

**Division of Apprenticeship Standards (DAS)
Apprenticeship Program Summary Sheet**

To: Eric Rood, Chief
From: Adriana Salmoran and Tsegay Arefaine
CC: Program Planning and Review
Date:

Program Name: The Robert Half Workforce and Innovation Program
Industry: Information Technology
DAS File No.:
CAI Grant Awardee: No

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

Disclaimer of Interest in the Building Trades and Dispatch Restriction:

The Robert Half Workforce and Innovation 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:

According to Cyberseek, a nationally recognized data-driven cybersecurity workforce dashboard, the State of California has approximately 72,000 cybersecurity vacancies across the state. This represents a 56% vacancy rate across the Inland Empire region, which Cyberseek has designated a deficient supply of skilled cyber professionals to fill these critical roles. The Robert Half Workforce and Innovation Program is looking to addressing the need to create highly qualified cybersecurity professionals through their apprenticeship program. The Robert Half Workforce and Innovation Program will also be addressing the need for accounting professionals through their professional accounting track.

The Robert Half Workforce and Innovation Program will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following items:

Proposed Occupation, Wage Rate & O*Net Code:

- Accounting Technician O*Net: 43-3031.00
Journeyman Wage: \$21.00 per hour
Proposed Apprentice Wage: \$18.00 per hour
Proposed No. of Apprentices: 20
- Information Security Analyst Tier 1 O*Net: 15-1122.00
Journeyman Wage: \$28.85 per hour
Proposed Apprentice Wage: \$20.20 per hour
Proposed No. of Apprentices: 20
- Information Security Analyst Tier 2 O*Net: 15-1122.00
Journeyman Wage: \$31.25 per hour
Proposed Apprentice Wage: \$21.90 per hour
Proposed No. of Apprentices: 20

Proposed Employers:

- Robert Half 2603 Camino Ramon Ste 100, San Ramon, CA 94583



Registered Apprenticeship Standards

- National Program Standards
- National Guidelines for Apprenticeship Standards
- Local Apprenticeship Standards

Robert Half Workforce and Innovation Program

Accounting Technician

O*NET-SOC Code: 43-3031.00 RAPIDS Code: 2087CB

Information Security Analyst Tier 1

O*NET-SOC Code: 15-1122.00 RAPIDS Code: 2050CB

Information Security Analyst Tier 2

O*NET-SOC Code: 15-1122.00 RAPIDS Code: 2050CB

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: **Mr. Douglas Howell**

Signature: /S/ Douglas Howell

(Sign here for National or Local Apprenticeship Standards)

Title: **State Director / Region 6 / CA**

Office of Apprenticeship

Date: **TBD**

Registration Number: **2021-CA-87934**

Certified By:

(For Government Use Only)

Signature: _____

(Sign here for National Guidelines for Apprenticeship Standards Only)

Title:

Office of Apprenticeship

Date: TBD

Certification Number: TBD



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SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

A. Responsibilities of the sponsor: The Robert Half Workforce and Innovation Program 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 providesafety 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 29CFR § 29.7. Form ETA 671 may be used for this purpose and is available upon logginginto 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, and Appendix A, any applicable written rules and polices, 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.

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

An apprentice must be at least 18 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.

- Educational Requirement:** A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required.
- Physical Requirement:** Must have the ability to safely perform the work of occupation.

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

The apprenticeship program(s) will select an apprenticeship training approach. See Appendix A to select 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. See Appendix A.

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. **The Robert Half Workforce and Innovation Program** 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. (See Appendix A.)

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 journey workers for adequate supervision. (See Appendix A.)

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. (See Appendix A.)



I. Equal Employment Opportunity and Affirmative Action

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

The Robert Half Workforce and Innovation Program will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-yearsold or older.

The Robert Half Workforce and Innovation Program 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.

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

The Robert Half Workforce and Innovation Program 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). (See Appendix A.)

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
(202) 693-2796 or 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:

Mr Jorge Marquez
2603 Camino Ramon Ste. 100 San Ramon, CA 94583
(323) 486-3983 or Jorge.marquez@roberthalf.com

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:

Mr. Arthur Page, Apprentice Training Representative
550 West C Street. Suite 980. San Diego, CA 92101
619.678.6165 or page.arthur@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** – *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)*
- Appendix E** – *State Specific Requirements (Required to operate in States with additional requirements)*



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: <https://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 an 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 **The Robert Half Workforce and Innovation Program**, on this _____ day of _____(Month) **2021**.

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)

Signature of Sponsor (designee)

Printed Name

Printed Name

SECTION V - DISCLOSURE AGREEMENT (Optional)

I, _____(*Sponsor Representative*), acting on behalf of **The Robert Half Workforce and Innovation Program** authorize OA to share the Work Process Schedule and Related Instruction Outline in Appendix A with other potential apprenticeship sponsors.

