

**Apprenticeship**  
**Common Administrative Practices and Treatment of Costs and Services**  
**Developed pursuant California Education Code Section 8155(b)**

**Acronyms & Definitions**

- CAC –California Apprenticeship Council.
- Chancellor’s Office - CCCCCO –California Community College Chancellor’s Office.
- Charter School – California Department of Education chartered school.
- College – California Community College.
- College RSI – The RSI reimbursement program provided for by California Education Code section 79149.1.
- 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.
- Education Code – California Education Code
- FTES – Full-time Equivalent Student: a measure used by California Community Colleges for apportionment reporting which is the equivalent of 525 hours of instruction.
- IACA –Interagency Advisory Committee on Apprenticeship.
- JAC - Joint Apprenticeship Committee. Administrators of an apprenticeship program consisting of employers and a labor organization(s).
- Labor Code – California Labor Code
- LEA - Local Educational Agency including California Department of Education authorized K12 school districts, charter schools, and county offices of education.
- LEA RSI – The RSI reimbursement program provided for by California Education Code sections 8152.
- OJT – On-the-job training.
- Performance Period – The entire period of time that funds from a specific source are available. For example, the RSI funding performance period is July 1 of one calendar year through June 30 of the following calendar year.
- Program Sponsor – An employer, employer group or association of employers, and/or a labor organization
- Reporting Period – The period of time covered by a single report.
- RSI – Related and Supplemental Instruction. Classroom and or lab-based instruction, including synchronous delivery where approved by the LEA or Community College. Asynchronous delivery of RSI is not acceptable for RSI funding.
- UAC - Unilateral Apprenticeship Committee. Administrators of an apprenticeship program consisting of an employer or employers.
- Unduplicated Number of Apprentices – A count of apprentices that ensures apprentices are not double counted (See the counting apprentices example below for more context).

## **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 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

### RSI:

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

### Community College RSI:

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.

### CCCO

Serves as the fiscal agent for State of California approved apprenticeship program RSI funding.

## **Apprenticeship Program 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.

To be eligible to report FTES, 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.
2. Provide instruction by a Community College faculty member.
3. Provide instruction within a class offered for Community College credit.

## Best Practices

### 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 not less often once per fiscal year.
- 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 RSI oversight.
- Attend JAC and UAC meetings in person.
- Attend CAC meetings in person.
- 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.
- Complete reporting documents on time as requested by the Chancellor's Office.
- Monitor Chancellor's Office Memos pertaining to RSI reporting.

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<https://docs.google.com/forms/d/e/1FAIpQLSciNdfXdG6vFgzEHsnFVUxEjsGH1a8HkntzzocN uWCKGFrYJg/viewform>

### DAS

- Cooperate with LEAs and Community Colleges which will or do provide RSI and/or oversight of RSI to assure compliance with applicable labor and or education codes.
- Provide a copy of approved apprenticeship standards to the LEA or Community College serving the apprenticeship program together with any changes or updates.
- Communicate not less often than each 6 months with each LEA, or Community College, that serves apprenticeship programs.
- Recognize that RSI curriculum approval, delivery, and RSI funding is between the LEA or Community College and the apprenticeship program and as set forth in a written agreement between the parties. Grant criteria may impact this statement.

### Apprenticeship Committees (Apprenticeship Programs):

- 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 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.

LEAs, Community Colleges, CCCO, DAS, IACA, and Apprenticeship Programs:

- Assure the welfare of the apprentice and that the goals set forth by the California administration 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.

# NOVA Reporting Schedule

## Hourly RSI Reporting

| Reporting Period       | Due Date   | Content   |
|------------------------|------------|---|
| Budget Year Projection | October 1  | <p>Please include an estimate of the RSI hours that are anticipated to be provided in the Budget Year (the following fiscal year), including each program/occupation combination that the LEA or Community College plans to report RSI hours including the number of RSI hours allocated to each program, and the number of unduplicated apprentices anticipated to receive RSI.</p> <p>Apprenticeship Programs that are in the DAS approval stage which will be operational by July 1 of the following year shall be listed in the additional comments section with an estimate of RSI hours needed within each occupation. Apprenticeship Programs with a DAS file number that are not listed in the populated program section shall also be listed in the additional comments section showing the DAS file number together with an estimate of RSI hours needed in each occupation and the number of apprentices to be served.</p>   |
| P1                     | January 31 | <p>Please include all RSI hours that were provided starting July 1 through December 31. Identify each apprenticeship program that provided RSI, the number of RSI hours provided by the LEA, or Community College or by the apprenticeship program by occupation, and the number of unduplicated apprentices that received RSI through-the LEA or Community College or apprenticeship program by occupation.</p> <p>Only report confirmed RSI hours. If it is unclear whether RSI was delivered, do not report those hours.</p> <p>If any apprentices received RSI, but then dropped out or was removed from the program, those apprentices and hours should be counted.</p> <p>Apprenticeship Programs that are approved by DAS and that have been operating for one or more years may use the unduplicated number of apprentices as shown in the DAS apprentice registration records.</p>   |
| P2                     | May 31     | <p>Please include all RSI hours that were provided starting July 1 through April 30. Identify each apprenticeship program that provided RSI, the number of RSI hours provided by the LEA or Community College and/or the apprenticeship program/ by occupation, and the number of unduplicated apprentices that received RSI through that program by occupation.</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 was removed from the apprenticeship program, those apprentices and RSI hours should be counted. The number of RSI hours and number of apprentices reported in P2 should be inclusive of the RSI hours and apprentices report in P1.</p> <p>Apprenticeship Programs that are approved by DAS and that have been operating for one or more years may use the unduplicated number of apprentices as shown in the DAS apprentice registration records.</p> |

