

Apprenticeship Common Administrative Practices and Treatment of Costs

Pursuant to Section 8155(b) and 79149.6(b) California Education Code

Common Acronyms & Definitions¹

- AIF-T – Apprenticeship Innovation Funding – Training: funding provided by DAS to reimburse costs related to RSI delivery for IACA occupations. A program and occupation can only reimburse costs related to RSI delivery through one of the following funding sources: RSI funding, FTES RSI Reimbursement or AIF-T. But a program cannot reimburse costs related to RSI delivery for an occupation from more than one of these 3 funding sources. AIF-T is not intended to supplement an LEA or apprenticeship program for unfunded RSI hours reported to the CCCCO, and cannot be used to reimburse RSI hours that exceeded the LEA's allocation provided by the CCCCO. Each occupation within an apprenticeship program must choose to be reimbursed for training costs either through RSI funding, FTES RSI Reimbursement or AIF-T.
- Apprentice Agreement ID Number – the unique number assigned by the Division of Apprenticeship Standards (DAS) to an apprentice agreement.
- Apprenticeable Occupation – an occupation which requires independent judgment and the application of manual, mechanical, technical, or professional skills and is best learned through an organized system of on-the-job training together with related and supplemental instruction. Each "Apprenticeable Occupation" is defined by the work processes contained in the approved apprenticeship standards under which apprentices are training.
- Apprenticeship Program – a comprehensive plan containing, among other things, apprenticeship program standards, committee rules and regulations, related and supplemental instruction course outlines and policy statements for the effective administration of that apprenticeable occupation.
- Apprenticeship Program Standards – the written document containing among other things all the terms and conditions for the qualification, recruitment, selection, employment and training, working conditions, wages, employee benefits, and other compensation for apprentices and all other provisions and statements including attachments as required by the Labor Code and the CA Code of Regulation which, when approved by the Chief DAS, shall constitute registration of such, and authority to conduct that program of apprenticeship in the State of California.
- Apprenticeship Program Sponsor – a joint apprenticeship committee, a unilateral labor or management committee, or an individual employer program.
- CAC – California Apprenticeship Council.
- College – California Community College.
- Chancellor's Office – California Community College Chancellor's Office.

- Charter School – Independent public schools approved by School Districts, County Offices of Education, or the California Department of Education.

¹ See 8 CCR 205

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- Cumulative Reporting – Reporting that adds amounts generated in a reporting period to the running balance of the performance period (See the counting apprentices example below for more context).
- DAS – Division of Apprenticeship Standards.
- FTES – Full-time Equivalent Student - A method used by the California Community Colleges system for reporting the equivalent of 525 hours of instruction.
- FTES RSI Reimbursement – The RSI reimbursement program directed by Education Code section 79149.1(b) that reimburses Community College districts for attendance of apprentices in related and supplemental instruction courses provided for credit by a community college faculty member.
- RSI Funding Reimbursement Program – The reimbursement procedures as directed by the California Education Code sections 8152 and 79149.3
- RSI funding – Refers to the RSI funding reimbursement as outlined in the California Education Code sections 8152 and 79149.3
- IACA – Interagency Advisory Committee on Apprenticeship.
- Instructor – A person who has either (1) completed an accredited apprenticeship in his/her craft, or (2) who has completed the equivalent of an apprenticeship in length and content of work experience and all other requirements in the craft but may not necessarily be designated as journey workers. LEAs refer to California Education Code 8155(c). Community Colleges refer to California Code of Regulations, Title 5, Div. 6, part 2 Section 53413.
- JAC - Joint Apprenticeship Committee. An apprenticeship committee that is made up of equal number of members from labor and management.
- JATC – Joint Apprenticeship Training Committee. An apprenticeship committee that is made up of equal number of members from labor and management.
- Journeyman, journeyperson, journey worker, and journey level worker – A person who has either (1) completed an accredited apprenticeship in his/her craft/trade, or (2) completed the equivalent of an apprenticeship in length and content of work experience and all other requirements in the craft/trade which has workers classified as journey workers in the apprenticeable occupation.
- LEA - Local Educational Agency - California Department of Education authorized K-12 school districts, charter schools, ROC/Ps, Adult Education, and county offices of education.
- OJT – On-the-job training.

