

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Scotty Fung
CC: DAS, Program Planning & Review Unit
Date: April 8, 2026

Program Name: Kids in the Spotlight Video Editing Apprenticeship Program
Industry: Arts, Media & Entertainment
DAS File No.: 101587
Grant Awardee: ☐ No ☒ Yes COYA

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:

Kids in the Spotlight Video Editing 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:

Kids In The Spotlight is a Los Angeles-based nonprofit with over a decade of experience launching foster care-impacted and opportunity youth into careers in film and media. Our Video Editing Apprenticeship (based in Van Nuys) is a paid, structured training program that places apprentices inside a real production environment, working alongside industry professionals and building hands-on expertise with industry-standard tools such as Adobe Premiere Pro, DaVinci Resolve, and Final Cut Pro. No prior professional experience is required. Apprentices graduate with industry-recognized certifications and the practical skills needed to compete for professional video editing roles.

Kids in the Spotlight Video Editing 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:

- Video Editor O*Net: 27-4032.00
 - Professional Worker Wage: \$23.00 per hour
 - Proposed Apprentice Wage: \$20.66 per hour
 - Proposed No. of Apprentices: 5

Proposed Employers:

- Kids in the Spotlight - 14200 Aetna Street, Van Nuys, CA 91401
 - Occupation(s): Video Editor

Kids in the Spotlight Video Editing Apprenticeship Program Standards

14200 Aetna Street, Van Nuys, CA 91401
(818)-945-2009
admin@kitsinc.org

Table of Contents

Program Standards.....	1-5
Local Education Agency Letter(s).....	Attachment A
Training Schedule and Working Conditions	
Video Editor.....	Attachment B

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: Video Editor

O*Net Code: 27-4032.00

Attachment: B

Article III Jurisdiction

These standards shall apply to the employer signatory hereto and to all apprentice agreements hereunder.

Area Covered by Standards: Los Angeles County

Article IV Responsibilities of Program Sponsor

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 and provide a copy of said rules and regulations to each apprentice;
- 3) make periodic evaluations of each apprentice's on-the-job training and related and supplemental instruction;
- 4) provide reasonably continuous employment to all apprentices in its employ;
- 5) ensure safe work site facilities, skilled workers as trainers at the work site, and safe equipment sufficient to train apprentices;
- 6) determine the qualifications of apprentice applicants and ensure fair and impartial treatment of applicants for apprenticeship selected through uniform selection procedures;

- 7) 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;
- 8) 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;
- 9) establish and utilize a system for the periodic review and evaluation of the apprentice's progress in job performance and related instruction;
- 10) 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;
- 11) annually prepare and submit a Self-Assessment Review as well as a Program Improvement Plan to the Chief of the Division of Apprenticeship Standards;
- 12) 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;
- 13) ensure training in the recognition of illegal discrimination and sexual harassment;
- 14) establish an adequate mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice of complete training in the apprenticeable occupation;
- 15) 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;
- 16) ensure there is meaningful representation of the apprentice in the management of the program;
- 17) adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.
- 18) abide by any and all relevant California Labor Codes and California Code of Regulations regarding apprenticeship.

Article V 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 VI 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 VII Apprentice Agreement

- 1) Each apprentice agreement shall conform to the State law governing apprentice agreements, shall be signed by the program sponsor and by the apprentice and shall remain in effect during a lay-off unless cancelled.
- 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 VIII Termination

- 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) Disciplinary proceedings for apprentices shall be duly noticed in writing to such individuals. The Division of Apprenticeship Standards shall attend all such proceedings.

Article IX Controversies

All controversies or differences concerning apprentice agreements that cannot be adjusted locally by the program sponsor or otherwise shall be submitted to the Administrator for determination.

Article X 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 program sponsor or 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 program sponsor, 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 XI Equal Opportunity in Apprenticeship

Kids in the Spotlight Video Editing Apprenticeship Program will not discriminate against apprenticeship applicants or apprentices based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over forty years of age, military or veteran status, or sexual orientation.

Kids in the Spotlight Video Editing Apprenticeship Program will take affirmative steps to provide equal opportunity in apprenticeship.

Article XII Written Applications

Applications for apprenticeship will be accepted:

To request an application please email yanira@kitsinc.org. We accept applications year-round and yours will be considered for the following cohort.

Article XIII Records

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

Kids in the Spotlight Video Editing Apprenticeship Program
14200 Aetna Street
Van Nuys, CA 91401

Article XIV Annual Compliance

Kids in the Spotlight Video Editing Apprenticeship Program will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

Kids in the Spotlight Video Editing 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 Kids in the Spotlight Video Editing Apprenticeship Program on February 27, 2026 (Committee approval date).

Employer Organization

Kids in the Spotlight
14200 Aetna Street, Van Nuys, CA 91401

Raleigh Barmer, CFO/COO

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

Kids in the Spotlight Video Editing Apprenticeship Program

Occupation

Occupation: Video Editor

O*Net Code: 27-4032.00

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, 144 related and supplemental instruction (RSI) hours, and completed within approximately 18 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

Choose a title. Wage:

\$ 23.00 per hour effective 2/27/2026.

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	0-27% competencies completed	\$ 20.66 /hour
2nd period	28-63% competencies completed	\$ 21.00 /hour
3rd period	64-100% competencies completed	\$ 22.00 /hour

Hours of Work and Working Conditions and Overtime Provision:

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

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

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

Article III Work-Training

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

Competency Check List

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

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency

Competencies**Date/Initial****1. Editing Foundations**

- a. Assemble a coherent rough cut using professional timeline management techniques.
- b. Apply continuity principles to maintain visual clarity and narrative flow.
- c. Execute clean edits including cuts, trims, and transitions, that support pacing and audience comprehension.

