

How to Implement Apprenticeship in Your School District

Your school district has decided to participate in Apprenticeship in Education, and you are now ready to move forward with becoming an Authorized Training agent with the program. We have mapped out this step-by-step process to help your school district complete the necessary paperwork and prepare for operating the program.

1. Identify the employer and employee representative from your school district who will initiate the partnership with the apprenticeship JATC to begin participating in the apprenticeship program.

These two people must have authority to enter into a MOU that states that both the employer and employee groups agree to participate in the Washington Public School Classified Employees JATC and to sign an Authorized Training Agent Form on behalf of the school district.

The Authorized Training Agent Form can be found under the forms tab of this handbook, or on the website Employer Operations page at <https://www.educationapprenticeship.com/employer-operations>

Here are some samples of MOUs and specific bargaining language from participating school districts.

Sample 1

The parties mutually agree to participate in the Washington Public School Classified Employee's Apprenticeship Program (WPSCEJATC). Effective with the 2019-20 school year, any employee who successfully completes the Paraeducator I program through WPSCEJATC, shall receive an additional fifty (\$0.50) cents per hour. An employee who completes the Paraeducator II program through WPSCEJATC shall receive an additional fifty (\$0.50) cents per hour. Such increase shall be in addition to the employee's regular rate of pay as expressed on Schedule A.

Sample 2

The District and the Union shall support in principle the involvement of employees in the Washington Public School Classified Employees Joint Apprenticeship and Training Committee (WPSCEJATC) and its program as approved and registered with the Washington State Apprenticeship and Training Council.

2. A member of the JATC will connect with the apprenticeship support staff member(s) identified by your school district to provide resources for operating the apprenticeship program at your location including best practices for recruiting apprentices.

The new apprenticeship support person at your school district who will be responsible for recruiting/registering apprentices, tracking apprenticeship hours, communicating changes of status and step advancements to the JATC and supporting apprentices will be referred to as the Apprenticeship Coordinator for your school district.

3. The Apprenticeship Coordinator will be given access to the online apprenticeship registration and tracking system referred to as ARTS by the JATC.

Use the ARTS 2.0 Startup Guide found in this handbook to login and begin navigating the ARTS online portal. Contact the JATC or the L&I Apprenticeship Consultant for additional assistance with ARTS.

4. JATC will provide a link to the Introduction to Apprenticeship two-part course along with the supplemental materials and required essay assignment.

It may be helpful for the Apprenticeship Coordinator to view the Introduction to Apprenticeship video course, review the supplemental material and familiarize themselves with the apprenticeship website as a part of their training in preparation for recruiting and supporting new apprentices at their school district.

The Apprenticeship Coordinator can use the CONTACT button on the upper right corner of the website to connect with a member of the JATC with questions or to request additional support.

5. The Apprenticeship Coordinator may begin recruiting new apprentices using the New Hire Recruiting Guide and the Existing Employee Recruiting Guide available under the Recruiting tab of this handbook or on the website at <https://www.educationapprenticeship.com/recruitment>