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- Performance Period – The entire portion of time that funds from a specific source are available. For example, the RSI performance period is July 1 through June 30 of a given fiscal year.
- Registered Apprentice – A person who is training under and in accordance with apprenticeship standards that have been approved by the Chief DAS, and who is party to an apprentice agreement that has been accepted by the Division of Apprenticeship Standards.
- Registration of an Apprentice Agreement – The acceptance and recording thereof by the Division of Apprenticeship Standards (DAS) which serves as evidence of the participation of the apprentice in a specific apprenticeship program.
- Reporting Period – The portion of time covered by a single fiscal report.
- ROC/P - Regional Occupational Centers & Programs.
- RSI – Related and Supplemental Instruction: an organized and systematic form of instruction designed to provide the apprentice with knowledge including the theoretical and technical subjects related and supplemental to the skill(s) involved.
- UAC - Unilateral Apprenticeship Committee. An apprenticeship committee made up of management or labor representatives, but not both.
- Unduplicated Number of Apprentices – A count of apprentices that ensures apprentices are not double counted (See the counting apprentices' example below for more context).

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Background

Education Code Sections 8150 through 8155 direct the Chancellor's Office in allocating funds for apprenticeship programs in good standing and approved pursuant to Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code for school districts, charter schools, and county offices of education and Education Code Sections 79149 through 79149.7 direct the Chancellor's Office in allocating funds for apprenticeship programs in good standing and approved pursuant to Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code for the Community Colleges.

Reimbursement of RSI:

For both LEAs and Community Colleges, the total allocation amount for the hourly RSI funding rate as established in the annual Budget Act. The allocation for Community Colleges is generally established in Section 6870-101-001, Schedule 2 and the allocation for school districts, charter schools, adult education, ROC/Ps, and county offices of education is generally established in Section 6870-101-001, Schedule 3. Although the LEAs and Community Colleges share an RSI funding reimbursement rate and adhere to the same policies, they do not share allocations.

FTES Reimbursement in lieu of RSI funding reimbursement:

In addition to reimbursement through Education Code Section 79149.3, Community Colleges may alternatively receive reimbursement for RSI provided for credit by a Community College faculty member through Education Code Section 79149.1.

Eligibility

To be eligible to receive Hourly RSI funding reimbursement, a program shall:

1. Be in good standing and approved pursuant to Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code for the secondary education system.

To be eligible to report FTES reimbursement of apprenticeship RSI, the program shall:

1. Be in good standing and approved pursuant to Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code for the secondary education system.
2. Provide instruction by a Community College faculty member.
3. Provide instruction within a class offered for Community College credit.

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General Best Practices

- The Common Administrative Practices document serves as a best practice guide rather than a mandatory set of rules or requirements. It provides recommended approaches for achieving optimal outcomes in a particular context but allows for flexibility in implementation. While adherence to these best practices is encouraged for optimal results, stakeholders have the freedom to adapt them based on specific needs or circumstances. The document aims to offer valuable insights and guidance without imposing mandates.

LEAs and Community Colleges:

- Develop and implement an agreement with applicable apprenticeship program(s) for all matters related to content, delivery of RSI together with accountability requirements and procedures for RSI funding, or FTES funding where applicable.
- Conduct and report RSI delivery observations for each instructor and class at least once every two years.
- LEAs and Community Colleges shall effectively communicate, cooperate, and assist each other including the Division of Apprenticeship Standards and the Chancellor's Office all for the success of the apprenticeship programs together with those that operate and serve those programs.
- Provide RSI to apprentices where an apprenticeship program does not provide RSI.
- Submit written confirmation of the willingness to serve as the RSI provider and/or RSI funding, or FTES funding together with active oversight of RSI content and delivery.
- Attend JAC, JATC and UAC meetings.
- Attend CAC meetings.
- Review RSI curriculum, RSI delivery and contracts not less often than once per year.
- Monitor RSI hours and the unduplicated number of apprentices receiving RSI.
- Verify that all individuals shown on apprentice attendance reports and or invoices are duly registered apprentices under the applicable DAS approved apprenticeship program.
- Review and check all certified attendance records and invoices prior to reimbursement payments.
- Report attendance to the Chancellor's Office on behalf of the Program Sponsor/Committee.
- Complete reporting documents on time as requested by the Chancellor's Office.

