

## Apprenticeship Program Summary Sheet

### Division of Apprenticeship Standards (DAS)

**To:** Eric Rood, Chief  
**From:** Charles Richards  
**Cc:** Sheila Zuvich, Program Planning and Review  
**Date:** September 17, 2020

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**Program Name:** San Joaquin County High School Apprenticeship Program

**Industry(s):** Information Technology

**DAS File No.:** 100556

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### ACTIONS:

- Proposed New Apprenticeship Program
  - Existing Apprenticeship Program Expanding Occupations
  - Existing Apprenticeship Program Expanding Jurisdiction
  - Existing Apprenticeship Program Changing Work Processes or Related & Supplemental Instruction on Approved Occupations
- 

### LABOR ORGANIZATIONS REPRESENTING ANY OF THE APPRENTICES:

None at this time

## **Apprenticeship Program Summary Sheet**

### **DISCLAIMER OF INTEREST IN THE BUILDING TRADES AND DISPATCH RESTRICTION**

The San Joaquin County High School Apprenticeship Program will not train in the building and construction trades within the meaning of Labor Code section 3075, and is not eligible to dispatch apprentices to projects with public works, prevailing wage, or skilled and trained workforce requirements.

The San Joaquin County High School Apprenticeship Program will not dispatch apprentices or train apprentices for employers who do not subscribe to this program.

### **COMMENTS:**

The San Joaquin County High School Apprenticeship Program will operate in the county of San Joaquin, California. It will register with the Division of Apprenticeship Standards (DAS) and eventually with the Department of Labor, Office of Apprenticeship (OA).

The San Joaquin County High School Apprenticeship Program will train High School students in high demand occupations (as defined by labor and workforce reports) within the local region (excluding Construction and Firefighting occupations). The San Joaquin County High School Apprenticeship Program is the first High School Apprenticeship program within the state of California. This program will serve as a model or template for other County Offices of Education to emulate.

Apprentices will serve in part-time positions with an employer while completing High School. Upon Graduation, the apprentices will transition to full-time employment while working through the remainder of the apprenticeship program. By providing apprenticeship training to young adults in high demand career fields, such as IT, we can elevate an individual's lifetime earnings potential while positioning the apprentice for a future in a highly skilled well-paying job.

### **PROPOSED OCCUPATION(S) & WAGE RATES(S):**

- Information Technology Support Specialist                      O\*Net:15-1151.00  
Journey person Wage: \$18.00 - \$22.00  
Proposed Apprentices Wage(s): Minimum starting wage: \$13.00  
Proposed No. of Apprentices: 25

## Apprenticeship Program Summary Sheet

### PROPOSED CHANGE(S) TO EXISTING OCCUPATION(S):

New Program

### LIST OF PROPOSED EMPLOYER(S):

**Organization:** San Joaquin County Office of Education

**Address:** 2707 Transworld Dr. Stockton CA 95206

**Organization:** Ripon Unified School District

**Address:** 304 N. Acacia Ave. Ripon CA 95366

**Organization:** Linden Unified School District

**Address:** 18527 East Main Street Linden CA 95236

DAS FILE #  
DO#

100556  
4

# San Joaquin County High School Apprenticeship Committee

Program Standards

*Adopted on*

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DAS File No. 100556

## Table of Contents

Program Standards.....	3-7
List of Committee Members.....	Attachment A
Training Schedule and Working Conditions	
Information Technology Support Specialist.....	Attachment B-1
Work Processes .....	Appendix B-1
California Plan for Equal Opportunity.....	Attachment C
Local Education Agency Letter(s).....	Attachment D

# APPRENTICESHIP STANDARDS

of the

San Joaquin County High School Apprenticeship Committee

## **ARTICLE I Purpose and Policy**

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as an education sponsored, employer based undertaking.

These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade, craft or occupation defined herein, to become effective upon their approval.

## **ARTICLE II Craft, Trade, Occupation**

<b>Occupation</b>	<b>O*Net Code</b>	<b>Attachment</b>
Information Technology Support Specialist	15-1151.00	B-1

## **ARTICLE III Organization**

There is hereby established the above named master apprenticeship committee. The committee shall consist of four (4) members, who shall be selected by and represent the employer organization (s) signatory hereto. In addition, thereto, there shall be one (1) apprenticeship consultant representing the Division of Apprenticeship Standards and one (1) advisor from the Local Education Agency and such other advisors as the committee shall determine. Such advisors and the apprenticeship consultant shall act without vote.