Signature

Date

Printed Name

Appendix A

WORK PROCESS

SCHEDULE AND

RELATED INSTRUCTION OUTLINE



Appendix A

WORK PROCESS SCHEDULE Accounting Technician

O*NET-SOC CODE: 43-3031.00 RAPIDS CODE: 1125

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

1. APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is competency based supplemented by the minimum required 144 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: **5** Apprentice(s) to **1** Journeyworker.

4. 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:
\$21.00.

1st Period: \$18.00 per hour
2nd Period: \$19.50 per hour
Completion of Apprenticeship: \$21.00 per hour

The program sponsor will evaluate each apprentice twice annually and on-the-job mentors will submit a written evaluation of skill development. To advance from one period to the next, the apprentice shall have satisfactorily completed four competencies. The program sponsor will document pay increases of apprentices progressing through the learning competencies.

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of **12 weeks**.



6. SELECTION PROCEDURES

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 for individuals over forty years of age, military or veteran status, or sexual orientation. The employer-sponsor will take affirmative action to provide equal opportunity in apprenticeship for both minorities and women and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30 and equal opportunity regulation of the State of California.

The sponsor will evaluate and assess candidate eligibility against the minimum qualifications of the apprentice position. The top candidate(s) will be interviewed and the best qualified candidate(s) will be selected.



WORK PROCESS SCHEDULE Accounting Technician

O*NET-SOC CODE: 43-3031.00 RAPIDS CODE: 1125

Work Process Schedule:

On the Job Training:

Principles and Practices

1. Apply accounting fundamentals
2. Apply accounting best practices

Job Functions

3. Manage cash and bank accounts
4. Manage data and recordkeeping
5. Manage payroll
6. Manage accounts receivable/payable
7. Return on company finances and taxes

Tools and Technologies

8. Use accounting software such as Enterprise Resource Planning (ERP) System
9. Use Excel and/or reporting tools for preparation of financial statements and other reporting
10. Use Excel and/or other reporting tools for analysis of financial statements and other reports



Competencies and Performance Criteria

Foundational Competencies

Principles and Practices

- 1.0 Demonstrate knowledge of basic accounting fundamentals
- 2.0 Demonstrate knowledge of accounting transactions and financial statements

Job Functions

- 3.0 Manage cash and bank accounts
- 4.0 Manage data and recordkeeping
- 5.0 Manage payroll
- 6.0 Manage accounts receivable/payable
- 7.0 Return on company finances and taxes

Job Function 3: Manage Cash and Bank Accounts

- 3.1 Collect cash from points of sale, record and store cash, and check receipts
- 3.2 Reconcile cash and check receipts/expenditures with accounts receivable/payable
- 3.3 Complete cash and check deposits/transfers at the bank (either electronically or in person)
- 3.4 Manage accounts receivable/payable

Job Function 4: Manage Data and Recordkeeping

- 4.1 Input data from sales, purchases, and other receipts/expenditures
- 4.2 Maintain employee records including information on new hires, terminations, and changes to employee conditions and benefits; and reconcile discrepancies (if applicable)
- 4.3 Maintain customer and vendor profile data on customer relationship management (CRM) platform, Enterprise Resource Planning (ERP) System and/or Accounting software
- 4.4 Analyze sales and purchasing data, providing relevant indicators to supervisors and other stakeholders

Job Function 5: Manage Payroll

- 5.1 Prepare and distribute payroll checks
- 5.2 Manage company-provided and/or public benefits
- 5.3 Collect and distribute payroll taxes

Job Function 6: Manage Accounts Receivable/Payable

- 6.1 Prepare, receive, and process vendor invoices
- 6.2 Prepare, receive, and process customer invoices
- 6.3 Maintain customer and vendor invoice information system

Job Function 7: Report on company finances and taxes

- 7.1 Generate expense, profit, and other financial reports, including building accounting



and financial indicators

7.2 Assist with and support the month-end and year-end closing process

7.3 Prepare, file, and audit tax forms



Foundational Performance Criteria

Job Role Accounting Technician
O*NET Code 43-3031.00
Apprenticeship Level Foundation
Guided Learning Hours
Experiential Hours

Competency Outcomes & Assessment Criteria

- 1.0 Demonstrate knowledge of basic accounting fundamentals
 - 1.1 Revenue Recognition – Understand timing of execution and recording of the transaction. Also, record the associated costs incurred during the same period.
 - 1.2 Historical Cost – Report assets at the actual cost of acquisition and not at its market value. The exception being for highly marketable securities, which are valued at their fair market value. Intangible assets with impairments are also shown at their appropriate fair market value. For fixed assets depreciation is provided for in every accounting period.
 - 1.3 Matching – Report income earned during an accounting period with corresponding expenditure. All the costs related to the sale or revenue reported in a particular period are to be taken into account in that period only.
 - 1.4 Full Disclosure – Disclose all information relevant to users in financial statements.
 - 1.5 Objectivity – Information in the General Ledger should be objective, reliable, and accurate. Also, they should be free from personal bias. Above all, every transaction backed with adequate evidence such as vouchers, receipts, invoices, etc. as support.

