

Division of Apprenticeship Standards (DAS) Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Ha Nguyen
CC: Program Planning and Review
Date: August 27, 2024

Program Name: California Cybersecurity Apprenticeship Program (CCAP)
Industry: Information Technology
DAS File No.: 5254
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:

California Cybersecurity Apprenticeship Program (CCAP) 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:

California Cybersecurity Apprenticeship Program (CCAP) will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following:

Newly Proposed Occupation(s), Wage Rate & O*Net Code:

- Information Security Analyst O*Net: 15-1212.00
Professional Worker Wage: \$49.33 per hour
Proposed Apprentice Wage: \$20.50 per hour
Proposed No. of Apprentices: 3
- Computer Network Support Specialist O*Net: 15-1231.00
Professional Worker Wage: \$30.17 per hour
Proposed Apprentice Wage: \$20.50 per hour
Proposed No. of Apprentices: 3

Current Approved Occupation(s), No Proposed Revisions, Voluntary Cancellation Pending:

- Computer Support Specialist / Cybersecurity O*Net: 15-1151.00

Proposed Employers:

- BoozDNA LLC - 100 Spectrum Drive, Suite #912, Irvine, CA 92618

California Cybersecurity Apprenticeship Program (CCAP) Program Standards

Incorporating and Adopting

U.S. Department of Labor, Office of Apprenticeship Approved Standards

12901 Euclid Street, Garden Grove, CA 92840

(714) 241-6209

ccap@coastline.edu / <https://www.coastline.edu/academics/specialty-offerings/cybersecurity-apprenticeship-program.php>

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Article I Purpose and Policy – CA LC §3075, 3076, 3089; CCR §205, 206, 212.1, 212.2, 218

The parties hereto declare their purpose and policy to incorporate the attached standards approved by the U.S. Department of Labor Office of Apprenticeship to establish an organized, planned system of apprenticeship conducted as an education-sponsored, employer-based undertaking. All provisions in the U.S. Department of Labor Office of Apprenticeship attached hereto, that do not conflict with California laws and regulations shall be incorporated, 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 under the California standards. In case of conflict of law, California Law shall prevail. No Section of these standards of apprenticeship shall be construed as permitting violation of any Federal Law or Regulations and the State of California Law or Regulations.

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. An "Employer Agreement" [DAS-752, 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 II Craft, Trade, Occupation – CA LC §3078 (c); CCR §212 (a,1)

The approved occupations are set forth in the U.S. Department of Labor Office of Apprenticeship standards attached to this California State standard. Additional occupations may be added or deleted by the above-named master apprenticeship committee by first submitting the proposed change(s) to the U.S. Department of Labor Office of Apprenticeship. Once the U.S. Department of Labor Office of Apprenticeship approves the change, the revised standards may be submitted to the California Division of Apprenticeship Standards (DAS) for approval of the Administrator of Apprenticeship.

Article III Occupations – CA LC §3078.5

The occupational supplement(s) included in the attached U.S. Department of Labor Office of Apprenticeship standards set forth the terms of the occupation, ratio, work processes, and related supplemental instruction for each individual occupation.

Where the related instruction or work process schedule differ from or require clarification of, the attached U.S. Department of Labor Office of Apprenticeship standards, the following work process/competency schedule applies:

Information Security Analyst**O*Net: 15-1212.00****Wage Schedule**

1st Period	0% Competencies	Not less than \$20.50 per hour
2nd Period	50% Competencies	Not less than \$21.50 per hour
3rd Period	100% Competencies	Not less than \$22.50 per hour

Probation Period

Two (2) months.

Computer Network Support Specialist**O*Net: 15-1231.00****Wage Schedule**

1st Period	0% Competencies	Not less than \$20.50 per hour
2nd Period	50% Competencies	Not less than \$21.50 per hour
3rd Period	100% Competencies	Not less than \$22.50 per hour

Probation Period

Two (2) months.