## **ARTICLE IV Jurisdiction**

These standards shall apply to the employer and employee organizations signatory hereto, their members, to other employers who subscribe hereto or who are party to a collective bargaining agreement with an employee organization(s) signatory hereto, and to all apprentice agreements hereunder.

## **ARTICLE v Functions**

The functions of the apprenticeship committee shall be to:

- 1) develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;
- 2) make periodic evaluations of the progress of each apprentice's on-the-job training related and supplemental instruction;
- 3) establish a mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice complete training;
- 4) ensure mobility between employers and/or work processes when essential to provide exposure and training in various work processes;
- 5) serve in an advisory capacity with employers and employees in matters pertaining to these standards;
- 6) aid in the adjustment of apprenticeship disputes;
- 7) develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations and apply them uniformly in the selection of applicants for apprenticeship.

## **ARTICLE VI Responsibilities**

The responsibilities of the apprenticeship committee shall be to:

- 1) supervise the administration and enforcement of these standards;
- 2) adopt such rules and regulations as are necessary to govern the program provided, however, that the rules and regulations do not conflict with these standards;
- 3) oversee the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under the federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice;
- 4) conduct orientations, workshops or other educational sessions for employers to explain the apprenticeship program's standards and the operation of the apprenticeship program;
- 5) pass upon the qualification of employers and, when appropriate, to suspend or withdraw approval;
- 6) conduct on-going evaluation of the interest and capacity of employers to participate in apprenticeship program and to train apprentices on the job;
- 7) determine if an employer has the work site facilities, skilled workers as trainers at the work site, and equipment sufficient to train apprentices;
- 8) pass upon the qualifications of apprentice applicants;

- 9) file a signed copy of each apprentice agreement with the Secretary of the California Apprenticeship Council, with copies to all parties to the agreement;
- 10) establish and maintain a record system for on-the-job training and related instruction;
- 11) use every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed;
- 12) provide disciplinary procedures for apprentices including provisions for fair hearings;
- 13) adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards;
- 14) prepare and submit an annual Self-Assessment Review and Program Improvement Plan;
- 15) comply with meaningful representation requirements for the interests of apprentices in the management of the program;
- 16) implement a program for training and education regarding illegal discrimination and sexual harassment.

#### **ARTICLE VII Definition of an Apprentice**

An apprentice is a person at least sixteen (16) years of age, who has met the requirements for selection under the selection procedures of participating employer, who is engaged in learning a designated craft or trade and who has entered into a written apprentice agreement under the provisions of these standards.

#### **ARTICLE VIII Duties of an Apprentice**

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

#### **ARTICLE IX Apprentice Agreement**

- 1) Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer and by the program sponsor and by the apprentice and must be approved by the apprenticeship committee;
- 2) 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;

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

**ARTICLE X Termination and Transfer of Agreements**

- 1) During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period an apprentice agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason;
- 2) If an employer is unable to fulfill his/her obligations to train under any apprentice agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprentice agreement.

**ARTICLE XI Related and Supplemental Instruction**

See Training Schedule and Working Conditions of:

<b>Occupation</b>	<b>O*Net Code</b>	<b>Attachment</b>
Information Technology Support Specialist	15-1151.00	B-1

**ARTICLE XII Lay-off**

- 1) If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off;
- 2) There shall be no liability on the part of the employer, the program, or the committee for an injury sustained by an apprentice engaged in schoolwork at a time when the apprentice is unemployed.

**ARTICLE XIII Controversies**

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

**ARTICLE XIV Term of Apprenticeship**

See Training Schedule and Working Conditions of:

<b>Occupation</b>	<b>O*Net Code</b>	<b>Attachment</b>
Information Technology Support Specialist	15-1151.00	B-1

**ARTICLE XV Ratio**

See Training Schedule and Working Conditions of:

<b>Occupation</b>	<b>O*Net Code</b>	<b>Attachment</b>
Information Technology Support Specialist	15-1151.00	B-1

**ARTICLE XVI Wage Schedule**

See Training Schedule and Working Conditions of:

<b>Occupation</b>	<b>O*Net Code</b>	<b>Attachment</b>
Information Technology Support Specialist	15-1151.00	B-1

**ARTICLE XVII Work Training**

See Training Schedule and Working Conditions of:

<b>Occupation</b>	<b>O*Net Code</b>	<b>Attachment</b>
Information Technology Support Specialist	15-1151.00	B-1

**ARTICLE XVIII Safety, Health, and Recognition of Illegal Discrimination and Sexual Harassment**

- 1) Each apprentice shall receive training and education in first aid, safe working practices and in the recognition of occupational health and safety hazards;

- 2) Each apprentice shall receive training in the recognition of illegal discrimination and sexual harassment;

#### **ARTICLE XIX Certificate of Completion**

- 1) Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the California Apprenticeship Council;
- 2) In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half percent (12½%);
- 3) An apprentice may be credited time for previous experience if that experience is of an approved nature and shall have completed not less than six months as an apprentice.