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- Monitor Chancellor's Office Memos pertaining to RSI reporting.
- Subscribe to Chancellor's Office Memos here:
<https://docs.google.com/forms/d/e/1FAIpQLSciNdfXdG6vFgzEHsnFVUxEjsGH1a8HkntzzocNuWCKGFrYJg/viewform>

Apprenticeship Committees:

- Provide certified positive attendance records to their LEA or Community College monthly, or as otherwise agreed upon.
- Certified positive attendance reporting shall include the unduplicated number of apprentices that received RSI and the number of hours provided and separated by apprenticeship program and occupation (See the counting apprentices example below for further context).
- Ensure that appropriate and verifiable procedures are in place to track attendance.
- Invite LEAs or Community Colleges to attend and participate in JAC, JATC and UAC meetings, graduations, and other events.
- Provide access to professional development opportunities for instructors and staff to improve curriculum and lesson plan development together with RSI delivery.
- Communicate with LEA or Community College partners for information regarding reporting, reimbursement, and program changes.

LEAs, Community Colleges, and Apprenticeship Committees:

- Ensure that a consistent program evaluation including instructor delivery evaluations and improvement processes are in place and followed. Ensure that a professional development process is in place and followed to improve instructor teaching skills as provided or recommended by the LEA or Community College.
- Leverage resources to increase apprentice completion rates.
- Review and update curriculum as needed.
- Act to support a central repository of "Best Practices" related to education and training of apprentices.

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- Assure the welfare of the apprentice and that the goals set forth by the California Labor Code, Education Code and applicable Regulations are achieved.
- Respond to correspondence between the parties named herein within 5 days of receipt which shall include but not be limited to letters, emails, or text messages.
- Any and all comments or complaints by the parties hereto or by the public regarding the application of these best practices shall be filed with the RSI committee of the California Apprenticeship Council.

Reporting Schedule

Hourly RSI Reporting:

| Reporting Period | Due Date | Content |
|------------------------|------------|---|
| Budget Year Projection | October 1 | Please include an estimate of the RSI hours that will be provided in the Budget Year (the following fiscal year), including each program/occupation combination that the LEA or Community College plans to report hours for, the number of hours allocated to each program, and the number of unduplicated apprentices anticipated to receive Instruction. |
| P1 | January 15 | <p>Please include all confirmed RSI hours that were provided starting July 1 through December 31. Identify each program/occupation combination that provided instruction, the number of hours of instruction provided by that program/occupation combination, and the number of unduplicated apprentices that received instruction through that program/occupation combination.</p> <p>Only report confirmed RSI hours. If it is unclear whether instruction occurred, do not report those hours.</p> <p>If any apprentices received instruction, but then dropped out or were removed from the program, those apprentices and hours should be counted.</p> |
| P2 | May 15 | <p>Please include all confirmed RSI hours that were provided starting July 1 through April 30. Identify each program/occupation combination that provided RSI, the number of RSI hours provided by that program/occupation combination, and the number of unduplicated apprentices that received instruction through that program/occupation combination.</p> <p>Only report confirmed RSI hours. If it is unclear whether instruction occurred, do not report those hours.</p> |

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| | | |
|--------|------------|---|
| | | <p>If any apprentices received RSI, but then dropped out, or were removed from the program, those apprentices and hours should be counted.</p> <p>The number of confirmed RSI hours and number of apprentices reported in P2 should be inclusive of the RSI hours and apprentices report in P1.</p> |
| ReCalc | November 1 | <p>Please include all confirmed RSI hours that were provided starting July 1 through June 30. Identify each program/occupation combination that provided instruction, the number of RSI hours provided by that program/occupation combination, and the number of unduplicated apprentices that received RSI through that program/occupation combination.</p> <p>Only report confirmed RSI hours. If it is unclear whether instruction occurred, do not report those hours.</p> <p>If any apprentices received RSI, but then dropped out, or were removed from the program, those apprentices and RSI hours should be counted.</p> <p>The number of confirmed RSI hours and number of apprentices reported in ReCalc should be inclusive of the RSI hours and apprentices report in P1 and P2.</p> |