Article IV Responsibilities of Program Sponsor – CA LC §3076, 3076.3; CCR §205, 206, 212, 212.3

The program sponsors are responsible for the administration and enforcement of all aspects of a Registered Apprenticeship program. Sponsor means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

Sponsors with multiple employers will establish an Apprenticeship Training Committee to fulfill the responsibilities and duties required of a Program Sponsor as described in the attached U.S. Department of Labor Office of Apprenticeship standards.

In addition, the Sponsor(s) agree 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 and provide a copy of such to each apprentice; (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) determine the qualifications of apprentice applicants and ensure fair and impartial treatment of applicants for apprenticeship selected through uniform selection procedures; (7) 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; (8) 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; (9) establish and utilize a system for the periodic review and evaluation of the apprentice's progress in job performance and related instruction; (10) 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; (11) annually prepare and submit a Self-Assessment Review as well as a Program Improvement Plan to the Chief of the Division of Apprenticeship Standards; (12) 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; (13) ensure training in the recognition of illegal discrimination and sexual harassment; (14) 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; (15) 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; (16) have a Local Education Agency (L.E.A.) provide a letter approving the Related and Supplemental Instruction pursuant to LC 3074 [see Attachment A]; (17) grant apprentices credit for previous experience; (18) apprenticeship programs with more than one employer or an association of employers shall include provisions sufficient to ensure meaningful representation of the interests of apprentices in the management 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 V Apprentice Agreements – CA LC § 3077, 3077.5, 3078, 3079, 3086; CCR §205, 206, 207

To obtain approval in the State of California, the program sponsor shall register Apprentices, by electronic or other means, to the Division of Apprenticeship Standards within 30 days of execution of the Apprentice Agreement [California Apprenticeship Agreement (DAS-1), see attachment C] in addition to having already been registered for federal purposes by the U.S. Department of Labor, Office of Apprenticeship. These standards, and the U.S. Department of

Labor standards, shall be a part of the apprenticeship agreement. Apprentices shall be furnished a copy of the standards or given an opportunity to read them before registration.

An apprentice is a person at least 17 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. 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. A program sponsor shall not provide a maximum age for apprentices.

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. 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.

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.

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 signatory employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprentice agreement.

Article VI Hours and Working Conditions – CA LC §3078 (k); CCR §208 (a, d), 209, 210, 212

Apprentices shall work under and with competent professional workers and/or instructors and shall be assigned to work and learning tasks so that they obtain the diversified training on-the-job provided for in the apprenticeship standards.

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.

There shall be no liability on the part of the employer for an injury sustained by an apprentice engaged in schoolwork at a time when the employment of the apprentice has been temporarily or permanently terminated.

Article VII Wages and Wage Progression – CA LC §3076, 3078 (f); CCR §208 (a, d), 212 (a, 5)

The wages shall be a progressively increasing wage, employee benefits and other compensation as set by Section CCR §208 and CA LC §3078 (f).

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.

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

Article VIII Responsibilities of Apprentices – CCR §205, § 206, 207, 212

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

Article IX Certificate of Completion - CCR §205, 212, 224

A "Certificate of Completion of Apprenticeship", attesting to the completion of an apprenticeship, will be issued under the authority of the Division of Apprenticeship Standards upon receipt of such competent evidence as may be required.

Article X Controversies – CA LC §3078 (h), 3081; CCR §201

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

Article XI Written Applications

California Cybersecurity Apprenticeship Program (CCAP) will be accepting continuous electronic applications through the website <https://www.coastline.edu/academics/specialty-offerings/cybersecurity-apprenticeship-program.php>

Article XII Records

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

California Cybersecurity Apprenticeship Program (CCAP)
12901 Euclid Street
Garden Grove, CA 92840

Article XIII Modification of Standards - CA LC § 3073, 3075, 3078, 3078.5; CCR §205, 212 (b,13)

These standards shall be modified to conform to any changes in prevailing practices, conditions and wages in the area and the industry when such changes occur. Requests of the program sponsor for modification are subject to the approval of the Administrator of Apprenticeship.