#### **ARTICLE XX California Plan for Equal Opportunity in Apprenticeship**

Each subscribed employer will be responsible for complying with the California Plan for Equal Opportunity in Apprenticeship requirements. **(See Attachment C)**

DAS FILE # 100556  
DO# 4

The San Joaquin County High School Apprenticeship Committee 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 August 21, 2020.  
(Committee approval date)



August 21, 2020

Pam Knapp, Committee Secretary  
Director II, College and Career Readiness  
San Joaquin County Office of Education  
PO Box 213030  
Stockton, CA 95213-9030

Date

The foregoing apprenticeship standards, being in conformity with the rules and regulations of the California Apprenticeship Council, the California Code of Regulations, and applicable Federal Regulations are hereby approved

\_\_\_\_\_  
(DAS approval date)

\_\_\_\_\_  
Eric Rood, Chief  
Division of Apprenticeship Standards

\_\_\_\_\_  
Date

# Attachment A

## Committee Members

San Joaquin County High School Apprenticeship Committee  
San Joaquin County Office of Education – Wentworth Educational Center  
2707 Transworld Dr., Stockton, CA 95206

### Employer Representatives

**Name:** Jason Brown, Chairperson  
**Title:** Academic Resources Coordinator County Operated Schools and Programs  
**Organization:** San Joaquin County Office of Education  
**Address:** 2707 Transworld Dr. Stockton CA 95206 (PO Box 213030 Stockton CA 95213)  
**Phone:** (209) 468-9014  
**Email:** [jbrown@sjcoe.net](mailto:jbrown@sjcoe.net)

**Name:** Edward Ellis  
**Title:** Supervisor of Information Technology  
**Organization:** Ripon Unified School District  
**Address:** 304 N. Acacia Ave. Ripon CA 95366  
**Phone:** (209) 599-2131  
**Email:** [eellis@riponusd.net](mailto:eellis@riponusd.net)

**Name:** Alysia Archer  
**Title:** Lead Technician, Information Services and Educational Technology  
**Organization:** Linden Unified School District  
**Address:** 18527 East Main Street Linden CA 95236  
**Phone:** (209) 887-3894 ex.1292  
**Email:** [aarcher@lindenusd.com](mailto:aarcher@lindenusd.com)

*Committee Members (con't):*

**Name:** Pam Knapp, Secretary  
**Title:** Director II, College and Career Readiness  
**Organization:** San Joaquin County Office of Education  
**Address:** 2707 Transworld Dr. Stockton CA 95206 (PO Box 213030 Stockton CA 95213)  
**Phone:** (209) 468-4885  
**Email:** [paknapp@sjcoe.net](mailto:paknapp@sjcoe.net)

## **Committee Advisors**

### **DAS APPRENTICESHIP CONSULTANT**

**Name:** Charles Richards  
**Title:** Apprenticeship Consultant  
**Organization:** Division of Apprenticeship Standards  
**Address:** 160 Promenade Cir., Suite 320, Sacramento, CA 95834  
**Phone:** 916-532-0730  
**Email:** [Crichards@dir.ca.gov](mailto:Crichards@dir.ca.gov)

### **LOCAL EDUCATION AGENCIES**

**Name:** Salvador Vargas  
**Title:** Dean of CTE and Workforce Development  
**Organization:** San Joaquin Delta College  
**Address:** 5151 Pacific Ave. Stockton CA 95207  
**Phone:** (209) 954-5093  
**Email:** [salvador.vargas@deltacollege.edu](mailto:salvador.vargas@deltacollege.edu)

**Name:** Rick Guantone  
**Title:** Apprenticeship Consultant  
**Organization:** San Joaquin County Office of Education  
**Address:** 2707 Transworld Dr. Stockton CA 95206 (PO Box 213030 Stockton CA 95213)  
**Phone:** (209) 609-6034  
**Email:** [rguantone@sjcoe.net](mailto:rguantone@sjcoe.net)

# Attachment B-1

## Training Schedule and Working Conditions

San Joaquin County High School Apprenticeship Committee

### OCCUPATION(S)

Occupation	O*Net Code
Information Technology Support Specialist	15-1151.00

### ARTICLE I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 2080 - 2288 on-job-training (OJT) hours, minimum of 378 related and supplemental instruction (RSI) hours, and completed within thirty-six (36) months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be five hundred (500) hours of OJT or nine (9) months, whichever occurs first and the first one hundred eight (108) hours of RSI.

