

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Joseph Gallardo
CC: Program Planning and Review
Date: April 11, 2025

Program Name: Moving Forward Academy
Industry: Healthcare
DAS File No.: 101348
Grant Awardee: ☒ No ☐ Yes

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:

Moving Forward Academy 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:

About the Training Agency

Moving Forward Psychological Institute, Inc. was founded in 2015 with a mission to engage with the community by providing culturally adaptive, personalized developmental training, therapy services, and supportive resources that promote healing. Our goal is to empower individuals, organizations, and communities to progress and thrive.

Our vision is to prevent mental health crises, reduce their associated costs, and ultimately save lives. Through our CMHWA Program, MFPI also addresses the community's need for qualified staffing in mental health and wellness-related roles, focusing on the development, management, and enhancement of wellness at the micro, mezzo, and macro levels.

Moving Forward Academy 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:

- Community Mental Health Worker O*Net: 21-1094.00
Professional Worker Wage: \$25.00 per hour
Proposed Apprentice Wage: \$23.00 per hour
Proposed No. of Apprentices: 30

Proposed Employers:

- Moving Forward Psychological Institute, Inc., 17150 Newhope St., Suite 113
Fountain Valley, CA 92708

Moving Forward Academy Program Standards

Table of Contents

Program Standards.....	1-7
List of Committee Members.....	Attachment A
Training Schedule and Working Conditions	
Community Mental Health Worker.....	Attachment B
Local Education Agency Letter(s).....	Attachment C
Sample Employer Agreement	Attachment D

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: Community Mental Health Worker

O*Net Code: 21-1094.00

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: All CA 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 apprentices 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 assure 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 with 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.

Moving Forward Academy will ensure selection procedures meet objective standards and maintain a fair and equitable selection process for all applicants.

Article XV Written Applications

Applications can be obtained online anytime at <https://www.movingforwardpi.com/mental-health-care-workforce-development/community-mental-health-worker-apprenticeship-program>.

Article XVI Records

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

Moving Forward Academy
17150 Newhope St., Suite 113,
Fountain Valley, CA 92708

Article XVII Annual Compliance

Moving Forward Academy will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

Moving Forward Academy agrees to accept electronic signatures for the Division of Apprenticeship Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted by Moving Forward Academy on December 17, 2024 (Committee approval date).

Employer Organization

Moving Forward Academy

17150 Newhope St., Suite 113, Fountain Valley, CA 92708

Paul Hoang, Chief Executive Officer

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

Moving Forward Academy

Occupation

Occupation: Community Mental Health Worker

O*Net Code: 21-1094.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be competency based with 160 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 year. The period of probation shall be three (3) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 25.00 per hour effective 12/17/2024.

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	Completion of 0 - 8 areas of competency	\$ 23.00 /hour
2nd period	Completion of 9 - 17 areas of competency	\$ 24.00 /hour
3rd period	Completion of 18 - 19 areas of competency	\$ 25.00 /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.

1. Provide educational materials to community members.

- A. Prepare and distribute mental health education materials, such as resources, literatures, and visual aids, to address increased mental health awareness.
- B. Develop and maintain health education libraries to provide resources for staff and community agencies.

2. Develop working relationships with others to facilitate program activities.

- A. Develop and maintain cooperative working relationships with agencies, organizations and community stakeholders interested in community mental health care.

3. Maintain mental health services program records.

- A. Maintain databases, mailing lists, telephone networks, and other information to facilitate the functioning of mental health education programs.
- B. Document activities and record information, such as the numbers of applications completed, presentations conducted, and persons assisted.

4. Plan programs to address community mental health issues.

- A. Develop and present mental health education and promotion programs, such as training workshops, conferences, and school or community presentations.
- B. Develop educational materials and programs for community agencies, local government, and state government.

5. Present mental health services program information to the public.

- A. Develop and present mental health education and promotion programs, such as training workshops, conferences, and school or community presentations.
- B. Provide program information to the public by preparing and presenting press releases, conducting media campaigns, or maintaining program-related websites.

6. Develop tools to diagnose or assess needs.

- A. Develop, conduct, or coordinate mental health needs assessments and other mental health surveys.
- B. Design and conduct evaluations and diagnostic studies to assess the quality and performance of mental health education programs.

7. Assess individual or community needs for educational or mental health services.

- A. Collaborate with mental health professionals and civic groups to determine community mental health needs and the availability of services and to develop goals for meeting needs.

8. Collect information about community mental health needs.

- A. Develop, conduct, or coordinate mental health needs assessments and other mental health surveys.

9. Supervise workers providing client or patient services.

- A. Supervise professional and technical staff in implementing mental health programs, objectives, and goals.

10. Develop educational policies.

- A. Develop operational plans and policies necessary to achieve mental health education objectives and services.

11. Evaluate the effectiveness of counseling or educational programs.

- A. Design and conduct evaluations and diagnostic studies to assess the quality and performance of mental health education programs.

12. Advise others on culturally adaptive mental health approaches to work with underserved populations.

- A. Provide guidance to agencies and organizations on assessment of culturally adaptive mental health education needs and on development and delivery of mental health education programs.

13. Develop educational programs.

- A. Design and administer training programs for new employees, interns, volunteers, and continuing education for existing employees.

14. Train staff members in social services skills.

- A. Design and administer training programs for new employees, interns, volunteers, and continuing education for existing employees.

15. Lead classes or community events.

- A. Teach classes or otherwise disseminate mental health information to school groups, community groups, or targeted families or individuals, in a manner consistent with cultural norms.

16. Help clients get needed services or resources

- A. Assist families to apply for social services, emergency shelters, temporary or permanent housing options.

17. Develop working relationships with others to facilitate program activities.

- A. Attend community meetings or health fairs to understand community issues or build relationships with community members.

18. Interpret cultural or religious information for others.

- A. Interpret cultural or religious information for others.

19. Plan programs to address community health issues.

- A. Develop plans or formal contracts for individuals, families, or community groups to improve overall health.

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 160 hours per year. Related and supplemental instruction will be provided by Moving Forward Academy and overseen by the San Joaquin County Office of Education (SJCOE).

Time spent in related and supplemental instruction may be compensated.

Course Name	RSI Hours
How to Help and Seek for Help	4 hours
Conducting Needs Assessment	4 hours
Knowledge, Skills, and Attitudes for Rapport Building	4 hours
Health System Navigation	4 hours
Role of Cultural Humility in Mental Healthcare Services	8 hours
Knowledge, Skills, and Attitudes for Field Safety	8 hours
Essential Life Skills Development	40 hours
Knowledge, Skills, and Attitudes for Case Management	16 hours
Effective Approaches to Engage in Difficult Conversations	8 hours
Mental Health 101	16 hours
Navigating Emergency Systems	8 hours
Active Prevention and Intervention (API) Crisis Response	40 hours
TOTAL	160 hours

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise ten (10) apprentice(s)