Article XIV Collective Bargaining Agreements - CA LC 3086

Where applicable, if the employer(s) has a collective bargaining agreement with a labor organization applicable to these occupation(s), approval by the labor organization will be affixed to the Employer Agreement (DAS-752).

Nothing hereunder, nor in any approved apprentice agreement, shall operate to invalidate any apprenticeship provision in any collective bargaining agreement between employers and employees setting up higher apprenticeship standards.

California Cybersecurity Apprenticeship Program (CCAP) 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 California Cybersecurity Apprenticeship Program (CCAP) on August 16, 2024 (Committee approval date).

Employer Organization

California Cybersecurity Apprenticeship Program (CCAP)
12901 Euclid Street, Garden Grove, CA 92840

Katherine Amoukhteh, Director Career Education

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	Date
Division of Apprenticeship Standards	

Registered Apprenticeship Standards

Local Apprenticeship Standards

California Cybersecurity Apprenticeship Program (CCAP) *Coastline Community College*

Occupation(s): MULTIPLE – SEE APPENDIX A1-A5

Developed in Cooperation with the
U.S. Department of Labor
Office of Apprenticeship

Approved by the
U.S. Department of Labor
Office of Apprenticeship

Registered By: Douglas Howell
Signature: <no approval/sig needed>

Title: State Director, California Region 6
Office of Apprenticeship

☒ Check here if these are revised

standards UPDATE OCCUPATIONS:

Information Security Analyst

Computer Network Support

Specialist ~~Computer User Support~~

~~Specialist~~

O*NET-SOC Code: 15-1212.00/15-1231.00/~~45-1232.00~~

RAPIDS Code: 2050/3020/~~2085~~

Registration Number: 2019-CA-73808

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SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

A. Responsibilities of the sponsor: *California Cybersecurity Apprenticeship Program (CCAP) - Coastline Community College* must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document “Requirements for Apprenticeship Sponsors Reference Guide.”

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these Standards and the document “Requirements for Apprenticeship Sponsors,” and that meets the requirements of 29 CFR § 29.7. Form ETA 671 may be used for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship Standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices’ progress in skills and technical knowledge and maintain appropriate progress records.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions, and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Provide each apprentice with a copy of these Standards, Requirements for Apprenticeship Sponsors Reference Guide, APPENDIX A1-2024-A2-2024, and any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these Standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency,

then provide apprentices a copy of the updated Standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.

- Adhere to Federal, State, and Local Law Requirements -- The Office of Apprenticeship's registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.

The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the Office of Apprenticeship under 29 CFR § 29.8.

B. Minimum Qualifications - 29 CFR §29.5(b)(10)

An apprentice must be at least 17 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.

Education: A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicant must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.

Physical: Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Entry Exam-Written: Students need to provide proof of passing one of the specified industry certification exams from CompTIA or Amazon Web Services (AWS). Coastline offers courses to help students prepare for these certification exams, and students may opt to take the course or prepare for the exam on their own.

Other:

- US Citizen/Right to Work/Work Visa
- Application to the program
- Letter of interest
- Current resume
- Letter of recommendation
- Written application
- Coastline Community College student application
- California resident, minimum 1-year

C. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)

The apprenticeship program(s) will select an apprenticeship training approach. The approach is notated in the appendices, APPRENTICESHIP APPROACH.

D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices will not be paid for hours spent attending related instruction classes. The Work Process Schedule and Related Instruction Outline are outlined in the appendices.

E. Credit for Previous Experience - 29 CFR § 29.5(b)(12)

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. *California Cybersecurity Apprenticeship Program (CCAP) - Coastline Community College* will evaluate the request for credit and make a determination during the apprentice's probationary period.

F. Probationary Period - 29 CFR § 29.5(b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period which may not exceed 25 percent of the length of the program or 1 year whichever is shorter. The probationary period is notated in APPENDIX A1-2024-A2-2024, PROBATIONARY PERIOD.

G. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5(b)(7)

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journeyworkers for adequate supervision. The ratio is notated in APPENDIX A1-2024-A2-2024, RATIO OF APPRENTICES TO JOURNEYWORKERS.

H. Apprentice Wage Schedule - 29 CFR § 29.5(b)(5)

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. The progressive wage schedule is notated in APPENDIX A1-2024-A2-2024, APPRENTICE WAGE SCHEDULE.

I. Equal Employment Opportunity and Affirmative Action

1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

California Cybersecurity Apprenticeship Program (CCAP) - Coastline Community College will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.

California Cybersecurity Apprenticeship Program (CCAP) - Coastline Community College will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

The equal opportunity pledge applies to the following additional protected bases (as applicable per the sponsor's state or locality):

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4-30.9

California Cybersecurity Apprenticeship Program (CCAP) - Coastline Community College acknowledges that it will adopt an affirmative action plan in accordance with 29 CFR §§ 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth

(5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

3. Selection Procedures - 29 CFR § 30.10

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). The selection procedures for each occupation for which the sponsor intends to train apprentices are notated in the appendices, SELECTION PROCEDURES.

J. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or Standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within **300** days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

U.S. Department of Labor, Office of Apprenticeship

200 Constitution Ave. NW, Washington, DC 20210

Telephone Number: (202) 693-2796

Email Address: ApprenticeshipEEOcomplaints@dol.gov

Point of Contact: Director, Division of Registered Apprenticeship and Policy

Attn: Apprenticeship EEO Complaints

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency.

- 2. Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification:

Name: Shelly Blair

Address: 12901 Euclid Street, Garden Grove, CA 92840

Telephone Number: (714) 241-6209

Email Address: sblair12@coastline.edu and/or ccap@coastline.edu

Any complaint described above that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section K.

K. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)

The Registration Agency is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below:

Name: Abi Allen

Address: 550 West C Street, Suite 980, San Diego, California, 92101 Telephone Number: 619-313-0642

Email Address: allen.abigail.l@dol.gov

L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(b)(7)

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

SECTION II - APPENDICES AND ATTACHMENTS

- ☒ **Appendix A, A1, A2, A3, A1-2024, A2-2024** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- ☒ **Appendix B** – *ETA 671 - Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration)*
- ☐ **Appendix C** – *Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))*
- ☐ **Appendix D** – *Employer Acceptance Agreement (For programs with multiple-employers only)*

SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program Standards, the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain

G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <http://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits a veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: The aforementioned requirements of Public Law 116-134 shall apply to “any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act” (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.

SECTION IV - SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provisions of the foregoing Apprenticeship Standards formulated and registered by *California Cybersecurity Apprenticeship Program (CCAP) - Coastline Community College*, on this 29th day of July 2024

The signatories acknowledge that they have read and understand the document titled “Requirements for Apprenticeship Sponsors Reference Guide” and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

Signature of Sponsor (designee)

Shelly Blair, Ph.D.

Printed Name

Appendix A1-2024

Information Security Analyst

WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

Appendix A1-2024
WORK PROCESS SCHEDULE
INFORMATION SECURITY ANALYST
O*NET-SOC CODE: 15-1212.00 RAPIDS CODE: 2050

This schedule is attached to and a part of these Standards for the above identified occupation.

APPRENTICESHIP APPROACH

☐ Time-based ☒ Competency-based ☐ Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is approximately 1 to 1.5 years with an OJL attainment of 19 competencies, supplemented by the minimum required 348 hours of related instruction.

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 4 Apprentice(s) to 1 Journeyworker(s).

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$49.33.

