

## Division of Apprenticeship Standards (DAS)

### Apprenticeship Program Summary Sheet

**To:** Adele Burnes, Chief  
**From:** Laura Thompson  
**CC:** Program Planning and Review  
**Date:** March 3, 2025

**Program Name:** OUHSD R.E.A.D.Y! Apprenticeship Program  
**Industry:** Public Sector  
**DAS File No.:** 101358  
**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:

Oxnard Federation of Teachers & School Employees (OFTSE), Local 1273: 1701 Solar Drive, #225, Oxnard, CA 93030

California Schools Employees Association (CSEA), Chapter 329: 1800 Solar Drive, Oxnard, CA 93030

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

OUHSD R.E.A.D.Y! Apprenticeship Program 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 OUHSD R.E.A.D.Y! Apprenticeship Program, designed specifically for the Instructional Aide and Paraprofessional occupations, addresses an ever-increasing demand for skilled workers in local childcare and child education programs. A collaboration of five local employers, two labor unions, and their educational partners innovatively bridges the gap between students' theoretical learning and its practical application in the classroom setting.

OUHSD historically serves a predominantly lower-economic, underserved demographic that generally receives fewer opportunities; the majority of OUHSD student population are migrant workers and English language learners. OUHSD R.E.A.D.Y! provides its apprentices tools they need to succeed so they can pursue, with confidence, sustainable careers in early childhood and K-12 education that ready them for higher education. Apprentices engage in 21st-century on-the-job training and earn a competitive wage, culminating in responsibility and skills employers find highly desirable for these high-vacancy occupations. The OUHSD R.E.A.D.Y! Apprenticeship Program is ultimately designed to provide a consistent talent pool of qualified workers to local school districts' after-school programs, and is united in the belief education and training have the power to dramatically transform their communities.

OUHSD R.E.A.D.Y! Apprenticeship Program 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:**

- |                                         |                  |            |
|-----------------------------------------|------------------|------------|
| • Instructional Aide / Paraprofessional | O*Net:           | 25-9042.00 |
| Professional Worker Wage:               | \$17.50 per hour |            |
| Proposed Apprentice Wage:               | \$16.50 per hour |            |
| Proposed No. of Apprentices:            | 25               |            |

**Proposed Employers:**

- Oxnard Unified High School District, 1800 Solar Drive, Oxnard, CA 93030
- Pleasant Valley School District, 600 Temple Avenue, Camarillo, CA 93010
- Rio School District, 1800 Solar Drive, 3rd Floor, Oxnard, CA 93030
- City of Oxnard, Cultural & Community Services, 305 W. 3rd Street, West Wing, Oxnard, CA 93030
- Child Development Resources, 221 E. Ventura Boulevard, Oxnard, CA 93036

# **OUHSD R.E.A.D.Y! 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:** Instructional Aide / Paraprofessional

**O\*Net Code:** 25-9042.00

**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 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: Ventura County

**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 16 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.

- 3) If the apprentice is under 18 years of age, the agreement must be signed by the apprentice's parent or guardian. When the period of training extends beyond 18, the apprentice agreement shall likewise be binding to such a period as may be covered.

#### **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 a 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.

OUHSD R.E.A.D.Y! Apprenticeship Program will ensure selection procedures meet objective standards and maintain a fair and equitable selection process for all applicants.

#### **Article XV Written Applications**

Come join us at OHUSD R.E.A.D.Y! Applications are accepted annually between November and February. Apply at the link below, or the Oxnard Union High District Office located at 1800 Solar Drive, Oxnard, CA 93030.

<https://forms.gle/uaqztsjToRfWvgnp7>

#### **Article XVI Records**

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

OUHSD R.E.A.D.Y! Apprenticeship Program  
Career Technical Education  
1800 Solar Drive  
Oxnard, CA 93030

#### **Article XVII Annual Compliance**

OUHSD R.E.A.D.Y! Apprenticeship Program will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.



OUHSD R.E.A.D.Y! Apprenticeship Program 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 OUHSD R.E.A.D.Y! Apprenticeship Program on January 16, 2025.