### ARTICLE II Wage Schedule

#### Journey level Wage Scale: \$18.00 to \$22.00

Apprentices whose employers' work is located where the current State minimum wage or Living wage approved by the county or city is greater than minimum wage, will receive the greater wage.

**Benefits:** Standard employer benefit package.

#### Apprentices shall be paid not less than the following:

1 <sup>st</sup> period	9 months	0-500 hours	\$ 13.00 or Minimum Wage
2 <sup>nd</sup> period	9 months	500-1000 hours	\$14.00 or MW+\$1.00
3 <sup>rd</sup> period	6 months	1000-1500 hours	\$ 15.00 or MW+\$2.00

DAS FILE # 100556  
DO# 4

4 <sup>th</sup> period	6 months	1500-2000 hours	\$ 16.00 or MW+\$3.00
5 <sup>th</sup> period	6 months	2000-2288 hours	\$ 17.00 or MW+\$4.00

### **Advancement Schedule:**

To advance from one period to the next, the apprentice shall have met the following requirements:

- 1) Shall have satisfactorily completed the indicated on-the-job work hours; and
- 2) Shall have satisfactorily completed the indicated months in the program; and
- 3) Shall have satisfactorily completed the indicated related and supplemental instruction school hours
- 4) Shall have satisfactory employer evaluation/upgrade report.

### **Overtime Provision:**

Refer to "Child Labor laws" and "Permits to Employ and Work" for maximum hours minors may be employed. All overtime shall be paid at the rate of one and one-half times the wage rate for hours worked over 8 hours per day or 40 hours per week. Refer to the Industrial Welfare Commission Wage Orders for Overtime rates and work hours.

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

All apprentices in a bona fide apprenticeship training program must have a "*Permit to Employ and Work*" issued by his or her school. Apprentices must be at least 16 years of age and registered as a High School Junior (11<sup>th</sup> Grade).

School officials who determine that the high school academic program or health of the apprentice is impaired by the employment, the school officials shall revoke the permit.

Straight time hours per day and week: For apprentices with issued Permits to Work, refer to Child Labor Laws for daily and weekly maximums when school is in session and not in session.

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 journey person(s).

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 or if it is in violation of applicable Child Labor Laws.

### **ARTICLE III Work Training**

- 1) The employer shall see that all apprentices are under the supervision of a qualified journeyman or instructor and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled worker, proficient in all the work processes of the occupation as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and process as they come into use in the occupation.
- 3) The major work processes in which apprentices will be trained (although not necessarily in the order listed) and the approximate hours (not necessarily continuous) to be spent on each are as follows: (**See Appendix B-1 for Work Processes**)

### **ARTICLE IV Related Instruction**

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than one hundred and eight (108) hours per year. Related and supplemental instruction will be provided by San Joaquin Delta College or equivalent or articulated courses provided by other Local Education Agencies.

Time spent in related and supplemental instruction will not be compensated unless otherwise provided by the employer.

Apprentices must complete all RSI courses with a grade of "B" or better.  
Minimum Related and Supplemental Hours of Instruction: 378

DAS FILE # 100556  
 DO# 4

**Occupation**

**O\*Net Code**

Information Technology Support Specialist 15-1151.00

<b>Course Title &amp; Units</b>	<b>SCC #</b>	<b>Instructional Hours</b>
Fundamentals of Computer Science (Units: 3)	CS 011	54 hours
Introduction to Management Information Systems (Units: 3)	CS 012	54 hours
Networking Essentials (Units: 3)	CS 056	54 hours
Computer Information Systems Applications (Units: 3)	CSA 020	54 hours
IT Essentials (A+) (Units: 2.5)	ELECT 014C	108 hours
Reading and Composition (Units: 3)	ENG 001A	54 hours

<b><i>Optional Elective courses: (At employers direction)</i></b>		
Interpersonal Communication (Units: 3)	COM ST 003	54 hours

**ARTICLE V Ratio**

A qualified employer may employ two (2) apprentices for each journeyperson who is regularly employed.