- 2.0 Demonstrate knowledge of accounting transactions and financial statements
 - 2.1 Demonstrates functional knowledge for recording journal entry in the general ledger
 - 2.2 Demonstrates ability to prepare account reconciliationsDemonstrates an understanding for preparing financial statements including the Income and Expenditure Statement, Balance Sheet and Statement of Cash Flows

- 3.0 Manage cash and bank accounts
 - 3.1 Collect cash from points of sale, record and store cash, and check receipts
 - 3.2 Reconcile cash and check receipts/expenditures with accounts receivable/payable



- 3.3 Complete cash and check deposits/transfers at the bank (either electronically or in person)
- 3.4 Manage bank checking/spending accounts, credit card account activities, and monthly statements

- 4.0 Manage data and recordkeeping
 - 4.1 Input data from sales, purchases, and other receipts/expenditures
 - 4.2 Maintain employee records including information on new hires, terminations, and changes to employee conditions and benefits; and reconcile discrepancies (if applicable)
 - 4.3 Maintain customer and vendor profile data on customer relationship management (CRM) platform (if it exists)
 - 4.4 Analyze sales and purchasing data, providing relevant indicators to supervisors and other stakeholders

- 5.0 Manage Payroll
 - 5.1 Prepare and distribute payroll checks
 - 5.2 Manage company-provided and/or public benefits
 - 5.3 Collect and distribute payroll taxes

- 6.0 Manage accounts receivable and payable
 - 6.1 Prepare, receive, and process vendor invoices
 - 6.2 Prepare, receive, and process customer invoices
 - 6.3 Maintain customer and vendor invoice information system

- 7.0 Report on company finances and taxes
 - 7.1 Generate expense, profit, and other financial reports, including building accounting and financial indicators
 - 7.2 Assist with and support the month-end and year-end closing process
 - 7.3 Prepare, file, and audit tax forms

- 8.0 Demonstrate ability to maintain and troubleshoot applications
 - 8.1 Demonstrate ability to troubleshoot company applications and related tools
 - 8.2 Demonstrate ability to troubleshoot scan issues
 - 8.3 Demonstrate ability to work with vendors to correct issues or updates
 - 8.4 Demonstrate ability to generate reports in various software applications
 - 8.5 Demonstrate ability to create, review and analyze reports
 - 8.6 Demonstrate ability to create and maintain dashboards



RELATED INSTRUCTION OUTLINE Accounting Technician

O*NET-SOC CODE: 43-3031.00 RAPIDS CODE: 1125

Related Instruction Descriptions: Over the course of the term of apprenticeship, the instruction shall include, but not be limited to, completion of the following courses:

- **Professional Foundational Instruction**
 - Robert Half SkillPort Coursework; 10 hours
- **Technical Foundational Instruction**
 - Payroll Accounting; 36 hours (If Applicable)
 - Financial Accounting; 90 hours
 - Managerial Accounting; 90 hours
 - Intermediate Accounting; 108 hours
 - Tax Accounting; 108 hours
 - Automated Accounting Methods and Procedures; 54 hours
- **Tools and Technology**
 - Microsoft Computer Applications; 90 hours OR QuickBooks; 54 hours
 - Robert Half SkillPort Coursework; 15 hours

Source: West Los Angeles College

Appendix A

WORK PROCESS

SCHEDULE AND

RELATED INSTRUCTION OUTLINE



Appendix A

WORK PROCESS SCHEDULE Information Security Analyst Tier 1

O*NET-SOC CODE: 15-1122.00 RAPIDS CODE: 2050CB

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

1. APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is competency based supplemented by the minimum required 144 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 5 Apprentice(s) to 1 Journeyworker(s).

4. 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:

\$28.85.

1st Period: \$20.20 per

hour 2nd Period: \$24.55

per hour

Completion of Apprenticeship: \$28.85/hr

The program sponsor will evaluate each apprentice twice annually and on-the-job mentors will submit a written evaluation of skill development. To advance from one period to the next, the apprentice shall have satisfactorily completed four competencies. The program sponsor will document pay increases of apprentices progressing through the learning competencies.

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 12 weeks.



6. **SELECTION PROCEDURES**

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 for individuals over forty years of age, military or veteran status, or sexual orientation. The employer-sponsor will take affirmative action to provide equal opportunity in apprenticeship for both minorities and women and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30 and equal opportunity regulation of the State of California.

The sponsor will evaluate and assess candidate eligibility against the minimum qualifications of the apprentice position. The top candidate(s) will be interviewed and the best qualified candidate(s) will be selected.