Important to Note:

1. It is imperative that LEAs and CCDs provide accurate and timely submissions during every reporting period. Although the CCCCCO may send periodic reminders, it is the responsibility of the LEA and CCD to ensure their reports are accurately submitted and approved by their chief business officer or equivalent prior to the deadline.
2. The CCCCCO is unaware of staffing changes. Therefore, it is the responsibility of the LEAs and CCDs to ensure access is granted as required. The CCCCCO may support with granting access as needed.
3. RSI funding payout will be based primarily on recalculation data submitted, in addition to availability of funding. Any LEA or CCD who does not submit their recalculation report and have chief business officer or equivalent approval of the recalculation submission by the November 1st deadline is subject to a subsequent impact on funding paid out. RSI reports which are approved during the Budget Year Projection, P1, and P2 periods do not guarantee LEA or CCD will receive the funding.
4. Although payment is made based on recalculation data, all reports must still be submitted and approved by the deadlines specified.
5. RSI hours must be specific to RSI instruction, not OJT hours. Any compensation for OJT hours may not be double counted for RSI funding.

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How to Count Hours & Unduplicated Apprentices

(Example is for a single program/occupation combination)

| | Reporting Period | Class 1 | Class 2 | Class 3 | Reporting Period RSI Total | Cumulative RSI Total | Unduplicated Number of Apprentices |
|---------------------------|------------------|---|--|--|----------------------------|----------------------|------------------------------------|
| Performance Period | <i>P1</i> | Apprentice A 20 hours Apprentice B 5 hours | Apprentice B 15 hours Apprentice C 20 hours | Apprentice A 35 hours Apprentice B 5 hours Apprentice C 60 hours Apprentice D 2 hours | 162 hours | 162 hours | 4 |
| | <i>P2</i> | Apprentice C 30 hours | Apprentice B 5 hours Apprentice E 15 hours | | 50 hours | 212 hours | 5 |
| | <i>ReCalc</i> | Apprentice E 5 hours | Apprentice F 5 hours Apprentice G 10 hours | | 20 hours | 232 hours | 7 |

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**Transfer of Programs Between LEAs
and/or Community Colleges**

- All requests to transfer apprenticeship programs, including RSI hours and funding, between LEAs and/or Community Colleges must be submitted to the Chancellor's Office.
- All transfers will take effect the following fiscal year or when the Governor signs the Budget Act if beyond that date.
- There may be no mid-year transfer of hours.
- Requests to transfer RSI funding within Schedule (2) or within Schedule (3) of Budget Act Item 6870-101-0001 (between LEAs, or between Community Colleges) must be submitted to the Chancellor's Office prior to the start of the applicable fiscal year no later than June 1st of the current fiscal year.
- All requests to transfer RSI funding between Budget Act Schedule (2) and Schedule (3) of Item 6870- 101-0001 (from an LEA to a Community College or the reverse) must be submitted to the Chancellor's Office no later than November 1st of the current fiscal year and will be submitted into the forthcoming Budget Act process. Failure to meet this deadline will cause the transfer to be disapproved or delayed to a future year.
- Transfers of hours between Schedule (2) and Schedule (3) are subject to adequate funding being appropriated in the Budget Act and may not be supported if funding is not appropriated accordingly or may be supported at a lower number of hours than requested.
- The amount to be transferred shall not exceed the current year allocation of RSI hours but may be less than the current year allocation if the sponsor did not fully utilize their prior year allocation. In this case, the amount transferred shall not be less than the prior year RSI funding utilized by the apprenticeship program. The total number of hours to transfer must be set according to these guidelines and noticed by the LEAs and/or Community Colleges, within a written or an email record, prior to submission of a request to the Chancellor's Office. The written agreement should also be submitted to DAS.
- For any transfer, in the event the appropriation for RSI funding in the subsequent fiscal year has been reduced, the dollar amount transferred shall be reduced proportionally among recipients.

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- Apprenticeship Programs, LEAs, and Community Colleges should work diligently to maintain a good working relationship so that transfers are unusual events.