DAS FILE #  
DO#

100556  
4

# Appendix B-1

**Occupation** Information Technology Support Specialist  
**O\*Net Code** 15-1151.00

Work Processes		Range of Hours
<b>Category 1 General Practices - Foundations</b>		
<b>1</b>	Perform safe working practices following employers' personnel rules and ethics while demonstrating strong interactive communication skills. Understand and execute equipment lifecycle replacement.	<b>180 - 215</b>
<b>2</b>	Perform all work within the goals, mission and vision of the employer. Initiation and completion of Work Orders.	<b>40 - 58</b>
<b>3</b>	Operate the organization's office equipment such as copiers, scanners, manufactured equipment and control panel units. Create documents using productivity suites (MS Office, Google Docs, Apple iWork, and Office Applications for management).	<b>180 - 215</b>
<b>Subtotal hours</b>		<b>400 - 488</b>
<b>Category 2 General Practices - Computer Basics</b>		
<b>1</b>	Perform basic troubleshooting on communication problems within a computer/end point device. Identify the components of standard computers, Chromebooks, and endpoint devices. Install and configure device components. Maintain and troubleshoot peripheral components. Install and configure operating systems to include application software and endpoint configuration software imaging.	<b>225 - 250</b>
<b>2</b>	Perform basic troubleshooting on hardware related issues. Install and configure system components. Backup and	<b>225 - 250</b>

	restoration of critical data. Troubleshoot system components.	
<b>3</b>	Utilize job tracking software to log calls or instances, triage guidelines, and work with others to resolve basic support calls. Execute proper telephone etiquette, analyze inquiries, and determine the root cause of the issue. Understand how to escalate calls as part of the triage process. Route calls appropriately. Develop standard troubleshooting strategies.	<b>225 - 250</b>
<b>4</b>	Manage, maintain, troubleshoot, install, operate and configure basic network infrastructure, to allow the flow of information between multiple endpoint devices.	<b>225- 250</b>
<b>Subtotal hours</b>		<b>940-1000</b>
<b>Category 3 General Practices - Security Basics</b>		
<b>1</b>	Perform and communicate security awareness and best practices for end users.	<b>370 – 400</b>
<b>2</b>	Working knowledge of how assets are distributed and assigned. Perform distribution and maintenance of assets according to management standards.	<b>370- 400</b>
<b>Subtotal hours</b>		<b>740-800</b>
<b>Total Work Process Hours</b>		<b>2080-2288</b>

# Attachment C

## California Plan for Equal Opportunity

San Joaquin County High School Apprenticeship Committee

**Occupation(s):**

<b>Occupation</b>	<b>O*Net Code</b>	<b>Attachment</b>
Information Technology Support Specialist	15-1151.00	B-1

**Area Covered by Standards:** These standards shall apply to employers who subscribe hereto, and to all apprentice agreements hereunder.

**Approved Statistical Area for Recruitment:** San Joaquin County.

The San Joaquin County High School Apprenticeship Program in accordance with the California Plan for Equal Opportunity in Apprenticeship declares the following selection procedures:

**I. Pledge:**

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, 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.

**II. Dissemination of Information:**

Recruitment information shall be disseminated to the following agencies and organizations:

- 1) U.S. Department of Labor, Bureau of Apprenticeship and Training
- 2) California Division of Apprenticeship Standards
- 3) California Community Colleges
- 4) San Joaquin County Office of Education
- 5) All High Schools located within San Joaquin County

A list of agency/organization addresses is available from DAS upon request. The apprentice program shall provide DAS the program's dissemination list upon request.

### **III. Affirmative Action Program:**

The program will engage in outreach and positive recruitment activities at High Schools within the County for the purpose of increasing minority and women participation as follows:

- 1) Participate in two or more career fairs or workshops each year to encourage minorities, and females to apply for apprenticeship opportunities;
- 2) Cooperate and counsel with secondary and vocational school administrators concerning the needs of the industry and the transition of minority and females from school to industries through apprenticeship;
- 3) Disseminate information within the industry including sponsors and other industry representatives to acquaint all involved with the goals of the apprenticeship program and to effect cooperation, as new applicants are needed;
- 4) Disseminate information with various outreach programs that represent underserved individuals primarily in rural and urban areas, as new applicants are needed.