WORK PROCESS SCHEDULE Information Security Analyst Tier 1

O*NET-SOC CODE: 15-1122.00 RAPIDS CODE: 2050CB

Work Process Schedule:

On the Job Training:

Principles and Practices

1. Apply security fundamentals
2. Apply security best practices

Cybersecurity Fundamentals

3. Perform network and wireless intrusion detection
4. Perform security activity monitoring
5. Execute incident response processes
6. Perform scans of databases, web applications, anti-virus and others

Tools and Technologies

7. Use various cybersecurity tools and technologies
8. Perform Application maintenance and troubleshooting
9. Run, review and analyze application reports

Competencies and Performance Criteria Foundational Competencies

Principles and Practices

- 1.0 Demonstrate knowledge of Security best practices
- 2.0 Demonstrate knowledge of organizational security offerings
- 3.0 Demonstrate knowledge of basic security fundamentals

Security Fundamentals

- 4.0 Demonstrate knowledge and ability to conduct network intrusion detection
- 5.0 Demonstrate knowledge and ability to conduct wireless intrusion detection
- 6.0 Demonstrate ability to perform security activity monitoring
- 7.0 Demonstrate ability to initiate incident response processes
- 8.0 Demonstrate ability to maintain and troubleshoot applications
- 9.0 Demonstrate ability to perform scans of databases, web and mobile applications



Foundational Performance Criteria

Job Role	Cybersecurity Apprentice – Tier 1
O*NET Code	15-1122.00 - Information Security Analyst
Apprenticeship Level	Foundation
Guided Learning Hours	
Experiential Hours	

- 1.0 Demonstrate knowledge of Security best practices
 - 1.1 Demonstrate understanding of information security principles as they relate to system and network security
- 2.0 Demonstrate knowledge of organizational security infrastructure
 - 2.1 Demonstrate knowledge of MSS tools and security applications (e.g., log & event monitoring, Security information and Event Management (SIEM), etc.)
- 3.0 Demonstrate knowledge of Security Fundamentals
 - 3.1 Demonstrate knowledge of TCP/IP, ports, protocols, and system functions
 - 3.2 Demonstrate knowledge of how security should be a multi-layered approach
- 4.0 Demonstrate knowledge and ability to conduct network intrusion detection
 - 4.1 Demonstrate ability to verify appliance functionality to ensure log data is being collected and forwarded to the Security Information and Event Management (SIEM) application
 - 4.2 Demonstrate ability to analyze event reports
 - 4.3 Demonstrate ability to initiate Incident response processes
- 5.0 Demonstrate knowledge and ability to conduct wireless intrusion detection
 - 5.1 Demonstrate knowledge of how enterprise wireless networks are architected
 - 5.2 Demonstrate knowledge of how wireless encryption and authentication
- 6.0 Demonstrate ability to perform Security Activity Monitoring
 - 6.1 Initiate Incident Response Processes in the event of an incident or investigation
- 7.0 Demonstrate ability to initiate and conduct incident response
 - 7.1 Demonstrate knowledge of the Incident Response Process
 - 7.2 Demonstrate the ability to be a team member during an incident response
- 8.0 Demonstrate ability to maintain and troubleshoot applications
 - 8.1 Demonstrate ability to troubleshoot applications and related tools
 - 8.2 Demonstrate ability to remediate vulnerabilities identified during scans – patching
 - 8.3 Demonstrate ability to create, review and analyze reports
- 9.0 Demonstrate ability to perform scans of databases, web applications, anti-virus and other
 - 9.1 Demonstrate knowledge of vulnerability scanning
 - 9.2 Demonstrate ability to configure and initiate automated scans for networks, and applications



RELATED INSTRUCTION OUTLINE Information Security Analyst Tier 1

O*NET-SOC CODE: 15-1122.00 RAPIDS CODE: 2050CB

Related Instruction Descriptions: Over the course of the term of apprenticeship, the instruction shall include, but not be limited to, completion of the following courses:

Outline of Related Supplemental Instruction (RSI) Cybersecurity Apprentice – Tier 1

Professional Foundational Instruction

Professional Foundational Instruction

Professional Foundational Instruction

- *Assemble components based on customer requirements.*
- *Install, configure, and maintain devices, PC's and software for end users.*
- *Understand the basics of networking and security/forensics.*
- *Properly and safely diagnose, resolve, and document common hardware and software issues while applying troubleshooting skills.*
- *Provide appropriate customer support. (customer support, professional communications, ticketing systems and support tiers)*
- *Understand the basics of virtualization, desktop imaging, and deployment.*
 - *Windows and Linux security*
 - *Basic Bash shell scripting and PowerShell.*
 - *OSI model and networking protocols, troubleshooting.*

Related Courses

Information and Communication Technology Essentials
(4 Units)

Introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced.

Preparation for the CompTIA A+ certification exams.