- d. Interpret script, director's notes, and production documentation to build an editor's assembly.
- e. Demonstrate understanding that editing is both a craft and a service to the creative vision of others.

2. Media Management & Organization

- a. Establish organized bin structures aligned to production type including scripted, unscripted, multi-cam, live event, social media.
- b. Sync audio and video using industry-standard workflows and documentation including camera notes, slates, and logs.
- c. Implement proxy workflows to optimize performance and accessibility of media.
- d. Maintain version control and server structures that prioritize accessibility over mere availability.
- e. Apply the principle of "Fix it in Prep" by ensuring editorial environments are organized before creative work begins.

3. Post-Production Pipeline

- a. Describe how media travels from camera to screen and identify the editor's role within the post-production pipeline.
- b. Collaborate effectively with assistant editors, producers, and finishing teams.
- c. Prepare turnovers using appropriate formats, including Extensible Markup Language, Advanced Authoring Format, Open Media Framework, and Apple ProRes.
- d. Demonstrate gratitude and professional awareness of upstream production roles that contribute to the project before the editing process begins.
- e. Execute rough cut and fine cut workflows aligned with review and approval processes.

4. Software Proficiency – Adobe Premiere & NLE Systems

- a. Navigate and customize the nonlinear editing interface to improve efficiency and optimize workflow.
- b. Demonstrate fluency with essential editing tools and techniques, including cutting, trimming, ripple editing, rolling edits, the pen tool, panning, nesting, and grouping.
- c. Troubleshoot technical errors, including media-relinking problems, missing files, and playback issues.
- d. Use video scopes, audio meters, and monitoring tools appropriately.
- e. Apply keyboard shortcuts and layout customization to increase editorial efficiency.

5. Storytelling Through Editing

- a. Apply visual-storytelling principles including shot selection, rhythm, pacing, and nuance.
- b. Use split-editing techniques in which audio begins before or continues after the corresponding video to shape the emotional impact of a scene.
- c. Demonstrate understanding of objective and subjective storytelling choices.
- d. Edit with awareness of audience perception and intended viewing experience.
- e. Balance mechanical precision with creative vision in narrative construction.

6. Audio Editing & Sync

- a. Sync and manage dialogue tracks accurately.
- b. Adjust levels to avoid peaking and distortion.
- c. Incorporate music and sound design to reinforce the intended narrative.
- d. Mix audio with consideration for final viewing environment (theater, web, mobile).

7. Color Correction & Finishing

- a. Relink proxy media to the original, unprocessed, high-resolution footage for final production.
- b. Apply color-reference tables and perform basic color correction using video scopes rather than subjective visual perception.
- c. Understand the limitations of consumer displays compared with professional broadcast monitors.
- d. Prepare project files and color deliverables for external colorists.

8. Delivery & Distribution

- a. Export content according to distributor- or platform-specific technical requirements.
- b. Create Digital Cinema Packages for theatrical delivery.
- c. Prepare digital deliverables for broadcast and streaming platforms.
- d. Verify technical compliance before submitting final deliverables.
- e. Explain how editorial work connects to distribution and audience access.

9. Professional Practices

- a. Receive, interpret, and implement client and director feedback professionally.
- b. Demonstrate collaboration, humility, and respect for the established creative hierarchy.
- c. Meet production deadlines and communicate workflow challenges proactively.
- d. Maintain professional documentation, file-management, and file-hygiene standards.
- e. Demonstrate readiness for entry-level post-production positions.

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 144 hours. Related and supplemental instruction will be provided by Kids in the Spotlight and overseen by San Joaquin County Office of Education.

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

Course Title	Hours
---------------------	--------------

Course One Introduction to Video Editing & Career Paths Introduces the role of the video editor, foundational editing concepts, workplace expectations, and career opportunities within the post-production industry.	12
---	----

Course Two History of Visual Storytelling	12
Examines the development of visual storytelling and editing techniques across film, television, and digital media, with attention to how editing styles shape meaning and audience experience.	
Course Three Understanding the Post-Production Pipeline	24
Explores how media moves from production through editing, review, finishing, and delivery, including the roles of editors, assistant editors, producers, and finishing teams.	
Course Four Editing Software Fundamentals (Adobe Premiere)	24
Provides hands-on instruction in Adobe Premiere Pro, including interface navigation, timeline management, essential editing tools, keyboard shortcuts, media relinking, and technical troubleshooting.	
Course Five Organizing & Managing Footage	24
Covers professional methods for importing, labeling, synchronizing, organizing, storing, and managing footage, including proxy-file workflows, version control, and file-management practices.	
Course Six Storytelling Through Editing (Visual & Sonic)	18
Develops visual and audio storytelling skills through shot selection, pacing, rhythm, dialogue editing, music, sound design, and timing techniques that shape narrative and emotional impact.	
Course Seven Finishing (Color, Audio, QC)	18
Introduces basic color correction, audio mixing, final media preparation, and quality-control procedures used to ensure completed projects meet creative and technical requirements.	
Course Eight Delivery & Distribution Standards	12
Covers exporting, reviewing, and preparing completed content according to technical requirements for theatrical exhibition, broadcast, streaming, internet-based, and mobile distribution.	
Total RSI Hours	144

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise 10 apprentice(s)