Apprentice shall be paid not less than the following

Period	OJL	Percentage of Pay	Amount
1 st Period	Up to 4 months or up to 700 hours	70%	Not less than \$20.50 per hour
2 nd Period	5-6 months or up to 1,400 hours	80%	Not less than \$21.50 per hour
3 rd Period	More than 6 months or more than 1,700 hours	90%	Not less than \$22.50 per hour

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 9 weeks

SELECTION PROCEDURES

Please see page [A1-2024-6](#).

Appendix A1-2024
ON-THE-JOB LEARNING OUTLINE
INFORMATION SECURITY ANALYST
O*NET-SOC CODE: 15-1212.00 RAPIDS CODE: 2050

Definitions:

- Field Training (FT) - Mentor/Journeyworker has provided training and demonstrated task to the apprentice
- Demonstrated Fundamentals (DF) - Apprentice can perform the task with some coaching
- Proficient in Task (PIT) - Apprentice performs the task properly and consistently
- Completion Date (CD) - Date apprentice completes final demonstration of competency

Work Process Schedule:

Develop computer or information security policies or procedures.

- Develop plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure and to meet emergency data processing needs.

Update knowledge about emerging industry or technology trends.

- Monitor current reports of computer viruses to determine when to update virus protection systems.
- Provide summary reports to management and department peers about emerging trends.

Implement security measures for computer or information systems.

- Encrypt data transmissions and erect firewalls to conceal confidential information as it is being transmitted and to keep out tainted digital transfers.
- Modify computer security files to incorporate new software, correct errors, or change individual access status.
- Review violations of computer security procedures and discuss procedures with violators to ensure violations are not repeated.

Test computer system operations to ensure proper functioning.

- Perform risk assessments and execute tests of data processing system to ensure functioning of data processing activities and security measures.
- Test repaired items to ensure proper operation.

Collaborate with others to resolve information technology issues.

- Confer with users to discuss issues such as computer data access needs, security violations, and programming changes.

Document operational procedures.

- Document computer security and emergency measures policies, procedures, and tests.
- Document computer security related help desk requests and resolutions.

Troubleshoot issues with computer applications or systems.

- Confer with users to discuss issues such as computer data access needs, security violations, and programming changes.

Coordinate project activities with other personnel or departments.

- Coordinate implementation of computer system plan with establishment personnel.
- Coordinate implementation of computer system plan with outside vendors.

Monitor the security of digital information.

- Monitor use of data files and regulate access to safeguard information in computer files.

Train others in computer interface or software use.

- Train users and promote security awareness to ensure system security and to improve server and network efficiency.
- Develop materials that can be communicated to all users to promote security awareness about the latest trends in cyberattacks applicable to the organization.

Analyze security of systems, network, or data.

- Analyze and report computer network security breaches or attempted breaches.

Conduct research to gain information about products or processes.

- Conduct security configuration feasibility studies, including workflow analysis and/or cost comparison analysis.

Appendix A1-2024
RELATED INSTRUCTION OUTLINE
INFORMATION SECURITY ANALYST
O*NET-SOC CODE: 15-1212.00 RAPIDS CODE: 2050

Upon completion of the following Coastline Community College courses (or equivalent), apprentices may apply for the academic award of Cybersecurity Fundamentals, Certificate of Accomplishment.

Related Instruction Descriptions:	Approximate Hours:
CYBR C101 Introduction to Cybersecurity	68
IT C128 Computer Networking Principles (Network+)	72
IT C158 Contemporary Operating Systems (Server+)	72
CYBR C230 Network Security (Security+)	68
CIS C157 Introduction to Python Programming	68

May select 3 courses from the following electives:

CYBR C132 Introduction to Ethical Hacking
CYBR C150 Introduction to Digital Forensics
CYBR C160 Introduction to Incident Response
CYBR C170 Cybercrime and CSIRT Coordination
CYBR C234 Web Application Security
CYBR C242 Vulnerability Assessment (PenTest+)
CYBR C250 Intermediate Digital Forensics
CYBR C255 Cybersecurity Analyst (CySA+)
CYBR C260 Intermediate Incident Response
CYBR C270 Certified Information Systems Security Professional

If the apprentice has the corresponding CompTIA certification a substitution may be requested for Work-Based Learning credits or an elective to replace either IT C128, IT C158, or CYBR C230 (1 course or up to 3 credits of Work-Experience Education). Courses may be substituted at the discretion of the apprenticeship program based on apprentice's prior course credits and career pathway.