### **IV. Written Applications:**

The San Joaquin County High School Apprenticeship Committee will implement a written application process to determine qualifications. Applicants must meet and maintain minimum qualification standards for selection, entry and sustaining eligibility in the High School Apprenticeship program. Applications will be accepted on a continuous basis at participating High Schools.

### **V. Selection of Apprentice Applicant:**

Applicants that have an affirmed interest in pursuing an apprenticeship program may complete an application and apply for acceptance into the apprenticeship program if they meet the qualifications as set forth by the San Joaquin High School Apprenticeship program.

Applicants must meet the minimum qualifications outlined below when applying for entry into an apprenticeship program.

1. 16-years of age
2. Junior or Senior grade level in High School
3. GPA of 2.0 or better with no more than one F grade in the past two semesters
4. Attendance of 90% or better for the current and previous semester
5. On track for graduation
6. Positive behavioral history
7. Transportation for work (as required)
8. Physical ability to perform job
9. Drug free
10. Completion of Pre-Apprenticeship program (as required)
11. Ability to perform the work of the trade/occupation safely. (Physical examination required for entry is at no cost to the applicant. Employer sponsors will define any such exams related to the registered occupation of the applicant.)

Applicants meeting the above selection criteria and have made application to the program, will be placed in a pool of applicants and be issued a Letter of Subscription. This letter will allow applicants to seek employment with an eligible employer whereupon proper completion of the Letter of Subscription and requirements, the applicant will be placed with the employer.

Employers may require applicants to meet additional employment testing and/or procedures as long as the requirements are also required of non-apprenticeship applicants. These activities may include oral interview, aptitude testing, security clearance measures, drug screening or other activities pre-approved by the Program.

Once an applicant is selected, the applicant and the employer shall complete the Apprenticeship Agreement for registration in the Program and forward the Apprenticeship Agreement to the Committee for approval and processing.

Public/Civil Service employers shall follow the civil service rules regarding the selection of apprentices and shall be exempt from these selection procedures.

Applicants accepted into the eligibility pool, and throughout the apprenticeship, must continue to maintain a high standard of conduct and academic achievement.

1. GPA of 2.0 or better with no more than one F grade in the past two semesters
2. GPA of 3.0 or better in course specific classes
3. Attendance of 95% or better for the current and previous semester
4. On track for graduation
5. Positive behavioral history
6. Transportation for work (as required)

- 7. Positive quarterly reviews by Employer and CTE instructor
- 8. Drug free test results

**VI. Goals and Timetables:**

Total High School enrollments in the 11<sup>th</sup> and 12<sup>th</sup> grades in the covered county is 24,462 as of the 2019-2020 school year enrollment report as submitted and certified under CALPADS.

**WOMEN:**

Percent of females in 11<sup>th</sup> and 12<sup>th</sup> grades: 49.2%  
Goals for intake of females: 24.6%

**MINORITIES (Men & Women):**

Percent of minorities in the 11<sup>th</sup> and 12<sup>th</sup> grades: 81.0%  
Goals for intake of minorities by ethnic group

Black (not Hispanic):	8.1%
Asian & Pacific Islander:	12.1%
American India & Alaskan Native:	0.9%
Filipino:	5.1%
Hispanic:	51.4%

**VII. Records:**

Cal Plan and all other records will be maintained for five years and kept at:

San Joaquin County Office of Education  
2707 Transworld Drive  
Stockton, CA 95206

**VII. Annual Compliance:**

San Joaquin County High School Apprenticeship Program will submit an annual compliance report to the Division of Apprenticeship Standards at such time as requested by the Division.

DAS FILE # 100556  
DO# 4

**SIGNED FOR THE PROGRAM SPONSOR:**



August 21, 2020

Pam Knapp

Date

Director II, College and Career Readiness

PO Box 213030

Stockton, CA 95213-9030

**SIGNED FOR DIVISION OF APPRENTICESHIP STANDARDS:**

The foregoing apprenticeship standards, being in conformity with the rules and regulations of the California Apprenticeship Council, the California Code of Regulations, and applicable Federal Regulations are hereby approved

\_\_\_\_\_  
(DAS approval date)

\_\_\_\_\_  
Eric Rood, Chief

\_\_\_\_\_  
Date

Division of Apprenticeship Standards

DAS FILE #  
DO#

100556  
4

# Attachment D

## Local Education Agency Letters

San Joaquin Delta College

San Joaquin County Office of Education