Formal Training Hours

54 hours lecture

54 hours lab

=108 hours



Technical Foundational Instruction

Technical Foundational Instruction

Systems and Network Administration

- Describe the overall role of the administrator in relation to the Linux operating system.
- Install the Linux operating system on desktops and servers.
- Identify and perform all system administrator responsibilities.
- Perform maintenance of business systems for update, security and backups.
- Relate operating system theory to the installation and maintenance of Linux in the business environment.

Related Courses

Systems and Network Administration (3 units)

Distinguish between the roles of system and server administrators in an organization.

Illustrate techniques in systems and servers' configurations, maintenance, support and upgrades.

Compare and contrast between workstation and server hardware, software and manageability in business infrastructure. Discuss change management methodology for systems and network implementation and support in centralized and decentralized environments.

Formal Training Hours

48 hours lecture

32 hours lab

= 80 hours total

Technical Foundational Instruction

Networking Fundamentals

- Configure switches and end devices to provide access to local and remote network resources.
- Explain how physical and data link layer protocols support the operation of Ethernet in a switched network.
- Configure routers to enable end-to-end connectivity between remote devices.
- Create IPv4 and IPv6 addressing schemes and verify network connectivity between devices.
- Explain how the upper layers of the OSI model support network applications.
- Configure a small network with security best practices.
- Troubleshoot connectivity in a small network.
- OSI model and networking protocols, troubleshooting.

Related Courses

Computer Network Fundamentals (3 units)

An introduction to network architecture, functions, components, and models computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. It explores the OSI (Open Systems Interconnection) and TCP (Transmission Control Protocol) layered models to examine the roles of protocols and services networking models. Preparation for the CompTIA Network+ certification exam.



Formal Training Hours

48 hours lecture

32 hours lab

= 80 hours total

Technical Foundational Instruction

Networking Routing and Switching

- *Configure VLANs and Inter-VLAN routing applying security best practices.*
- *Troubleshoot inter-VLAN routing on Layer 3 devices.*
- *Configure redundancy on a switched network using STP and EtherChannel.*
- *Troubleshoot EtherChannel on switched networks.*
- *Explain how to support available and reliable networks using dynamic addressing and first-hop redundancy protocols.*
- *Configure dynamic address allocation in IPv6 networks.*
- *Configure WLANs using a WLC and L2 security best practices.*
- *Configure switch security to mitigate LAN attacks.*
- *Configure IPv4 and IPv6 static routing on routers.*

Related Courses

Routing and Switching Essentials (3 units)

The architecture, components, and operations of routers and switches in a network. Students learn how to configure routing and a switching for basic and secure functionality. By the end of this course students will be able to configure, secure, and troubleshoot routers and switches and resolve common issues with routing protocols, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks, analyze of specific vendor LAN's. connectivity issues, plan, design, implement, test, and document of a network system with security measures.

Formal Training Hours

48 hours lecture

32 hours laboratory

=80 total hours

Technical Foundational Instruction

Principles and Practices

- *Security Best Practices*
- *Identify the tenets/principles of Information Security.*
- *Explain the information security risk management process and its components.*
- *Identify information security hardware and software.*
- *Classify information and network security attacks.*
- *Apply appropriate controls to mitigate risk.*
- *Create an organizational information security policy that demonstrates understanding of, and alignment with industry security standards.*

Related Courses

Information and Network Security (3 Units)



An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. Preparation for the CompTIA Security+ certification exams.

Formal Training Hours

54 hours Includes hands-on labs

Related Courses

Principles of Cybersecurity Analysis (3 units) - Optional

Introduces the critical knowledge and skills that are required to prevent, detect, and combat security threats and includes the application of behavioral analytics to improve the overall state of IT security in organizations. Provides concepts for network vulnerability and threat assessment, analysis of security policies and procedures in accordance to frameworks and compliance, and responsive approaches to handle security incidents. Preparation for CompTIA Cybersecurity Analyst certification (CySA+).

Formal Training Hours

48 hours lecture and 32 hours laboratory.

Technical Foundational Instruction

Cyber Security Fundamentals

- *Intrusion Detection /Intrusion Prevention systems*
- *Security Activity Monitoring*
- *Risk Management, BCP, DRP and Incident Response Management*
- *Scanning*
- *Advanced scripting (while, for loops and if, then)*

Related Courses

Information and Network Security (3 Units)

Same as above

An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. Preparation for the CompTIA Security+ certification exams.

Formal Training Hours

54 hours Includes hands-on labs

Related Courses

Principles of Cybersecurity Analysis (3 units) *Same as above* - Optional

Introduces the critical knowledge and skills that are required to prevent, detect, and combat security threats and includes the application of behavioral analytics to improve the overall state of IT security in organizations. Provides concepts for network vulnerability and threat assessment, analysis of security policies and procedures in accordance to frameworks and compliance, and responsive approaches to handle security incidents. Preparation for CompTIA Cybersecurity Analyst certification (CySA+).

