

## Division of Apprenticeship Standards (DAS)

### Apprenticeship Program Summary Sheet

**To:** Adele Burnes, Chief  
**From:** Joseph Gallardo  
**CC:** Program Planning and Review  
**Date:** December 17, 2024

**Program Name:** Eden Area Regional Occupation Program (EAROP) Healthcare  
Apprenticeship

**Industry:** Healthcare

**DAS File No.:** 101329

**Grant Awardee:** ☐ No ☒ Yes CAI FY23/24

#### Actions:

- ☒ Proposed new apprentice program
- ☐ Existing apprenticeship program adding new occupations
- ☐ Existing apprenticeship program expanding area of operations
- ☐ Existing apprenticeship program changing work processes on approved occupations.

#### Labor Organizations Representing Any of the Apprentices:

None

#### Request for Approval under Labor Code 3075:

Eden Area Regional Occupation Program (EAROP) Healthcare Apprenticeship is not intended to train in the building and construction trades and is not eligible to dispatch apprentices to projects with public works, prevailing wage or skilled and trained workforce requirements within the meaning of Labor Code sections 1720 and 3075 and will not train or dispatch apprentices in the building and construction trades or firefighters occupations.

#### Comments:

The mission of the Eden Area Regional Occupation Program is to build a foundation for students that prepares them academically, technically, and professionally to meet challenging opportunities of the 21st century with confidence and purpose.

Eden Area Regional Occupation Program (EAROP) Healthcare Apprenticeship will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following:

**Proposed Occupation, Wage Rate & O\*Net Code:**

- Dental Assistant O\*Net: 31-9091.00  
Professional Worker Wage: \$21.00 per hour  
Proposed Apprentice Wage: \$20.50 per hour  
Proposed No. of Apprentices: 15

**Proposed Employers:**

- San Leandro Pediatric Dentistry - 441 Joaquin Ave., San Leandro, CA 94577

# **Eden Area Regional Occupation Program (EAROP) Healthcare Apprenticeship Program Standards**

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**Article I Purpose and Policy**

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as an education sponsored, employer based undertaking.

These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade, craft or occupation defined herein, to become effective upon their approval.

**Article II Craft, Trade or Occupation, Related and Supplemental Instruction, Term of Apprenticeship, Ratio, Wage Schedule and Work Training**

**Occupation:** Dental Assistant

**O\*Net Code:** 31-9091.00

**Attachment:** B

**Article III Organization**

For each employer participating in this program, an "Employer Agreement" (See Attachment D) will be provided to specify the information particular to that employer as noted herein, including the option to waive or offer participation on the committee, employer committee members will be selected as outlined in the rules & regulations.

**Article IV Jurisdiction**

These standards shall apply to the employer and employee organizations signatory hereto; their members, to other employers who subscribe hereto or who are party to a collective bargaining agreement with an employee organization(s) signatory hereto, and to all apprentice agreements hereunder.

Area Covered by Standards: Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo and Yuba counties.

**Article V Functions**

The functions of the apprenticeship committee shall be to:

- 1) develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;
- 2) serve in an advisory capacity with employers and employees in matters pertaining to these standards;
- 3) ensure the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice;
- 4) aid in the adjustment of apprenticeship disputes;
- 5) develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations and apply them uniformly in the selection of applicants for apprenticeship.

**Article VI Responsibilities**

The responsibilities of the apprenticeship committee shall be to:

- 1) supervise the administration and enforcement of these standards;
- 2) adopt such rules and regulations as are necessary to govern the program provided that the rules and regulations do not conflict with these standards;
- 3) conduct orientations, workshops or other educational sessions for employers to explain the apprenticeship program's standards and the operation of the apprenticeship program;
- 4) pass upon the qualification of employers and, when appropriate, to suspend or withdraw approval;
- 5) conduct on-going evaluation of the interest and capacity of employers to participate in the apprenticeship program and to train apprentices on the job;
- 6) make periodic evaluations of each apprentice's on-the-job training and related and supplemental instruction;
- 7) ensure safe work site facilities, skilled workers as trainers at the work site, and safe equipment sufficient to train apprentices;
- 8) determine the qualifications of apprentice applicants and ensure fair and impartial treatment of applicants for apprenticeship selected through uniform selection procedures;
- 9) file a signed copy, written or electronic, of each apprentice agreement with the Division of Apprenticeship Standards, within 30 days of execution, with copies to all parties to the agreement;
- 10) establish and utilize a procedure to record and maintain all records of the apprentice's worksite job progress and progress in related and supplemental instruction;

- 11) establish and utilize a system for the periodic review and evaluation of the apprentice's progress in job performance and related instruction;
- 12) discipline apprentices, up to and including termination, for failure to fulfill their obligations on-the-job or in related instruction, including provisions for fair hearings;
- 13) annually prepare and submit a Self-Assessment Review as well as a Program Improvement Plan to the Chief of the Division of Apprenticeship Standards;
- 14) ensure training and supervision, both on the job and in related instruction, in first aid, safe working practices and the recognition of occupational health and safety hazards;
- 15) ensure training in the recognition of illegal discrimination and sexual harassment;
- 16) establish an adequate mechanism to be used for the rotation of the apprentice from work process to work process to ensure the apprentice of complete training in the apprenticeable occupation including mobility between employers when essential to provide exposure and training in various work processes in the apprenticeable occupation;
- 17) establish an adequate mechanism that will be used to provide apprentices with reasonably continuous employment in the event of a lay-off or the inability of one employer to provide training in all work processes as outlined in the standards;
- 18) comply with meaningful representation requirements for the interests of apprentices in the management of the program where apprentices are at least equally represented on an advisory panel established by the apprenticeship committee responsible for the operation of the program;
- 19) adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.

## **Article VII    Definition of an Apprentice**

An apprentice is a person at least 18 years of age, who has met the requirements for selection under the selection procedures of participating employer, who is engaged in learning a designated craft or trade and who has entered into a written apprentice agreement under the provisions of these standards.

## **Article VIII    Duties of an Apprentice**

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the rules, regulations and decisions of the apprenticeship committee.

**Article IX     Apprentice Agreement**

- 1) Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer, by the program sponsor, and by the apprentice and must be approved by the apprenticeship committee.
- 2) Each apprentice shall be furnished a copy of or be given an opportunity to study these standards before registration. These standards shall be considered a part of the apprentice agreement as though expressly written therein.

**Article X     Termination and Transfer of Agreements**

- 1) During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprentice agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.
- 2) If an employer is unable to fulfill his/her obligations to train under any apprentice agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprentice agreement.

**Article XI     Lay-off**

- 1) If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.
- 2) There shall be no liability on the part of the employer, the program, or the committee for an injury sustained by an apprentice engaged in schoolwork at a time when the apprentice is unemployed.

**Article XII     Controversies**

All controversies or differences concerning apprentice agreements that cannot be adjusted locally by the apprenticeship committee or otherwise shall be submitted to the Administrator for determination.

**Article XIII Certificate of Completion**

- 1) In addition to previous on-the-job training and related school instruction, which is of an approved nature, the Apprentice shall have completed not less than an additional six (6) months as an apprentice under the laws of the State of California and demonstrated mastery of the skills and knowledge of the prescribed program.
- 2) In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half percent (12½%).
- 3) Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the Chief of the Division of Apprenticeship Standards and the Interagency Advisory Committee on Apprenticeship.

**Article XIV Equal Opportunity in Apprenticeship**

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or veteran or military status.

Eden Area Regional Occupation Program (EAROP) Healthcare Apprenticeship will ensure selection procedures meet objective standards and maintain a fair and equitable selection process for all applicants.

**Article XV Written Applications**

Please visit <https://www.edenropadultprograms.org/Dental-Assisting> or reach out to Phyllis at (510) 293-2910, or by email at [ptrieu@edenrop.org](mailto:ptrieu@edenrop.org).

