Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Scotty Fung
CC: DAS, Program Planning & Review Unit
Date: June 15, 2026

Program Name: STEM for Change
Industry: Information Technology
DAS File No.: 101634
Grant Awardee: ☐ No ☒ Yes 2023 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:

STEM for Change 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:

Los Angeles County faces a growing demand for skilled professionals in technology and IT, yet access to high-quality apprenticeships for high school students remains limited. The STEM for Change™ EdTech Apprenticeship Pathway addresses this gap by providing a structured, paid, two-year experience that connects classroom learning to in-demand tech careers. Students gain hands-on experience in AI, cybersecurity awareness, IT support, and digital systems building skills directly aligned with workforce needs. By expanding access to real-world, work-based learning opportunities, this program creates a scalable pathway for high school students to enter high-growth technology fields and supports the development of a future-ready workforce for California.

STEM for Change 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:

- IT Support Specialist O*Net: 13-1151.00
  - Professional Worker Wage: $22.00 per hour
  - Proposed Apprentice Wage: $20.66 per hour
  - Proposed No. of Apprentices: 5

Proposed Employers:

- McKenzie's Adventures LLC, 2302 Townehouse Drive, Building 23, Coram NY 11727
  - Occupation(s): IT Support Specialist

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STEM for Change
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: IT Support Specialist
O*Net Code: 13-1151.00
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: Los Angeles 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 16 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 Apprentice Agreement

1) Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer, by the program sponsor, and by the apprentice and must be approved by the apprenticeship committee.
2) Each apprentice shall be furnished with a copy of or be given an opportunity to study these standards before registration. These standards shall be considered a part of the apprentice agreement as though expressly written therein.

3) If the apprentice is under 18 years of age, the agreement must be signed by the apprentice's parent or guardian. When the period of training extends beyond 18, the apprentice agreement shall likewise be binding to such a period as may be covered.

Article X Termination and Transfer of Agreements

1) During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprentice agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.
2) If an employer is unable to fulfill his/her obligations to train under any apprentice agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprentice agreement.

Article XI Lay-off

1) If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.
2) There shall be no liability on the part of the employer, the program, or the committee for an injury sustained by an apprentice engaged in schoolwork at a time when the apprentice is unemployed.

Article XII Controversies

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

Article XIII Certificate of Completion

1) In addition to previous on-the-job training and related school instruction, which is of an approved nature, the Apprentice shall have completed not less than an additional six (6) months as an apprentice under the laws of the State of California and demonstrated mastery of the skills and knowledge of the prescribed program.

2) In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half percent (12½%).
3) Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the Chief of the Division of Apprenticeship Standards and the Interagency Advisory Committee on Apprenticeship.

Article XIV Equal Opportunity in Apprenticeship

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or veteran or military status.

STEM for Change 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:

Interested students should visit mckenziesadventures.com/apprenticeship to complete the official interest form.

Article XVI Records

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

STEM for Change
15959 E. Gale Avenue
City of Industry, CA 91745

Article XVII Annual Compliance

STEM for Change will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

STEM for Change 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 STEM for Change on May 22, 2026 (Committee approval date).

Employer Organization

STEM for Change

15959 East Gale Avenue, City of Industry, CA 91745

_____ _____

Dr. Darrick Rice, CTE Coordinator Date

Employer Organization

McKenzie's Adventures LLC

2302 Townehouse Drive, Building 23, Coram, NY 11727

_____ _____

Yaritza Villalba, CEO & Founder 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

STEM for Change

Occupation

Occupation: IT Support Specialist
O*Net Code: 13-1151.00

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, 154 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 year. The period of probation shall be 6 months.

Article II Wage Schedule

Professional Worker Wage:

$ 22.00 per hour effective 5/20/2026.

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%-50% competencies met	$ 20.66 /hour
2nd period	51%-75% competencies met	$ 21.00 /hour
3rd period	76%-100% competencies met	$ 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:

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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 Completed**	**Initial**

Coordinate training activities.

A. Obtain, organize, or develop training procedure manuals, guides, or course materials, such as handouts or visual materials.

B. Design, plan, organize, or direct orientation and training programs for customers.

C. Develop alternative training methods if expected improvements are not seen.

D. Evaluate training materials prepared by instructors, such as outlines, text, or handouts.

Develop training materials.

A. Obtain, organize, or develop training procedure manuals, guides, or course materials, such as handouts or visual materials.

Train personnel to enhance job skills.