Formal Training Hours

48 hours lecture and 32 hours laboratory



Related Courses

Python Programming in Cybersecurity (3units) - Optional

Programming concepts for security assessment and system investigation using Python programming language. Overviews scripting techniques for security tasks, penetration testing and digital forensics investigation using the Python programming language. Write custom tools, developing basic software exploits for ethical hacking and risk assessment purposes. Build programs for web assessment to improve web application and data security.

Formal Training Hours

48 hours lecture

32 hours laboratory

=80 total hours

Technical Foundational Instruction

Tools and Technology

- *Various cyber security tools and technologies*
- *Reporting*
- *Application Maintenance and troubleshooting*
- *Use forensic tools to:*
 - *Analyze data on computer disks*
 - *Analyze network data for incident response (server, email etc.)*

Related Courses

Information and Network Security (3 units)

Same as above

An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. Preparation for the CompTIA Security+ certification exams.

Formal Training Hours

54 hours Includes hands-on labs

Related Courses

Computer Forensics Fundamentals (3 units) An introduction to the methods used to properly conduct a computer forensics investigation beginning with a discussion of ethics, while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; the computer investigation process; understanding operating systems boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools.



Formal Training Hours

54 hours Lecture

18 hours Lab

=72 hours

Source: Moreno Valley College
and Riverside Community College

Appendix A

WORK PROCESS

SCHEDULE AND

RELATED INSTRUCTION OUTLINE



Appendix A

WORK PROCESS SCHEDULE Information Security Analyst Tier 2

O*NET-SOC CODE: 15-1122.00 RAPIDS CODE: 2050CB

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

1. APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is competency based supplemented by the minimum required 144 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 5 Apprentice(s) to 1 Journeyworker(s).

4. 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:

\$31.25.

1st Period: \$21.90 per
hour 2nd Period: \$26.60
per hour

Completion of Apprenticeship: \$31.25/hr

The program sponsor will evaluate each apprentice twice annually and on-the-job mentors will submit a written evaluation of skill development. To advance from one period to the next, the apprentice shall have satisfactorily completed four competencies. The program sponsor will document pay increases of apprentices progressing through the learning competencies.

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 12 weeks.



6. SELECTION PROCEDURES

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 for individuals over forty years of age, military or veteran status, or sexual orientation. The employer-sponsor will take affirmative action to provide equal opportunity in apprenticeship for both minorities and women and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30 and equal opportunity regulation of the State of California.

The sponsor will evaluate and assess candidate eligibility against the minimum qualifications of the apprentice position. The top candidate(s) will be interviewed and the best qualified candidate(s) will be selected.



WORK PROCESS SCHEDULE Information Security Analyst Tier 2

O*NET-SOC CODE: 15-1122.00 RAPIDS CODE: 2050CB

Work Process Schedule:

On the Job Training:

Principles and Practices

1. Apply security fundamentals
2. Apply security best practices

Cybersecurity Fundamentals

3. Perform network and wireless intrusion detection
4. Perform security activity monitoring
5. Execute incident response processes
6. Perform scans of databases, web applications, anti-virus and others

Tools and Technologies

7. Use various cybersecurity tools and technologies
8. Perform Application maintenance and troubleshooting
9. Run, review and analyze application reports

Competencies and Performance Criteria Foundational Competencies

Principles and Practices

- 1.0 Demonstrate knowledge of Security best practices
- 2.0 Demonstrate knowledge of organizational security offerings
- 3.0 Demonstrate knowledge of basic security fundamentals

Security Fundamentals

- 4.0 Demonstrate knowledge and ability to conduct network intrusion detection
- 5.0 Demonstrate knowledge and ability to conduct wireless intrusion detection
- 6.0 Demonstrate ability to perform security activity monitoring
- 7.0 Demonstrate ability to initiate incident response processes
- 8.0 Demonstrate ability to maintain and troubleshoot applications
- 9.0 Demonstrate ability to perform scans of databases, web and mobile applications



Foundational Performance Criteria

Job Role	Cybersecurity Apprentice – Tier 2
O*NET Code	15-1122.00 - Information Security Analyst
Apprenticeship Level	Foundation
Guided Learning Hours	
Experiential Hours	

Competency Outcomes & Assessment Criteria

1.0 Demonstrate knowledge of Security best practices

- 1.1 Demonstrate understanding of information security principles as they relate to system and network security
- 1.2 Demonstrate the ability to secure or harden devices in accordance with provided guidance or regulations