**Article XVI Records**

All records will be maintained, in written or electronic form, for five (5) years and kept at:

Eden Area Regional Occupation Program (EAROP) Healthcare Apprenticeship  
26316 Hesperian Blvd.  
Hayward, CA 94545



**Article XVII Annual Compliance**

Eden Area Regional Occupation Program (EAROP) Healthcare Apprenticeship will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

Eden Area Regional Occupation Program (EAROP) Healthcare Apprenticeship agrees to accept electronic signatures for these Division of Apprenticeship Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted by Eden Area Regional Occupation Program (EAROP) Healthcare Apprenticeship on December 20, 2024 (Committee approval date).

**Employer Organization**

Eden Area Regional Occupation Program (EAROP) Healthcare Apprenticeship  
26316 Hesperian Blvd., Hayward, CA, 94545

\_\_\_\_\_  
Craig Lang, Director of Adult Programs  
and Apprenticeships

\_\_\_\_\_  
Date

The foregoing apprenticeship standards, being in conformity with the applicable California Labor Code, California Code of Regulations and Federal Regulations, are hereby approved

\_\_\_\_\_  
(DAS approval date)

\_\_\_\_\_  
Adele Burnes, Chief  
Division of Apprenticeship Standards

\_\_\_\_\_  
Date

## **Attachment B**

### **Training Schedule and Working Conditions**

Eden Area Regional Occupation Program (EAROP) Healthcare Apprenticeship

#### **Occupation**

**Occupation:** Dental Assistant

**O\*Net Code:** 31-9091.00

#### **Article I Term of Apprenticeship and Probation**

The standard term of apprenticeship shall be competency based with 150 related and supplemental instruction (RSI) hours and completed within approximately 12 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one (1) year. The period of probation shall be three (3) months.

#### **Article II Wage Schedule**

##### **Professional Worker Wage:**

\$ 21.00 per hour effective 12/20/2024.

##### **Apprentice Wage and Advancement Schedule:**

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

To advance from one period to the next, the apprentice shall have met the following requirements:

|            |  |                |
|------------|--|----------------|
| 1st period | 0% demonstrated competencies<br>and Radiation Safety Certification | \$ 20.50 /hour |
| 2nd period | 50% of demonstrated competencies                                   | \$ 21.00 /hour |

**Hours of Work and Working Conditions and Overtime Provision:**

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh (7) consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

**ARTICLE III Work-Training**

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

**Competency Check List**

**Demonstrates Fundamentals:** Apprentice can perform the task with some coaching.

**Proficient in Task:** Apprentice performs tasks properly and consistently.

**Completion Date:** Date apprentice completes final demonstration of competency.

**Detailed Work/Activities:** Initial and Date each task as Competency Check List is completed.

**JOB FUNCTION 1: Set-Up Operatory**

1. Place barrier protection
2. Review patient dental chart
3. Review dental treatment procedures
4. Check dental equipment
5. Arrange dental materials for procedure
6. Arrange dental instrument tray for procedure
7. Sharpen dental instruments

**JOB FUNCTION 2: Prepare the Patient**

1. Seat patient (e.g., greet, walk to room, place bib)
2. Update patient medical/dental history
3. Take patient vital signs
4. Inform patient of procedure
5. Respond to patient questions and concerns

**JOB FUNCTION 3: Assist with Dental Procedures**

1. Take (expose) dental radiograph (X-ray)
2. Develop dental radiograph (X-ray)
3. Mount dental radiograph (X-ray)
4. Report patient status to dentist
5. Record dental charting
6. Take impressions (e.g., bleaching tray, mouth guards, crowns study models, temporaries)
7. Select tooth color shade
8. Adjust operatory light (e.g., position, dim)
9. Place topical anesthetic
10. Pass instruments (e.g., 4-handed dentistry)
11. Evacuate oral cavity
12. Retract tongue and cheek
13. Rinse mouth with water
14. Dry tooth with air
15. Place rubber dam
16. Place matrix band
17. Change dental hand piece burs
18. Place (pack) retraction cord
19. Mix materials for procedure (e.g., cement, impressions, filling)
20. Light cure materials
21. Adjust occlusion
22. Seat temporary crown
23. Clean denture
24. Assess patient's comfort