A. Present information with a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, or lectures.

B. Offer specific training programs to help workers maintain or improve job skills.

Conduct surveys in organizations.

A. Evaluate modes of training delivery, such as in-person or virtual, to optimize training effectiveness, training costs, or environmental impacts.

B. Assess training needs through surveys, interviews with employees, focus groups, or consultation with managers, instructors, or customer representatives.

Implement advertising or marketing initiatives.

A. Participate in the development or implementation of online marketing strategy.

B. Create content strategies for digital media.

C. Conduct online marketing initiatives, such as paid ad placement, affiliate programs, sponsorship programs, email promotions, or viral marketing campaigns on social media Web sites.

D. Communicate and collaborate with merchants, Webmasters, bloggers, or online editors to strategically place hyperlinks.

E. Purchase or negotiate placement of listings in local search engines, directories, or digital mapping technologies.

F. Execute or manage social media campaigns to inform search marketing tactics.

G. Execute or manage banner, video, or other non-text link ad campaigns.

H. Execute and manage communications with digital journalists or bloggers.

Analyze website or related online data to track trends or usage.

A. Manage tracking and reporting of search-related activities and provide analyses to marketing executives.

B. Collect and analyze Web metrics, such as visits, time on site, page views per visit, transaction volume and revenue, traffic mix, click-through rates, conversion rates, cost per acquisition, or cost per click.

C. Optimize Web site exposure by analyzing search engine patterns to direct online placement of keywords or other content.
D. Combine secondary data sources with keyword research to more accurately profile and satisfy user intent.

Evaluate effectiveness of personnel policies or practices.

A. Monitor, evaluate, or record training activities or program effectiveness.

Update professional knowledge.

A. Keep up with developments in area of expertise by reading current journals, books, or magazine articles.
B. Attend meetings or seminars to obtain information for use in training programs or to inform management of training program status.

Article IV Related Instruction

Related and supplemental instruction (RSI) will be provided and/or overseen by the Local Education Agencies (LEA) whose confirmation of such has been affixed to these Standards for this occupation.

Any significant difference in sample related and supplemental instruction (RSI) listed below, and the related and supplemental instruction (RSI) provided by the Local Education Agency (LEA) will be detailed and included with the Local Education Agency's (LEA) confirmation letter and submitted to the Division of Apprenticeship Standards for review.

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

Sample Course	Instruction Hours
Shared Foundations	
Introduction to Information Technology Careers	**8**
Explain core IT career pathways and the role of an IT Support Specialist within educational and organizational environments.	
Ethical Technology & Responsible Innovation	**8**
Evaluate technology use for ethical, legal, and social implications, including responsible AI considerations.	
UN SDGs & Technology Impact	**6**
Analyze how technology solutions align with community needs and Sustainable Development Goals.	
Design Thinking & Human-Centered Problem Solving	**12**
Conduct empathy-based research and define human-centered technology problems.	
Professional Communication & Digital Portfolios	**12**

Communicate technical information clearly and maintain professional digital documentation.

Intro to IT Careers, Emerging Technologies & Ethical Technology **12**

Explain foundational AI, cloud, and cybersecurity concepts and their relevance to IT support roles.

Design Thinking, Empathy & Community Research **12**

Gather and synthesize community and user needs to inform technology solutions.

Research & Data Literacy Using Microsoft Tools **12**

Interpret data and apply Microsoft tools to support informed technical decision-making.

Pathway-Aligned Technical Concepts & Prototype Development **12**

Apply introductory AI or cybersecurity concepts to develop and iterate technical prototypes.

Professional Communication, Teamwork & Virtual Presentation Skills **10**

Collaborate with teams and deliver clear virtual technical presentations.

AI Fundamentals

Introduction to Artificial Intelligence Concepts **10**

Explain core artificial intelligence concepts and common AI workloads.

Azure AI Services & Tools **12**

Identify and select appropriate Azure AI services for given use cases.

Responsible AI & Governance **6**

Evaluate AI solutions for fairness, reliability, and ethical considerations.

Applied AI for IT Support Scenarios **10**

Apply AI-powered tools to solve IT support and user service scenarios.

AI-900 Exam Preparation & Certification Review **12**

Demonstrate readiness for the Microsoft AI Fundamentals certification exam.

Total RSI Instruction Hours: **154**

Article V Ratio

The ratio of apprentices to professional workers shall be:

1) Ratio #1: Each professional worker may supervise 5 apprentice(s)