at 1530 West 17th Street, Santa Ana, CA 92706. Office hours are Monday through Thursday, 8:00 am – 5:45 pm, and Friday, 8:00 am. – 4:30 pm.

Article XVI Records

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

Legal Interpreting, Translation, and Technology Apprenticeship
1530 West 17th Street
Santa Ana, CA 92706

Article XVII Annual Compliance

Legal Interpreting, Translation, and Technology Apprenticeship will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

Legal Interpreting, Translation, and Technology 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 Legal Interpreting, Translation, and Technology Apprenticeship on March 27, 2026 (Committee approval date).

Employer Organization

Legal Interpreting, Translation, and Technology Apprenticeship
1530 West 17th Street, Santa Ana, CA 92706

Kim Smith, Professor, Legal Studies Department

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

Attachment B

Training Schedule and Working Conditions

Legal Interpreting, Translation, and Technology Apprenticeship

Occupation

Occupation: Legal Interpreting and Translation

O*Net Code: 27-3091.00

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, 414 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:

\$ 21.00 per hour effective 3/5/2026.

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	\$ 20.18 /hour
2nd period	50% Competencies	\$ 20.50 /hour
3rd period	100% Competencies	\$ 21.00 /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.

Work Processes (Professional Competencies) and Performance Areas

Client Communication and Intake

1. Provide competent communication skills (esp. phone) and etiquette in at least two languages to interact with non-English speaking clients in an ethical, pleasant, and competent manner under supervision with few to no significant errors.
2. Competently record basic concepts (e.g., address, financial eligibility, immigration status) necessary for intake or facilitating client participation using appropriate technology tools with few to no significant errors.
3. Competently record information (discern clearly irrelevant facts) to convey client legal needs for intake or assistance and use technology tools professionally to record and communicate that information with few to no significant errors.
4. Interact in person with clients while maintaining professional appearance, demeanor, and boundaries to facilitate client interpretation and/or translation.
5. Accurately outline key legal service areas in a legal or governmental setting, anticipating parts of the disposition that will be included in the attorney's advice while also avoiding the unlawful practice of law.
6. Demonstrate through workplace conduct an ability to "advocate" for client needs without unauthorized practice of law.

Interpretation and Translation Techniques

7. Facilitate services and interpret for a client in legal, governmental, hearings, and advocacy settings, taking into account demographic, cultural, and linguistic differences of clients.
8. Apply trauma-informed practice and cultural literacy concepts to the workplace and interactions.
9. Learn, practice, and master consecutive interpretation in legal, administrative, and similar settings.
10. Learn, practice, and master legal document translation, and reporting/record keeping client interactions as part of client file.
11. Demonstrate proper grammatical use of business and legal terminology in both English and Spanish interpretations and translations.

Document Collection & Translation

12. Use systems to collect and, if appropriate, translate documents for attorney use; upload records into document management systems according to security and privacy protocols with few to no errors.

Legal and Interpreting/Translation Technology

13. Operate multi-line phones, scanners, copiers, teleconferencing apps, and other business machines used in law offices.
14. Explore technology tools related to access to justice, such as the California Courts Self Help website, online services, remote appearances, and Judicial Council forms.
15. Competently operate translation tools, common business applications (Word, DocuSign, Outlook), document management systems, and interpreting devices.

Legal Environment and Administration

16. Describe or demonstrate through workplace conduct an understanding of legal or governmental environment, including a law office or courtroom, client intake procedures, accessing attorney review/advice, allowable client communication, confidentiality, conflict avoidance, and avoiding unauthorized practice of law.
17. Describe or demonstrate through workplace conduct an understanding of work culture in legal, administrative, and government settings. Including proper dress, deference to decision makers and legal advisors, image, time management, record-keeping and billing in a legal setting.
18. Conduct scheduling and use office equipment, "tickets/work-orders" and follow the rules and workflow in legal settings.
19. Describe or demonstrate through workplace conduct an understanding of basics of the judicial system and processes, roles within this adversarial system.
20. Provide basic legal drafting and proofreading, intake summaries, and translation of client narratives into usable formats for attorney review or use in a law office.

