

# **California Apprenticeship Council Policy on Common Administrative Practices and Treatment of Costs and Practices Related to RSI**

As approved by the California Apprenticeship Council on January 26, 2017

This Policy is intended to satisfy Education Code Sections 8155 (b) and 79149.6 (b) that requires the California Apprenticeship Council to approve a policy related to common administrative practices and treatment of costs and services, as well as other policies related to apprenticeship programs.

## **Definitions:**

- CCCCO – California Community College Chancellors Office
- COLLEGE – Community College
- DAS – Division of Apprenticeship Standards
- JAC - Joint Apprenticeship Committee
- LEA – Local Education Agency means school districts, and county offices of education
- Program Sponsor– as defined by DAS, the apprenticeship program sponsor
- RSI – Related and Supplemental Instruction
- UAC— Unilateral Apprenticeship Committee

## **Policy to ensure proper oversight of funding for RSI**

### **LEAs and colleges should:**

- Attend JAC or UAC meetings at least once per year per program sponsor
- Attend CAC meetings at least once per year
- Review curriculum as needed
- Monitor RSI hours from program sponsors
- Complete other reporting documents on time as requested by CCCCO
- Provide other educational support and training to the program sponsor as requested

### **Program Sponsors should:**

- Report attendance to their LEA or college on a regular (monthly preferred) basis, to meet CCCCO apportionment deadlines.
- Ensure that sign in sheets and/or electronic attendance procedures are in place and auditable
- Invite LEA's and colleges to attend JAC or UAC meetings, graduations and other events
- Provide access to professional development opportunities for instructors to improve their classroom instruction

### **LEA's, colleges, and program sponsors, working together, should:**

- Ensure that a consistent instructor evaluation process is in place and followed
- Ensure that a professional development process is in place and followed to improve instructor teaching skills at the discretion of the program
- Leverage resources to increase apprentice completion rates
- Review and update curriculum as needed

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### **CCCCO should:**

- Provide training, and support related to RSI administrative procedures to all LEAs, colleges, and Program Sponsors as needed
- Annually collect data related to apprentice completion rates, and other outcome data from LEAs, colleges, and program sponsors
- Provide, on a timely basis, information to all LEA's, colleges, and the CAC as required by Education code sections 8152 and 79149.3
- Conduct annual meetings, one North and one South, for all participating LEAs, colleges, and Program sponsors
- Provide training and support to new LEAs, colleges, and apprenticeship program sponsors
- Act as a central repository of "Best Practices" related to education and training of apprentices

### **DAS should:**

- Review LEA attendance processes and procedures as appropriate
- Provide technical assistance to LEAs and colleges who are looking to develop new apprenticeship and/or pre-apprenticeship programs
- Provide CCCCCO apprenticeship completion data so that all apprentices who graduate/complete/journey or promote out, whether associated with an LEA or college, will receive college credit.

### **Policy related to sponsors transferring apprenticeship RSI funds WITHIN or BETWEEN schedule (2) and (3) of Budget Act Item 6870-101-0001.**

- RSI funds are allocated to LEA's for specific apprenticeship program sponsors. As such, shifting of funds for RSI cannot occur without the sponsor's approval.
- All requests to transfer RSI funding WITHIN schedule (2) or within schedule (3) of Budget Act Item 6870-101-0001 must be submitted to the CCCCCO for approval no later than September 1 of the current fiscal year. Failure to meet this deadline will cause the transfer to be disapproved or delayed.
- All requests to transfer RSI funding BETWEEN Budget Act schedules (2) and (3) of Item 6870-101-0001 must be submitted to the CCCCCO for approval no later than February 1 of the current fiscal year. Failure to meet this deadline will cause the transfer to be disapproved or delayed.
- The timeline for a funding shift between schedules is earlier because it requires approval by the Department of Finance (DOF) as the transfer impacts the appropriation in two separate schedules and program delivery systems.
- If approved by the CCCCCO, the effective date of all transfers shall be on July 1 of the following fiscal year or when the Governor signs the Budget Act if beyond that date.
- The amount to be shifted shall not exceed the current year allocation of RSI hours unless prior experience shows the sponsor has not fully utilized their allocation. In this case, the amount transferred shall not exceed the prior year RSI funding actually utilized by that sponsor up to their initial allocation in the prior year.

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- In the event the appropriation for RSI in the subsequent fiscal year has been reduced the dollar amount transferred shall be reduced proportionally.
- The sponsor of an Apprenticeship program seeking to move to another college in Schedule (2) or to an LEA seeking to move to another LEA in Schedule (3) must develop and sign a new contractual agreement.
- Program sponsors, LEA's, and colleges should work diligently to maintain a good working relationship so that transfers are unusual events

### **CCCCO and DAS: Allocation of additional RSI funding:**

In the event the Budget Act appropriates additional funding for Related and Supplemental Instruction, these funds shall be allocated by the CCCCCO to LEA's and colleges based on the number of RSI hours requested, taking into account the actual number of hours actually utilized in the prior fiscal year, with priority of those programs that exceeded their allocation in the prior year, the number of RSI hours approved for transfer to that LEA, and adverse audit negative findings that indicate an inability to properly administer and account for these funds. Unless the Budget Act says otherwise, these funds shall be allocated to LEA's and colleges for established apprenticeship sponsors who were allocated RSI funds in the prior fiscal year from Schedule (2) and (3) of Item 6870-101-0001. Unexpended RSI funds will be managed in accordance with the Education Code.

### **Treatment of Costs and Services:**

For purposes of apprenticeship, the maximum percentage of reimbursements an LEA or a college is to be based upon negotiations with the program sponsor, but not to exceed 20 percent. However, the 20 percent may be exceeded only if the LEA or college and the program sponsor negotiates and agrees upon additional activities, support, or services that result in costs exceeding 20 percent. In every case where the percentage exceeds 20 percent, the LEA or college must provide adequate justification to the CCCCCO for all costs attributable to activities, support, and services used to determine the total percent to be charged, including those costs used in the calculating the 20 percent. Failure to reach agreement is sufficient justification for the sponsor to transfer to another LEA or college.