25. Record treatment procedures on chart

#### **JOB FUNCTION 4: Maintain Infection Control**

1. Maintain personal vaccinations (e.g., hepatitis A&B, TB tine)
2. Change barrier protection
3. Dispose of sharps (e.g., needles, scalpel, suture needles, burs, carpules)
4. Dispose of biohazard
5. Sterilize dental instruments
6. Disinfect operatory
7. Prevent cross-contamination (e.g., PPE, disposable materials)
8. Change solutions (e.g., cold sterile, autoclave, ultrasonic)
9. Disinfect lab cases/models
10. Maintain evacuation systems (e.g., change traps, run solutions)
11. Maintain clean work environment (e.g., sweep, mop & dust)
12. Monitor autoclave operation

#### **JOB FUNCTION 5: Perform Lab Tasks**

1. Adjust prosthetic devices
2. Re-line dentures
3. Pour impressions & study diagnostic models
4. Trim models (e.g., study and diagnostic)
5. Create stints from model (e.g., bleaching trays, mouth guards, fluoride treatment, and traps)
6. Prepare lab prescriptions
7. Create temporary crowns
8. Replenish lab materials
9. Adjust dental appliances (e.g., retainer, space, maintainer)
10. Prepare wax tray-ins (e.g., partials and dentures)
11. Create orthodontic appliances
12. Create customer impressions tray
13. Disinfect dental lab
14. Prepare crowns
15. Change plastic traps
16. Maintain dental lathe
17. Maintain model trimmer
18. Clean alginate trays
19. Pumice finished product

#### **JOB FUNCTION 6: Provide Patient Support**

1. Comfort patient (e.g., hold hand, tissue, converse)
2. Notify patient of recall appointment
3. Assist in patient referral (e.g., endodontist, oral surgeon)

4. Instruct patient on pre/post-operative care
5. Instruct on pre-post treatment medications
6. Provide oral hygiene instructions (e.g., brush, floss, disclosing solution)
7. Provide patient education (e.g., explain crown, root canal period disease)
8. Inform patient on continuing care
9. Show image of teeth (e.g., intra-oral, digital, X-ray)

#### **JOB FUNCTION 7: Assist with Front Office Functions**

1. Assist in maintaining patient charts
2. Maintain recall card system
3. Assist with filing dental insurance
4. Assist with dental appointments (e.g., schedule, confirm)
5. Assist with processing billing statements
6. Assist with patient treatment & cost estimates
7. Confirm cases with lab (e.g., partials, crowns)
8. Process patient payment transactions
9. Organize bills to be paid by the doctor (e.g., lab, dental supply)
10. Assist with incoming calls
11. Call-in patient prescriptions

#### **JOB FUNCTION 8: Maintain Office Supplies**

1. Inventory dental supplies
2. Order dental supplies
3. Check-in dental supplies
4. Organize dental supplies
5. Restock Operatory/Office with dental supplies

#### **ARTICLE IV Related Instruction**

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 150 hours per year. Related and supplemental instruction will be provided by Eden Area Regional Occupation Program.

Time spent on related and supplemental instruction may not be compensated.

Foundation in Dental Assisting (80 hours)

Infection Control + Infection Control Certification (8 hours)

Dental Practice Act + Dental Practice Act Certification (2 hours)

Radiation Safety + Radiation Safety Certification (32 hours)

Coronal Polishing + Coronal Polishing Certification (12 hours)

Pit and Fissure Sealants + Pit and Fissure Sealants Certification (16 hours)

**Total of 150 RSI hours**

**ARTICLE V Ratio**

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise two (2) apprentice(s)