2.0 Demonstrate knowledge of organizational security infrastructure

- 2.1 Demonstrate knowledge of MSS tools and security applications (e.g., log & event monitoring, Security information and Event Management (SIEM), etc.)
 - 2.1.1 Demonstrate functional knowledge of Security MSS tooling and infrastructure
 - 2.1.2 Demonstrate functional knowledge of system, network, and application vulnerability scanning and remediation techniques.
 - 2.1.3 Demonstrate functional knowledge of risk-ranking vulnerabilities and remediation priorities

3.0 Demonstrate knowledge of Security Fundamentals

- 3.1 Demonstrate knowledge of TCP/IP, ports, protocols, and system functions
- 3.2 Demonstrate knowledge of how security should be a multi-layered approach
- 3.3 Demonstrate knowledge of scripting languages
- 3.4 Demonstrate the ability to troubleshoot and correct security-related issues

4.0 Demonstrate knowledge and ability to conduct network intrusion detection

- 4.1 Demonstrate ability to verify appliance functionality to ensure log data is being collected and forwarded to the Security Information and Event Management (SIEM) application
- 4.2 Demonstrate ability to analyze event reports
- 4.3 Demonstrate ability to initiate Incident response processes
- 4.4 Demonstrate the ability to configure SIEM rulesets to detect potential threats
- 4.5 Demonstrate the ability to configure IPS/IDS and other perimeter security appliances/systems

5.0 Demonstrate knowledge and ability to conduct wireless intrusion detection

- 5.1 Demonstrate knowledge of how enterprise wireless networks are architected
- 5.2 Demonstrate knowledge of how wireless encryption and authentication
- 5.3 Demonstrate the ability to identify and detect rogue wireless devices
- 5.4 Demonstrate the ability to configure a wireless network, securely
- 5.5 Demonstrate the ability to configure wireless network logging correctly

6.0 Demonstrate ability to perform Security Activity Monitoring

- 6.1 Demonstrate ability to perform Security Activity Monitoring including, but not limited to:
 - 6.1.1 Correcting log source failures
 - 6.1.2 Monitoring of backup of the applications and reports



- 6.1.3 Provide recommendations to the network infrastructure teams for blocking of malicious sites or IP addresses based upon log activity
- 6.1.4 Perform roll up reporting
- 6.1.5 Perform Basic tuning of false positives
- 6.1.6 Create new roles to identify or tune false positives
- 6.2 Initiate Incident Response Processes in the event of an incident or investigation

- 7.0 Demonstrate ability to initiate and conduct incident response
 - 7.1 Demonstrate knowledge of the Incident Response Process
 - 7.2 Demonstrate the ability to be a team member during an incident response
 - 7.3 Demonstrate the ability to brief stakeholders during an incident response
 - 7.4 Demonstrate the ability to develop reporting related to incident response

- 8.0 Demonstrate ability to maintain and troubleshoot applications
 - 8.1 Demonstrate ability to troubleshoot applications and related tools
 - 8.2 Demonstrate ability to remediate vulnerabilities identified during scans – patching
 - 8.3 Demonstrate ability to remediate vulnerabilities during scans – application configuration
 - 8.4 Demonstrate ability to work with vendors to correct issues or perform updates
 - 8.5 Demonstrate ability to create, review and analyze reports
 - 8.6 Demonstrate ability to create and maintain dashboards

- 9.0 Demonstrate ability to perform scans of databases, web applications, anti- virus and other
 - 9.1 Demonstrate knowledge of vulnerability scanning
 - 9.2 Demonstrate ability to configure and initiate automated scans for networks, and applications
Demonstrate ability to validate scan results and identify and remove false-positives
 - 9.3 Demonstrate the ability to work with system and application owners to remediate identified vulnerabilities

**RELATED INSTRUCTION OUTLINE
Information Security Analyst Tier 2**

O*NET-SOC CODE: 15-1122.00 RAPIDS CODE: 2050CB

Related Instruction Descriptions: Over the course of the term of apprenticeship, the instruction shall include, but not be limited to, completion of the following courses:

Outline of Related Supplemental Instruction (RSI)

**California State University, San Bernardino
Professional Foundational Instruction**

Professional Foundational Instruction	Formal Training Hours
Professional Foundational Instruction	Legal Environment of Organizations – 45Hrs Applied Communication – 45Hrs (Optional) Project Management – 45Hrs

Technical Foundational Instruction

Technical Foundational Instruction	Formal Training Hours
Principles and Practices <ul style="list-style-type: none"> • <i>Security Best Practices / information security principles</i> • <i>Security Fundamentals – networking protocols, scripting, troubleshooting</i> 	Computer Networks and Security – 45Hrs Applications Development (Scripting) – 45Hrs Cybersecurity – 45Hrs Cybersecurity Management – 45Hrs Pentest and Ethical Hacking – 45Hrs Enterprise System Administration (Capstone) – 45Hrs
Cyber Security Fundamentals <ul style="list-style-type: none"> • <i>Network Intrusion Detection</i> • <i>Wireless Intrusion Detection</i> • <i>Security Activity Monitoring</i> • <i>Incident Response Management</i> • <i>Scanning</i> 	Cybersecurity (Same as Above) Pentest and Ethical Hacking (Same as Above) Incident Handling and Digital Forensics – 45Hrs
Tools and Technology <ul style="list-style-type: none"> • <i>Various cyber security tools and technologies</i> • <i>Reporting</i> • <i>Application Maintenance and troubleshooting</i> 	Cybersecurity (Same as Above) Pentest and Ethical Hacking (Same as Above) Enterprise System Administration (Capstone) (Same as Above) Incident Handling and Digital Forensics (Same as Above) Special Topics Course (Such as web security, cloud services, research) – 45Hrs