Annual RSI Allocations

The Chancellor's Office allocates additional hours or reduces hours to LEAs or Community Colleges when their Schedule is allocated greater or fewer hours than the previous year. The Chancellor's Office increases or decreases allocations based on the actual number of hours reported by LEAs or Community Colleges in the previous fiscal year. The Chancellor's Office bases the number of hours allocated to LEAs or Community Colleges on the numbers the LEAs or Community Colleges reported in the previous fiscal year because those are the numbers that were used to develop the current Budget Act allocation. With program stability as a priority:

1. When a Schedule is allocated fewer hours than the previous year:
 - a. The Chancellor's Office will maintain the previous year allocation of hours for any LEA or Community College that reported hours equal to or greater than its allocation in the previous fiscal year.
 - b. The Chancellor's Office will reduce the allocation for any LEA or Community College that reported hours less than its allocation in the previous fiscal year. Hours are reduced in proportion to the reduction of hours for the Schedule and the number of hours reported by the LEA or Community College in the previous fiscal year.
2. When a Schedule is allocated a greater number of hours than the previous year:
 - a. The Chancellor's Office will maintain the previous year allocation of hours for any LEA or Community College that did not report hours greater than its allocation in the previous fiscal year.
 - b. The Chancellor's Office will increase the allocation for any LEA or Community College that reported hours greater than its allocation in the previous fiscal year. Amounts are increased in proportion to the number of hours reported beyond the allocation in the previous fiscal year and the number of available hours.

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Treatment of Costs and Services

For purposes of apprenticeship, the maximum percentage of reimbursement an LEA or Community College may claim for indirect expenses is to be based upon negotiations with the apprenticeship program, should not exceed 20 percent. However, the 20 percent may be exceeded if the LEA or Community College and the apprenticeship program negotiates and agrees to additional activities, support, or services that LEA or Community College will provide that result in costs exceeding 20 percent. In every case where the percentage exceeds 20 percent, the apprenticeship program must provide adequate justification to the Chancellor's Office 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 apprenticeship program to transfer to a different LEA and/or Community College.

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Suggested Audit Guidance for All LEAs and Community Colleges

Criteria:

Apprenticeship California Labor Code Sections 3070-3093

Education Code sections 8150-8155, 79140 - 79149.7

California Code of Regulations, title 5, section 56652 (for Community College only)

Student Attendance Accounting Manual (for Community College only)

Budget and Accounting Manual Chapter 3 (for Community College only)

Apprenticeship Expenditure and Accounting Guidelines (request these at the site under audit)

Audit Guide Sources:

LEAs - [2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting](#)

California Community Colleges – [Contracted District Audit Manual 2024-25](#)

Compliance Requirements:

Positive attendance hours for related and supplemental instruction reported to each LEA and/or Community College by participating apprenticeship program must be eligible for reimbursement pursuant to Education Code section 79149.3, 8152, and 8150.5.

Reimbursements may be made under this section for related and supplemental instruction provided to indentured apprentices only if the instruction is provided by an apprenticeship program approved by the Division of Apprenticeship Standards of the Department of Industrial Relations in accordance with Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code. RSI hours must be specific to RSI instruction, not OJT hours.

Reimbursement requests for RSI funding must be supported by source documents such as apprentice sign in sheets for classes, electronic sign in sheets, or Certified Instructor Attendance Reports. Isolated apprentices must also show proof of having received instruction to be eligible for an apprenticeship program to receive RSI funds.

Suggested Audit Procedures:

1) Select a representative sample of apprentices and verify the RSI hours claimed for reimbursement for the year under audit, as reported by a participating apprenticeship program pursuant to Education Code sections 8150.5, 8152, and 79149.3, are eligible for reimbursement, by tracing the hours reported for reimbursement to source documents i.e., apprentice sign-in sheets or Certified Instructor Attendance Reports, electronic sign-in sheets.

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For example, when auditing the subject year financial statements, the auditor should test RSI data reported for subject year.

2) For isolated apprentices, as defined by Labor Code section 3074, select a representative sample of apprentices, and obtain evidence that supports RSI attendance during instructional events.

3) Report in a finding the resulting hours inappropriately reported for reimbursement and an estimate of their dollar value.

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