



Maryland Apprenticeship and Training Program

Youth Apprenticeship

Apprenticeship Maryland

Program Guide

Department of Labor

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Section A: Introduction

For a new generation of workers and employers, apprenticeships offer a way of succeeding in the 21st century economy. The **Apprenticeship Maryland Program** is a partnership between the Maryland departments of Labor, Education and Commerce. Apprenticeship Maryland is a youth apprenticeship program for students, ages 16 and up, that is designed to lead to sustainable employment and further education based on career pathways in manufacturing and Science, Technology, Engineering, and Mathematics (STEM) occupations.

The **Apprenticeship Maryland Program** was created in 2015 as a result of the State’s Economic Development and Business Climate Commission Report, which was released in February 2015. The Commission, also known as the Augustine Commission, specifically identified the creation of apprenticeship opportunities as a way Maryland could become more business friendly through the development of a highly skilled and efficient workforce. As a direct result of the Commission's recommendations, Apprenticeship Maryland was established with the passage of House Bill 942 (Chapter 140, Laws of 2015).

The measure establishes a youth apprenticeship pilot program in two Maryland public school districts, one rural and one urban, beginning in the summer of 2016. Washington and Frederick Counties were selected as the pilot sites, and the school systems received proceeds from a Longview Foundation grant secured by the Maryland State Department of Education (MSDE).

The program provides high school youth with academic and occupational skills leading to both a high school diploma and a State Skill Certificate issued by Labor noting the student’s participation in the program. Eligible Employers hire high school juniors and seniors in eligible career track occupations primarily in manufacturing and/or the science, technology, engineering and math (STEM) industries and provide paid compensation, thus, creating an “earn and learn” opportunity. Students also receive training in employability skills, interpersonal/social skills, and a general knowledge of the world of work.

There are benefits to both the Eligible Employer and the high school youth for participating in Apprenticeship Maryland including:

Benefits for Eligible Employers:

- Develop a pipeline of talented, high-skilled workers to help a business grow;
- Build a workforce trained to meet specific skill needs;
- Increase employee retention;
- Reduce turnover costs; and
- Support planning for employee succession.

Benefits for Students:

- Enter the workforce while in high school;
- Earn a salary while learning valuable and marketable industry skills;

- Receive instruction at the worksite by skilled mentors;
- Learn and practice technical and employability skills under the guidance of a professional;
- Receive credit to meet high school graduation requirements;
- Receive a State Skill Certificate signed by the Secretary of Labor for meeting all program requirements; and
- Serve as a gateway into an existing adult apprenticeship.

General Requirements

Selected students start the program in the summer or fall of their junior or senior year of high school, and they are required to complete the program by August 31 following their graduation from high school. For example, a student graduating during the 2017-1018 school year must complete the program no later than August 31, 2018. Students complete at least 450 hours of work-based training under the supervision of an Eligible Employer and complete at least one year of classroom instruction that is related to the career track of the student. Students must receive credit toward a high school diploma and/or postsecondary credential for their successful completion of the program.

Role of the Maryland Apprenticeship and Training Council (MATC)

MATC is responsible for approving the Eligible Employers to participate in the program. Upon receipt of a completed Eligible Employer application, the Secretary of MD Labor will forward the application to MATC for expedited review. MATC will consider the application in consultation with the Commissioner of Labor and Industry.¹ MATC will notify the Secretary of MD Labor of its decision. Any disagreement regarding the approval of an application will be resolved by the Secretary of MD Labor.

Note: MATC regulations (COMAR 09.12.42 and .43) addressing non-youth apprenticeship do not apply to Apprenticeship Maryland participants unless an Eligible Employer already operates an apprenticeship program approved by the Maryland Apprenticeship and Training Council and chooses to proceed under these regulations.

¹ During the 2016 Legislative Session, SB 92 (Chapter 343) transferred the responsibility of the State's Apprenticeship Office to the Division of Workforce Development and Adult Learning. After October 1, 2016, MATC will consider the application in consultation with the Assistant Secretary of the Division of Workforce Development and Adult Learning.