TOTAL MINIMUM HOURS 348

Appendix A1-2024
SELECTION PROCEDURES
INFORMATION SECURITY ANALYST
O*NET-SOC CODE: 15-1212.00 RAPIDS CODE: 2050

Applicant should have earned at least one of the following industry-recognized certifications within the last five years:

CompTIA IT Fundamentals
CompTIA Tech+
CompTIA A+ Hardware and Software
CompTIA Network+
CompTIA Server+
CompTIA Security+
CompTIA Linux+
CompTIA PenTest+
CompTIA Cloud+
CompTIA Cloud Essentials+
CompTIA CySA+
CompTIA CASP+

To verify the certification type and certification date, the applicant must submit an official transcript from CompTIA using CompTIA's electronic transcript system which is provided at no cost to those holding certification. Due to the nature of the ever-changing technology industry, other industry-recognized certification may be considered.

Appendix A2-2024

Computer Network Support Specialist

WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

[Appendix A2-2024](#)
WORK PROCESS SCHEDULE
COMPUTER NETWORK SUPPORT SPECIALIST
O*NET-SOC CODE: 15-1231.00 RAPIDS CODE: 3020

This schedule is attached to and a part of these Standards for the above identified occupation.

APPRENTICESHIP APPROACH

☐ Time-based ☒ Competency-based ☐ Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is approximately 1 to 1.5 years with an OJL attainment of 32 competencies, supplemented by the minimum required 370 hours of related instruction.

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 4 Apprentice(s) to 1 Journeyworker(s).

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$30.17.

Apprentice shall be paid not less than the following

Period	OJL	Percentage of Pay	Amount
1 st Period	Up to 4 months or up to 700 hours	70%	Not less than \$20.50 per hour
2 nd Period	5-6 months or up to 1,400 hours	80%	Not less than \$21.50 per hour
3 rd Period	More than 6 months or more than 1,700 hours	90%	Not less than \$22.50 per hour

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 9 weeks

SELECTION PROCEDURES

Please see page [A2-2024-6](#).

Appendix A2-2024
ON-THE-JOB LEARNING OUTLINE
COMPUTER NETWORK SUPPORT SPECIALIST
O*NET-SOC CODE: 15-1231.00 RAPIDS CODE: 3020

Definitions:

- Field Training (FT) - Mentor/Journeyworker has provided training and demonstrated task to the apprentice
- Demonstrated Fundamentals (DF) - Apprentice can perform the task with some coaching
- Proficient in Task (PIT) - Apprentice performs the task properly and consistently
- Completion Date (CD) - Date apprentice completes final demonstration of competency

Work Process Schedule:

Create electronic data backup to prevent loss of information.

- Back up network data.

Implement security measures for computer or information systems.

- Configure security settings or access permissions for groups or individuals.

Analyze security of systems, network, or data.

- Analyze and report computer network security breaches or attempted breaches.

Resolve computer network problems.

- Identify the causes of networking problems, using diagnostic testing software and equipment.
- Troubleshoot network or connectivity problems for users or user groups.
- Install or repair network cables, including fiber optic cables.

Document network-related activities or tasks.

- Document network support activities.
- Create or update technical documentation for network installations or changes to existing installations.
- Maintain logs of network activity.
- Run monthly network reports.

Configure computer networks.

- Configure wide area network (WAN) or local area network (LAN) routers or related equipment.
- Configure and define parameters for installation or testing of local area network (LAN), wide area network (WAN), hubs, routers, switches, controllers, multiplexers, or related networking equipment.

Install computer software.

- Install network software, including security or firewall software.
- Install new hardware or software systems or components, ensuring integration with existing network systems.