**Employer Organization**

Oxnard Union High School District (OUHSD)  
1800 Solar Drive, Oxnard, CA 93030

\_\_\_\_\_  
Karen Boyd, Director of Human Resources OUHSD

\_\_\_\_\_  
Date

**Employee Organization**

Oxnard Federation of Teachers & School Employees (OFTSE), Local 1273  
1701 Solar Drive #225, Oxnard, CA 93030

\_\_\_\_\_  
Jeff Shettler, OFTSE Union Representative

\_\_\_\_\_  
Date

**Employee Organization**

California School Employees Association, Chapter 329  
1800 Solar Drive, Oxnard, CA 93030

\_\_\_\_\_  
Josefina Carrillo, CSEA Labor Representative

\_\_\_\_\_  
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**

OUHSD R.E.A.D.Y! Apprenticeship Program

#### **Occupation**

**Occupation:** Instructional Aide / Paraprofessional

**O\*Net Code:** 25-9042.00

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

The standard term of apprenticeship shall be competency-based with 255 related and supplemental instruction (RSI) hours and completed within approximately 24 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such a 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 six (6) months.

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

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

\$ 17.50 per hour effective 9/1/2024.

##### **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. \*The competencies are divided by grade level.

##### **In-School Youth Apprentice Schedule**

In-School Youth apprentices must be compensated at or above 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. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules

shown in the Out-of-School Youth and Non-Youth Apprentice section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

|                   |                                   |               |
|-------------------|-----------------------------------|---------------|
| <b>1st Period</b> | 0% of demonstrated competencies   | \$16.50 /hour |
| <b>2nd Period</b> | 100% of demonstrated competencies | \$17.50 /hour |

### **Out-of-School Youth and Non-Youth Apprentice Schedule**

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below.

| <b>Counties</b>                                           | <b>1<sup>st</sup> Period</b> | <b>2<sup>nd</sup> Period</b> | <b>3<sup>rd</sup> Period</b> | <b>Exit Wage</b> |
|-----------------------------------------------------------|------------------------------|------------------------------|------------------------------|------------------|
| Alameda, Marin, San Mateo, Santa Clara, and San Francisco | \$21.42                      | \$22.42                      | \$23.42                      | \$24.42          |
| Contra Costa                                              | \$20.83                      | \$21.83                      | \$22.83                      | \$23.83          |
| Los Angeles                                               | \$20.01                      | \$21.01                      | \$22.01                      | \$23.01          |
| Orange                                                    | \$19.32                      | \$20.32                      | \$21.32                      | \$22.32          |
| San Diego                                                 | \$19.77                      | \$20.77                      | \$21.77                      | \$22.77          |
| All Other Counties                                        | \$19.27                      | \$20.27                      | \$21.27                      | \$22.27          |

\* All mention of previous wage periods reference the current appropriate rate for that period and not necessarily the rate reflected in these Standards at the time of approval.

\*\* References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See [https://www.dir.ca.gov/dlse/minimum\\_wage.htm](https://www.dir.ca.gov/dlse/minimum_wage.htm) for details.

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

Eight (8) hours of labor constitute a day's work. Employment beyond eight (8) hours in any workday or more than six 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 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

**Proficiency in Task:** Apprentice performs task properly and consistently

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

**Detailed Work Activities:** Initial and date each task when Check List has been completed.

#### **Period 1 Evaluated Competencies**

- 1) Maintain student records
  - Take attendance as required by laws, district policies, and administrative regulations.
- 2) Assist in Classroom
  - Assists with program in accordance with program policies and performance standards.
  - Assists in activities and preparations necessary for the proper functioning of a classroom.

- Assists teacher/instructor with classroom management, and discipline strategies as directed/guided by teacher/instructor.
  - Support administration and classroom policies and rules governing students' behavior.
- 3) Prepare Instructional Materials
- Assist with preparing various teaching aids.
  - Prepare materials and classroom for class activities.
  - Distribute instructional or library materials.
  - Direct students to access teaching/lesson/activity materials, such as art supplies, textbooks, workbooks, papers, paints, and pencils, to students as applicable.
  - Ensure that materials are adequately supplied.
  - Distribute assignments and collect them when they are completed.
  - Maintain inventories of materials, equipment, or products.
  - Monitor availability of materials and supplies.
  - File, duplicate, restock/replenish materials per guidance of teacher.
- 4) Clean facilities or work areas
- Maintain classroom organization and/or assist with cleanup of classroom as guided by the teacher/instructor.
  - Sanitize toys and play equipment.
- 5) Supervise school or student activities
- Observe and monitor play activities, maintaining safety expectations as shared by the teacher/instructor.
  - Assist in supervising students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
  - Assist in monitoring the arrival and departure of students.
- 6) Display Student Work
- Organize and label materials and display students' work in a manner appropriate for their eye levels and perceptual skills.
- 7) Maintain computer equipment or software
- Facilitate student use of electronic equipment when used and guided by teacher/instructor.
  - Guide and monitor students in the use and care of equipment and materials to prevent injuries and damage.
- 8) Teach daily living skills or behaviors
- Teach social skills to students by providing guidance in appropriate interaction with others.
  - Instruct children in health and personal habits.
  - Provide guidance to support positive behavior of children/students.

