

Department of Industrial Relations, Division of Apprenticeship Standards

These forms are provided to comply with: **California Code of Regulations Title 8 §212.3 (b) and (c) "Self Evaluation and Monitoring"**. * A copy of the regulation is available at www.dir.ca.gov/t8/212_3.html

20__ Apprenticeship Program Self - Assessment Review

FULL PROGRAM NAME:		FILE #
		EMPLOYER ID#
PROGRAM ADDRESS:		
OCCUPATION(S): use attachment if necessary	Total OJT Hours:	# of PERIODS:
		BEGINNING AND LAST PERIOD WAGES:
LOCATION(S) OF RELATED SUPPLEMENTAL INSTRUCTION:		RSI HRS PER YEAR:
NAME AND ADDRESS OF LOCAL EDUCATION AGENCY:		NAME AND PHONE # FOR LEA REPRESENTATIVE:
DAS CONSULTANT(S):	DAS FIELD OFFICE:	YEAR OF LAST REVISION OF STANDARDS:
* Did The Assigned Consultant Furnish CAL PLAN data sheet and a list Of Active Apprentices: Yes_____ No_____		
* Please attach copies of all 20__ Meeting Minutes		
NAME, TITLE AND PHONE OF PERSON PREPARING THIS REVIEW:		
<i>I certify that the Self-Assessment Review was conducted in good faith, and I declare under penalty of perjury that the Information contained herein is true and correct to the best of my knowledge and belief.</i>		
SUBMITTED BY - NAME AND TITLE	SIGNATURE	DATE

Department of Industrial Relations Division of Apprenticeship Standards

I. PROGRAM STRUCTURE AND RECORDKEEPING

1.	Please list your committee members and their positions
2.	How often does your committee meet and how do they meet? In person? Teleconference?
3.	Does your program oversee subcommittees? Where and how often do they meet?
4.	Does your program's written policy address meeting procedures, including quorums?
5.	How do you track and record OJT and RSI hours? (i.e. blue books/spreadsheet)
6.	How often are regular Apprentice reviews and upgrades conducted?
7.	Does the program have staff that maintain records? If so, how many staff members and approximate percentage of time exclusive to apprenticeship?

II. Training and Instruction

1	When was the RSI curriculum last reviewed or modified with the LEA's review or approval?
---	--

Please answer the following questions yes or no and attach any explanations you feel necessary		Yes	No
2	Does the program have adequate facilities, equipment and supplies for training?		
3	Do apprentices receive training in safety?		
4	Do apprentices receive training in prevention, recognition and reporting of sexual harassment?		
5	Do apprentices receive training about substance abuse?		
6	Does program have a support process for apprentices needing help or tutoring?		
7	Does program solicit apprentice input about instruction and curriculum?		
8	Does LEA furnish facilities or instructor wages? If so, explain:		

Department of Industrial Relations Division of Apprenticeship Standards

III. Recruitment & Linkages

1.	What does the Program do to promote apprenticeship opportunities to underutilized groups?				
2.	How often does the Program disseminate information about Apprenticeship opportunities?	Quarterly	Semi-Annually	Annually	Don't Do
3.	Does Program have Linkage Agreements or Direct Entry? (Workforce Investment Boards, Community Colleges, VA or Pre-Apprenticeship) Please List				
Please answer the following questions yes or no and attach any explanations you feel necessary				Yes	No
4.	Is your apprenticeship program approved by the Federal Department of Labor Office of Apprenticeship?				
4a	Would you like help getting Federal approval?				
5.	Is your apprenticeship program approved for VA Education Benefits?				
5a	Do you want information on VA approval?				
6	Would you like help contacting Community Based Organizations?				
7	Would you like more help from DAS?				
8	Has your program been audited by the Federal Department of Labor?				
9.	Do you have suggestions for DAS?				

Department of Industrial Relations Division of Apprenticeship Standards

PROGRAM IMPROVEMENT PLAN FOR 20__

Page

of

Pages

Please list your plans for improving your program during the next year.