Test computer system operations to ensure proper functioning.

- Evaluate local area network (LAN) or wide area network (WAN) performance data to ensure sufficient availability or speed, to identify network problems, or for disaster recovery purposes.
- Test repaired items to ensure proper operation.

Analyze data to identify or resolve operational problems.

- Analyze network data to determine network usage, disk space availability, or server function.

Monitor the performance of computer networks.

- Analyze network data to determine network usage, disk space availability, or server function.

Provide technical support for computer network issues.

- Provide telephone support related to networking or connectivity issues.

Troubleshoot issues with computer applications or systems.

- Troubleshoot network or connectivity problems for users or user groups.

Maintain computer hardware.

- Perform routine maintenance or standard repairs to networking components or equipment.

Install computer hardware.

- Install new hardware or software systems or components, ensuring integration with existing network systems.
- Install or repair network cables, including fiber optic cables.
- Install and configure wireless networking equipment.

Develop specifications for computer network operation.

- Configure and define parameters for installation or testing of local area network (LAN), wide area network (WAN), hubs, routers, switches, controllers, multiplexers, or related networking equipment.

Test computer hardware performance.

- Test computer software or hardware, using standard diagnostic testing equipment and procedures.

Test software performance.

- Test computer software or hardware, using standard diagnostic testing equipment and procedures.

Update knowledge about emerging industry or technology trends.

- Monitor industry websites or publications for information about patches, releases, viruses, or potential problem identification.

Train others in computer interface or software use.

- Train users in procedures related to network applications software or related systems.

Document operational activities.

- Document help desk requests and resolutions.

Conduct research to gain information about products or processes.

- Research hardware or software products to meet technical networking or security needs.

Prepare instruction manuals.

- Create or revise user instructions, procedures, or manuals.

Appendix A2-2024
RELATED INSTRUCTION
OUTLINE
COMPUTER NETWORK SUPPORT SPECIALIST
O*NET-SOC CODE: 15-1231.00 RAPIDS CODE: 3020

Upon completion of the following Coastline Community College courses (or equivalent), apprentices may apply for the academic award of IT Foundation, Certificate of Achievement.

Related Instruction Descriptions:	Approximate Hours:
CYBR C101 Introduction to Cybersecurity	68
IT C104 IT Fundamentals	90
IT C158 Contemporary Operating Systems (Server+)	72
IT C128 Computer Networking Principles (Network+)	
OR IT C201 Introduction to Networking (Cisco CCNA 1)	72
IT C198 Cloud Foundations	68

May select up to 3 courses from the following electives:

If the apprentice has the corresponding CompTIA or AWS certification a substitution may be requested for Work-Based Learning credits or an elective to replace either IT C104, IT C128, IT C158, or IT C198 (1 course or up to 4 credits of Work-Experience Education). Courses may be substituted at the discretion of the apprenticeship program based on apprentice's prior course credits and career pathway.

TOTAL MINIMUM HOURS 370

Appendix A2-2024
SELECTION PROCEDURES
COMPUTER NETWORK SUPPORT SPECIALIST
O*NET-SOC CODE: 15-1231.00 RAPIDS CODE: 3020

Applicant should have earned at least one of the following industry-recognized certifications within the last five years:

- CompTIA IT Fundamentals
- CompTIA Tech+
- CompTIA A+ Hardware and Software
- CompTIA Network+
- CompTIA Server+
- CompTIA Security+
- CompTIA Linux+
- CompTIA PenTest+
- CompTIA Cloud+
- CompTIA Cloud Essentials+
- AWS Cloud Practitioner
- AWS Architect
- AWS Developer
- AWS Systems Ops

To verify the certification type and certification date, the applicant must submit an official transcript from CompTIA using CompTIA's electronic transcript system which is provided at no cost to those holding certification or provide an official certification transcript from Amazon Web Services. Due to the nature of the ever-changing technology industry, other industry-recognized certification may be considered