

Best Practices for Apprenticeship Trainers

If trainers are observing challenges from apprentices in meeting assignments or learning materials. Use these questions as a way of understanding if a person has a disability and needs additional support needs.

- When in school, have you had a Section 504 plan or IEP?
- Have you received support services at a community college from Disabled Services and Programs for Students (DSPS)?
- Do you receive services from Department of Rehabilitation (DOR) or a Regional Center?
- Have you worked with a case manager in educational or workforce setting?

Yes, to these questions signify the apprentice may have a disability and may need additional support. This should prompt the trainer to have a conversation with an apprentice on what would benefit and support the apprentice in learning the job.

If the apprentice is a client of DOR, Regional Center, or Disabled Services and Programs for Students, then connect with their counselor and apprentice to determine support needs.

The following resources can assist trainers in finding accommodation, information on laws regarding people with disabilities, and training opportunities.

Job Accommodation Network (JAN)

[Employer Page](#)

- Accommodation Solutions by Occupation and Industry
- The resources include examples of accommodation solutions by occupation and industry, which could be helpful for many industry-based internships.
- Training and Certification

Department of Rehabilitation (DOR) – Disability Access Services (DAS)

[DAS Trainings and Webinars](#)

- Disability Awareness & Etiquette – FREE COURSE

- While general, this should be essential for everyone working with people with disabilities.

Disability Laws and Regulations

- Lists both California and federal laws and regulations affecting people with disabilities.

Other resources that can help trainers are DOR's business specialists. Each [DOR district](#) has them and can work with businesses on questions they may have.