# NOVA Reporting Schedule

Continued:

|        |            |  |
|--------|------------|--|
| ReCalc | November 1 | <p>Please include all RSI hours that were provided by the LEA, Community College, and/or apprenticeship program starting July 1 through June 30. Identify each apprenticeship program the number of RSI hours provided by the LEA, Community College, and or apprenticeship program by occupation, and the number of unduplicated apprentices that received RSI through that apprenticeship 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 was removed from the apprenticeship program, those apprentices and RSI hours should be counted.</p> <p>The number of RSI hours and number of apprentices reported in ReCalc should be inclusive of the RSI hours and apprentices reported in P1 and P2.</p> <p>Apprenticeship Programs that are approved by DAS and that have been operating for one or more years may use the unduplicated number of apprentices as shown in the DAS apprentice registration records.</p> |
|--------|------------|--|

## 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 |
|---------------------------|------------------|---|--|--|----------------------------|----------------------|------------------------------------|
| <b>Performance Period</b> | <i>P1</i>        | Apprentice A<br>20 hours<br>Apprentice B<br>5 hours | Apprentice B<br>15 hours<br>Apprentice C<br>20 hours | Apprentice A<br>35 hours<br>Apprentice B<br>5 hours<br>Apprentice C<br>60 hours<br>Apprentice D<br>2 hours | 162 hours                  | 162 hours            | 4                                  |
|                           | <i>P2</i>        | Apprentice C<br>30 hours                            | Apprentice B<br>5 hours<br>Apprentice E<br>15 hours  |  | 50 hours                   | 212 hours            | 5                                  |
|                           | <i>ReCalc</i>    | Apprentice E<br>5 hours                             | Apprentice F<br>5 hours<br>Apprentice G<br>10 hours  |  | 20 hours                   | 232 hours            | 7                                  |

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

- All requests to transfer RSI funding must be approved by the Chancellor's Office
- When approved, all transfers will take effect at the beginning of the following fiscal year or when the Governor signs the Budget Act if beyond that date.
- There may be no mid-year transfer of RSI funding.
- Requests to transfer RSI funding within Schedule (2) or within Schedule (3) of Budget Act Item 6870-101-0001 (between school districts and county offices of education, or between colleges) must be submitted to the Chancellor's Office no later than November 30 of the current fiscal year. Failure to meet this deadline may cause the transfer to be applied in a subsequent fiscal year.
- All requests to transfer RSI funding between Budget Act Schedule (2) and Schedule (3) of Item 6870- 101-0001 (from a school district or county office of education to a college or the reverse) must be submitted to the Chancellor's Office no later than September 1 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 RSI funding 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 RSI funding to be transferred shall not exceed the current year allocation of RSI hours but may be less than the current year allocation if the program 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 program. The total number of hours to be transferred must be set according to these guidelines and agreed to by the new LEA and or Community College, within a letter or an email record. The agreement letter or email should also be submitted to DAS, so that DAS may initiate a change to the approved apprenticeship standards.
- For any transfer, in the event the state appropriation for RSI in the subsequent fiscal year has been reduced, the dollar amount transferred shall be reduced proportionally among recipients.
- Apprenticeship Committees, LEAs, and Community Colleges should work diligently to maintain a good working relationship so that transfers are unusual events.

### **Annual RSI Funding 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.

### **Treatment of Costs and Services with Apprenticeship Programs**

For purposes of apprenticeship, the maximum percentage of reimbursement an LEA or Community College may claim for direct and or indirect expenses shall be based upon negotiations with the apprenticeship committee, but not to exceed 20 percent. However, the 20 percent may be exceeded if the LEA or Community College and the apprenticeship committee negotiates and agrees to additional activities, support, or services that LEA or Community College will provide that result in costs exceeding 20 percent. LEA or Community College facility use, and payment of instructor wages and benefits shall be an example that would justify a greater percent than 20. In every case where the percentage exceeds 20 percent, the 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 or Community College.



## **RSI Audit Guidance for 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

Student Attendance Accounting Manual

Budget and Accounting Manual Chapter 3

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

### Compliance Requirements:

Positive attendance hours for related and supplemental instruction delivered and reported by a Community College, or LEA, for an apprenticeship committee (program), shall be eligible for reimbursement pursuant to Education Code sections 79149.3, and 8450, or 8152.

Reimbursements may be made under this section for related and supplemental instruction provided to indentured apprentices only if the RSI is provided for 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.

Reimbursement requests for RSI must be supported by source documents such as student sign in sheets (electronic sign in sheets are acceptable), or instructor or committee certified attendance records. RSI funding for isolated apprentices must include documented proof of having received RSI from the LEA, Community College, or the apprenticeship program to be eligible for RSI funds.

### Suggested Audit Procedures (performed by the LEA, Community College, or State Auditors):

- 1) Select a representative sample of apprentices and verify the hours claimed for RSI funding for the fiscal year under audit, as reported by a participating LEA, Community College, or apprenticeship program pursuant to Education Code sections 8150, 8152, and 79149.3, by comparing the RSI hours reported for reimbursement to source documents including verification that the apprentices are state registered as an apprentice with the applicable apprenticeship program (i.e., apprentice sign in sheets, or certified instructor or apprenticeship program attendance records). When auditing financial statements, the auditor should test RSI data reported for the subject fiscal 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 RSI hours inappropriately reported for reimbursement and an estimate of their dollar value.