Total coursework hours – 450Hrs



Appendix E-1

State of California Division of Apprenticeship Standards (DAS) Approval

These additional requirements are for California approval of this apprenticeship program.

1. DAS Registration Information

DAS File Number TBD
New or Revision New

2. CALIFORNIA PURPOSE AND POLICY

The parties hereto declare it their purpose and policy to operate the above-mentioned Apprenticeship Program, approved by the U.S. Department of Labor Office of Apprenticeship, with reciprocal approval of the State of California. All provisions in the U.S. Department of Labor Office of Apprenticeship Standards, that do not conflict with California law or create a higher standard than the California Apprenticeship 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 within California. 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.

3. RESPONSIBILITIES OF PROGRAM SPONSOR

The program sponsors are responsible for the administration and enforcement of all aspects of a Registered Apprenticeship program. In addition, the Sponsor(s) agree to: (1) Administer and enforce the standards as approved; (2) establish rules and regulations governing the program; (3) 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. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for both minorities and women. The sponsor select apprentices on the basis of qualifications alone, through fair and impartial procedures applied uniformly to all applicants will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and by the California Plan for Equal Opportunity in Apprenticeship and by the California Code of Regulations, Title 8, Chapter 2; (4) provide reasonably continuous employment to all apprentices in its employ; (5) provide the diversified work training scheduled herein under competent trainers, including safety training through the program and first aid training, either in conjunction with the apprentices, related instruction classes or otherwise as appropriate; (6) arrange for Related and Supplemental Instruction pursuant to California Labor Code (LC) 3074; (7) have a Local Education Agency (L.E.A.) provide a letter approving the Related and Supplemental Instruction pursuant to LC 3074, 210212 (a, 7) (proof attached); (8) develop disciplinary procedures for apprentices including fair hearings; (9) provide training in the recognition of illegal discrimination and sexual harassment; (10) submit an annual Self-Assessment Review and Program Improvement Plan annually to the Chief of DAS;



4. APPRENTICE AGREEMENT AND RECORDS

The Program shall register Apprentices, by electronic or other means, to the Division of Apprenticeship Standards within 45 days of execution of the Apprentice Agreement [See Attachment “E1-A” – California Apprenticeship Agreement (DAS-1)]. The 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 indenture. The Administrator shall cancel apprentice agreements during the probationary period at the request in writing of either party; after the probationary period, agreements may be terminated by the Administrator by mutual consent of all the parties or cancelled for good and sufficient reason. DAS must be notified of any cancellation, completion or amending the terms of the apprenticeship agreement within 45 days of the change. An apprentice agreement shall remain in effect during a lay-off unless cancelled.

The program sponsor shall maintain a record of each apprentice’s work training, related instruction and progress therein; the records will be maintained at 2603 Camino Ramon Ste. 100 San Ramon, CA 94583.

5. RESPONSIBILITIES OF APPRENTICES

Each apprentice shall satisfactorily perform all work and learning assignments, and complete a course of related instruction, as determined in accordance with California Labor Code Section 3078(d). 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.

6. HOURS AND WORKING CONDITIONS

The regular workday, workweek and other working conditions for apprentices shall conform to all applicable California laws and regulations. The employers must pay the higher hourly wage of either the Federal minimum wage, State minimum wage or the Living wage enacted in the County or City where the employer is located. Overtime shall not interfere with or impair training or schooling nor be detrimental to the health and safety of the apprentice. Establish a mechanism to rotate apprentices from work processes to work processes to assure complete training.

7. COMMITTEE

Not applicable.

8. CALIFORNIA DIVISION OF APPRENTICESHIP STANDARDS APPROVAL

The sponsor 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 on _____.
(Committee approval date)



Enter Committee Signer Name

Date

Enter Title

Enter Contact Information

The foregoing apprenticeship standards, being in conformity with the rules and regulations of all applicable California Labor Codes, California Code of Regulations and Federal Regulations are hereby approved _____.

(DAS approval date)

Eric Rood, Chief

Date

Department of Industrial Relations
Division of Apprenticeship Standard
1515 Clay St., Suite 301
Oakland, CA 94612
Phone: (415) 703-4920