Period 2 Evaluated Competencies

- 1) Assist with student behavior
  - Support administration and classroom policies and rules governing students' behavior.
  - Diffuse conflict situations.
- 2) Plan activities
  - Organize and supervise games and other recreational activities to promote physical, mental, and social development, maintaining safety considerations and developmentally appropriate activities.
- 3) Support students who need extra assistance
  - Assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
  - Engage in and help facilitate activities presented by the teacher.
- 4) Monitor student performance
  - Support students' success by monitoring their progress.
  - Observe students' performance and record relevant data to support their progress as directed by Teacher/Instructor.
- 5) Support strategies for students with special needs
  - Prepare materials for students requiring extra help as directed by teacher/instructor.
  - Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities, such as restrooms.
- 6) Assist people (students) with disabilities
  - Assists with developmentally appropriate activities for children with cognitive and or multiple disabilities.
  - Assists students individually and in small groups with academic and recreational programming under the direction of a teacher/instructor.
- 7) Teach daily living skills or behaviors
  - Teach social skills to students by providing guidance in appropriate interaction with others.
  - Instruct children in health and personal habits.
  - Provide guidance to support positive behavior of children/students.
- 8) Participate in institutional or departmental activities
  - Attend staff meetings and professional development.

**Article IV    Related Instruction**

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 255 hours. Related and supplemental instruction will be provided by Oxnard College or Ventura College.

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

**Course Description****Units / Hours****Sample Course****3 units / 51 hours****Child Growth and Development**

An introductory course that examines the progression of development in the physical, cognitive, social, and emotional domains and identifies developmental milestones for children from conception through adolescence. Interactions between biological processes and environmental factors will be explored. Students will observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories. The course will also examine cultural, economic, political, and historical contexts that impact children's development.

**Sample Course****3 units / 51 hours****Child, Family, and Community**

A course that introduces the process of socialization focusing on the interrelationship of family, school, and community. The course will also examine the influence of multiple societal contexts and explore the role of collaboration between family, community, and schools in supporting children's development, birth through adolescence.

**Sample Course****3 units / 51 hours****Child Nutrition, Health and Safety**

A course that introduces the laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in both care and education settings for children, from birth through middle childhood. The key components that ensure physical health, mental health, and safety for both children and staff will be identified, along with the importance of collaboration with families and health professionals. This course focuses on integrating the concepts taught into everyday planning and program development.

**Sample Course****3 units / 51 hours****The Exceptional Child**

A course designed to give educators and other caregivers an overview of children with exceptional characteristics. The main emphasis of this course is to introduce the broad span of children with exceptional characteristics and to the field of special education. Cultural backgrounds, beliefs, and linguistic practices that can impede parent involvement will be examined. ECE R108: The Exceptional Child and students will be taught to identify ways school personnel can help families understand school culture, policies, and practices. Students will be introduced to the Individuals with Disabilities Education Act (IDEA) and related laws and regulations that impact special education and support programs and learn basic classroom management theories and strategies for individuals with exceptional learning needs.

**Sample Course****3 units / 51 hours****Principles and Practices of Child Education**

A course that introduces the historical context and theoretical perspectives of developmentally appropriate practice in early care and education for children, birth through age eight. The typical roles and expectations of early childhood educators are explored and professional ethics, career pathways, and professional standards will be identified. Best practices for providing developmentally an appropriate learning environment, curriculum, and effective pedagogy for young children including how play contributes to children's learning, growth, and development are introduced. The importance of race and ethnicity in the context of culture and the need to support diverse cultures of young children in the programs will be analyzed.

**TOTAL RSI**

**15 UNITS / 255 HOURS**

**Article V     Ratio**

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1:     At the worksite during school hours, one (1) professional worker may supervise up to two (2) apprentices.
- 2) Ratio #2:     At the worksite outside of school hours, one (1) professional worker may supervise up to five (5) apprentices.