

## Division of Apprenticeship Standards (DAS)

### Apprenticeship Program Summary Sheet

**To:** Adele Burnes, Chief  
**From:** Scott Fung  
**CC:** DAS, Program Planning & Review Unit  
**Date:** August 15, 2025

**Program Name:** Climate Action Pathways for Schools  
**Industry:** Business Services  
**DAS File No.:** 101440  
**Grant Awardee:**  No  Yes 2023 COYA AP-26

#### Action(s):

- 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 Organization(s) Representing Apprentices:

None

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

Climate Action Pathways for Schools 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:

Climate Action Pathways for Schools mission is to prepare students for fulfilling green careers through educational programs and paid work experience on projects that save money and increase climate resilience for school communities. Our Sustainability Specialist apprenticeship program provides deeper and more specialized training, work experience and professional networking that connects youth who want to join the growing green economy to a wide range of careers in building decarbonization, renewable energy, sustainability food systems, zero emission transportation, and waste and water management.

Climate Action Pathways for Schools 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:**

- Sustainability Specialist O\*Net: 13-1199.05
  - Professional Worker Wage: \$36.10 per hour
  - Proposed Apprentice Wage (in-school): \$16.50 per hour
  - Proposed Apprentice Wage (out-of-school): \$19.27 per hour
  - Proposed No. of Apprentices: 4

**Proposed Employers:**

- Climate Action Pathways for Schools - 3630 High St., #19103, Oakland, CA 94619
  - Occupation(s): Sustainability Specialist

# Climate Action Pathway for Schools 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:** Sustainability Specialist

**O\*Net Code:** 13-1199.05

**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 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 16 years of age, who has met the requirements for selection under the selection procedures of a 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 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.

Climate Action Pathway for Schools will ensure selection procedures meet objective standards and maintain a fair and equitable selection process for all applicants.

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

Applications for apprenticeship will be accepted:

Applicants can inquire at any time by emailing [Apprenticeship-info@climateactionpathways.org](mailto:Apprenticeship-info@climateactionpathways.org)

#### **Article XVI Records**

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

Climate Action Pathway for Schools  
3609 Victor Ave.,  
Oakland, CA 94619-1530

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

Climate Action Pathway for Schools will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

Climate Action Pathway for Schools 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 Climate Action Pathway for Schools on August 4, 2025 (Committee approval date).

**Employer Organization**

Climate Action Pathways for Schools  
3630 High St., #19103, Oakland, CA 94619

\_\_\_\_\_  
Kirk Anne Taylor, Executive Director, CAPS

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

Climate Action Pathway for Schools

### **Occupation**

**Occupation:** Sustainability Specialist

**O\*Net Code:** 13-1199.05

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

The standard term of apprenticeship shall be a competency-based approach, with approximately 2,000 on-the-job training (OJT) hours, 386 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 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:**

\$ 36.10 per hour effective 3/19/2025.

#### **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:

#### **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:

- 1<sup>st</sup> Period** 0% - 50% of Completed Competencies \$16.50 /hour\*\*
- 2<sup>nd</sup> Period** 51% - 100% of Completed 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><u>Counties</u></b>	<b>1<sup>st</sup> Period</b> 0% - 50% of Completed Competency	<b>2<sup>nd</sup> Period</b> 51% - 100% of Completed Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$21.42	\$21.92
Contra Costa	\$20.83	\$21.33
Los Angeles	\$20.01	\$20.51
Orange	\$18.76	\$19.76
San Diego	\$19.32	\$19.82
All Other Counties	\$19.27	\$19.77

\* 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 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 task properly and consistently.

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

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

<b><u>Competencies</u></b>	<b><u>Date Completed</u></b>	<b><u>Initial</u></b>
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**Develop sustainable business strategies or practices.**

1. Develop sustainability project goals, objectives, initiatives, or strategies in collaboration with other sustainability professionals.
2. Assess or propose sustainability initiatives, considering factors such as cost effectiveness, technical feasibility, and acceptance.

3. Create or maintain plans or other documents related to sustainability projects.
4. Develop and maintain project schedules.

**Monitor business indicators.**

1. Monitor or track sustainability indicators, such as energy usage, natural resource usage, waste generation, and recycling.
2. Input sustainability project measures using variables in a model to predict future state. Measures may include building energy efficiency, renewable energy, zero emission transportation, waste reduction, water conservation or other strategies to reduce GHG emissions from baseline condition.
3. Utilize commercial database software, when available, for modeling. Alternatively, develop a customized spreadsheet model.

**Assess the cost effectiveness of products, projects, or services.**

1. Assess or propose sustainability initiatives, considering factors such as cost effectiveness, technical feasibility, and acceptance.
2. Analyzing indicative and/or cost proposals.

**Advise others on business or operational matters.**

1. Provide technical or administrative support for sustainability programs or issues.
2. Provide technical information or assistance to internal and/or external stakeholders.

**Establish organizational guidelines or policies.**

1. Review and revise sustainability proposals or policies.

**Research issues related to the environment or sustainable business practices.**

1. Collect information about waste stream management or green building practices or natural resources to inform decision makers.
2. Research or review regulatory, technical, or market issues related to sustainability.
3. Identify or create new sustainability indicators.

**Prepare financial documents.**

1. Create or maintain plans or other documents related to sustainability projects.

**Prepare operational reports.**

1. Develop reports or presentations to communicate the effectiveness of sustainability initiatives.

**Investigate legal issues.**

1. Identify or investigate state & local policies, laws and codes for natural resources, waste management, recycling, or other environmental policies.

**Create marketing or educational materials.**

1. Create marketing or educational outreach media, such as brochures or Web sites, to communicate sustainability initiatives, issues, procedures, or objectives.

**Obtain information about goods or services.**

1. Identify or procure needed resources to implement sustainability programs or projects.

**Purchase products or services.**

1. Identify or procure needed resources to implement sustainability programs or projects.

**Prepare proposal documents.**

1. Write grant applications, rebate applications, or project proposals to secure funding for sustainability projects.

**ARTICLE IV Related Instruction**

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 386 hours per year. Related and supplemental instruction will be provided by Climate Action Pathways, Porterville Unified School District and Porterville College. The curriculum will be overseen by Porterville Unified School District and Porterville College.

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

<b>Courses</b>	<b>Hours</b>
<u>Foundations in Sustainability</u>	<u>38</u>
General Sustainability	
<u>Sustainability Project Development</u>	<u>38</u>
Project Development	
<u>Advanced Sustainability Project Development</u>	<u>38</u>
Sustainability Technology and Science	

Advanced Project Development 38

Sustainability Project Development

Math 72

Intro to Probability

Biology 162

General Biology

**Total Hours** 386

**ARTICLE V Ratio**

The ratio of apprentices to professional workers shall be:

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