Section B: Employers and Mentors

Who is an Eligible Employer?

Eligible Employers are businesses approved by the Maryland Apprenticeship and Training Council with an apprentice position available for a high school student in one of the eligible career track occupations with expected future entry level job openings (e.g., the manufacturing and/or related-STEM industries). For this Pilot, the Eligible Employer must be located in close proximity to the local school districts that have been selected to participate in Apprenticeship Maryland.

Eligible Employer Application Procedures

Once identified as an Eligible Employer, the employer submits an application to the Maryland Apprenticeship and Training Council (MATC) and the Secretary of Labor to obtain approval for the operation of a youth apprenticeship program as authorized by Apprenticeship Maryland (Appendix A – Eligible Employer Application). The applicant must agree to:

- a. Provide a description of the on-the-job tasks and work processes that a youth apprentice will be expected to master in an eligible career track occupation;
- b. Commit to the employment and training of a youth apprentice for at least 450 hours by August 31st of the student’s senior year of high school;
- c. Develop a syllabus with the major competencies to be achieved and allocate the amount of time for each major competency;
- d. Sign the Youth Apprenticeship Agreement, along with the signed approval of a parent/guardian, and local school district. A copy of the signed Agreement will be maintained by Labor and the school district. Determine the wages to be paid to the youth apprentice consistent with the Maryland minimum wage law and its exemptions for employees under age 20;
- e. Determine the hours of work for the youth apprentice and comply with applicable child labor and employment of minors laws with regard to number of hours worked, prohibited occupations and equipment, and time of day of employment for youth apprentices;
- f. Provide safety instruction in work practices; and
- g. Provide safe equipment and facilities.

Policies and Procedures for Eligible Employers with an Approved Youth Apprenticeship Program

An Eligible Employer who is approved to employ and train a youth apprentice in the Apprenticeship Maryland Program must:

- a. File a copy of the completed Youth Apprenticeship Agreement with the Secretary of Labor within 30 days after the youth apprentice is hired;
- b. Designate a qualified mentor and have that mentor familiar with the on-the-job competencies for the eligible career track occupation;
- c. Require that the mentor closely and directly supervise the youth apprentice;

- d. Provide written periodic performance evaluations of the youth apprentice's progress to the Youth Apprenticeship Coordinator and Labor;
- e. Allow periodic inspection of the worksite by representatives of the local school district and Labor;
- f. Collaborate with the local school district on the rigor and relevance of the curriculum as related to the workplace training when necessary;
- g. Retain records on youth apprentice's grades, progress, attendance and work experience;
- h. Pay the youth apprentice the agreed upon wage;
- i. Comply with all applicable State and Federal child labor laws and employment of minor requirements;
- j. Provide information in a timely manner to Labor and the local school district upon request; and
- k. Comply with any other requirements established by Labor, MSDE, and MATC.

Hiring Youth Apprentices

Eligible Employers are responsible for interviewing and making final hiring decisions of youth apprentices. They must follow normal hiring procedures with regard to non-discrimination and allowable interviewing procedures.

The hiring process must be fair and equitable and must comport with Maryland State and Federal laws regarding equal opportunity employment practices. This includes, but is not limited to the Maryland Fair Employment Practices Act.

Records must be maintained on all applicants, including those not selected for the program. Records must include a copy of the application, the interview summary, and the basis for selection or rejection of the applicant.

Eligible Employer Responsibilities

Eligible Employers of youth apprentices are responsible for:

- a. Interviewing and hiring the youth apprentice(s) for a minimum of 450 hours for the length of the program. Youth apprentices may be shared and/or rotated among several participating businesses in order to learn and demonstrate mastery of all required competencies and/or provide summer employment;
- b. Paying the youth apprentices minimum wage or higher;
- c. Instructing the youth apprentice in the required competencies provided for this program;
- d. Ensuring that any work performed in occupations declared hazardous shall be under the direct and close supervision of a qualified and experienced person and there is a schedule of organized and progressive work processes to be performed on the job. Student Learners may perform certain tasks that are otherwise declared hazardous provided the hazardous work is incidental to the training and is for intermittent and short periods of time;
- e. Providing safety instruction in work practices ;

- f. Assigning a mentor and skilled trainers to work with the youth apprentice throughout the course of the program;
- g. Allowing release time from work for the mentor(s) and trainers to attend relevant training or meetings;
- h. Signing and complying with the requirements in the Youth Apprenticeship Agreement for each youth apprentice;
- i. Complying with all applicable State and Federal child labor regulations; and
- j. Employers are encouraged, but not required, to extend an offer of employment to the youth apprentices upon completion of the program.