Ethics and Professional Conduct

21. Discuss and role-play ethical hypotheticals concerning confidentiality, avoiding unauthorized practice of law, and conflict recognition in legal settings.
22. Identify, understand, and discuss significant ethical issues in a law office (e.g., confidentiality, unauthorized practice of law, competency) during at least six client interactions.
23. Understand and identify the responsibilities of interpreters and translators related to professional conduct, civic duties, and code of ethics.

Professional Knowledge of the Field

24. Understand and describe advancement pathways beyond apprenticeship, including other apprenticeship training, further education, and career opportunities in the legal field.

25. Understand and describe college programs, certificates, and career opportunities in legal studies, court interpreting, court reporting, and similar careers.
26. Understand and provide court interpreting requirements, standards, and training grants attend a hearing involving interpreter services.
27. Represent skills and experience as they relate to the legal industry to prospective employers.

Article IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 414 hours. Related and supplemental instruction will be provided by Santa Ana College.

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

Course	Hours
The Paralegal Profession	54 hours
Overview of the legal system including the courts, participants and various sources of law in the American legal system. Review of the legal and judicial process in the United States covering the adversarial system, jurisdiction of federal and state courts, and the general process of judicial review. Explanation of different sources of law including statutes, court cases and administrative agency rules. Review of basic legal reasoning and introductory legal research methods. Examination of legal ethics. Introduction to substantive areas of law and the effect the law has in various groups and individuals in our system.	
Legal Terminology	36 hours
The study of terminology used in a law office and the court system.	
Legal Ethical Reasoning	54 hours
This course provides an introduction to concepts and theories of ethical decision-making, moral conduct, obligation and permission, justice, responsibility, as applied to the Legal Profession. The course will explore the application of the California Rules of Professional Conduct as applied to the legal profession and society in general.	
Work Experience	54 hours
This work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills in a field related to the students' major to enable them to become productive employees. This course also provides students with career awareness for jobs.	

Lifelong Understanding and Self-Development**36 hours**

Integrates concepts of lifelong understanding pertaining to career choice, educational planning, and self-inventory. Skills, values, and interest assessments are utilized. Emphasis is on applying psychological principles to values clarification, goal setting, and decision making. Students analyze social/cultural conditioning and explore successful strategies for living in a diverse society.

Introduction to Spanish/Vietnamese Bilingual Interpreting**54 hours**

Introduction to Spanish/Vietnamese and English bilingual skills for a career as an interpreter or translator. Learn about the various industries that employ bilingual skills to provide interpreting and translating services for business, medical, legal, government, and education. Course includes proper translation of industry terminology, written and verbal translation techniques, professional role, and code of ethics. Students must be fluent in both Spanish (or Vietnamese) and English (oral and written) to be confirmed by instructor with first assignment.

Legal Interpretation and Translation Spanish/Vietnamese and English**54 hours**

Legal Spanish (or Vietnamese) and English bilingual skills required for interpreters and translators to provide professional interpreting and translating services to law offices, courts, law enforcement, government, and other legal related business. Topics include proper translation of legal terminology, consecutive mode of interpreting in a legal setting, professional role, standards, code of ethics, documents, forms, court reporting, and legal cases. Students must be fluent in both Spanish (or Vietnamese) and English (oral and written) to be confirmed by instructor with first assignment.

Professional Skills and Career Readiness**54 hours**

Develop and improve professional business skills using current standards and technology including employment readiness skills, leadership, customer service, teamwork and collaboration skills, effective communication, job search, and advancement. Instruction includes professional image, business ethics, office management, problem-solving and decision-making skills, interpersonal skills, time and stress management, business travel, and effective meetings.

Technology for Interpreters and Translators**18 hours**

Learn the technology and equipment used by professional interpreters and translators. Develop skills in using hardware and software for in-person and remote interpreting and translating. Integrating digital tools and modern techniques will increase efficiency, accuracy, and productivity in written translation and verbal interpreting. Bilingual proficiency in English and Spanish or Vietnamese is strongly recommended.

TOTAL: 414 hours

Article V Ratio

The ratio of apprentices to professional workers shall be:

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