Students may be employed as youth apprentices in a business owned by their family provided the student and the employer meet the eligibility and other program requirements established for the Apprenticeship Maryland Program.

Mentor Qualifications and Responsibilities

Each youth apprentice must be assigned a skilled mentor at the workplace. The mentor may assign multiple “trainers” to instruct the youth apprentice while they are assigned to various tasks. One mentor may work with more than one youth apprentice in a company.

Qualifications for an Effective Mentor and/or Trainer Include:

- a. Experience working with young adults, either on the job or through family or outside activities;
- b. Ability to coach the youth apprentice to take action and move forward in their training;
- c. Effective teaching/training skills with adults and/or youth;
- d. Highly skilled in the area in which the youth apprentices will be trained in the industry;
- e. Good communication skills in the workplace; and
- f. Knowledge of and commitment to the principles of apprenticeship and the Apprenticeship Maryland program.

An Apprenticeship Maryland Mentor is Responsible for:

- a. Developing a Student Rating and Work-based Training Plan (Appendix D) with the Youth Apprenticeship Coordinator or designee for the youth apprentice which will ensure that the student has the opportunity to learn and demonstrate mastery of all the required competencies during the course of the program;
- b. Assigning the youth apprentice to appropriate trainers within the company;
- c. Evaluating the youth apprentice’s progress on a regular basis and completing the student competencies checklist documenting achievement of the required skills;
- d. Coaching students in appropriate workplace behaviors;
- e. Helping the student avoid problems and errors on work assignments;
- f. Providing support, encouragement, direction, and knowledge about the workplace culture and expectations;

- g. Seeking help from appropriate sources if personal problems are interfering with the student's performance;
- h. Documenting communications with the student, parents or guardians, and school personnel at least twice during the school year to discuss the student's progress;
- i. Communicating on a regular basis with the Youth Apprenticeship Coordinator or designee to review progress of program growth and address program concerns; and
- j. Communicating with the Youth Apprenticeship Coordinator and/or the instructor of the related class to discuss any problems and to ensure that work-based training experiences and classroom instruction are being integrated as much as possible.

Work-based Training Requirements

The work-based training component of the Apprenticeship Maryland Program is at least 450 hours of on-site skill training with an Eligible Employer. The experience is designed to provide a realistic work environment for developing the necessary skills to become employed in a particular occupational area. A mentor is assigned to implement the Student Rating and Work-based Training Plan (Appendix D), which provides the youth apprentice hands-on practice in building knowledge, skills, and abilities identified in the plan. The training ensures that the youth apprentice can demonstrate mastery in sound work habits and behaviors. The on-site training is supported with related classroom instruction so that theory and application are sequenced appropriately. The work-based training component is the fundamental method for teaching the required competencies. The employer becomes an extension of the classroom for the youth apprentice.

Student Dismissal Procedures

An Eligible Employer may request dismissal of a youth apprentice who does not comply with work rules or requirements of the program under the following dismissal procedure.

- a. The Eligible Employer must notify Labor and the school district Youth Apprenticeship Coordinator and/or designee in advance of the student's end date;
- b. The notification must be in writing to dismiss a youth apprentice and provide a description of the reasons for the request;
- c. *All parties to the Youth Apprenticeship Agreement including a parent or guardian must meet to discuss a potential dismissal from the program and every effort should be made to provide opportunities for the youth apprentice to succeed in the program; and*
- d. If the student commits a violation serious enough to warrant immediate dismissal, a meeting of all parties including a parent or guardian must still take place within two weeks of the dismissal.

Child Labor Laws

Participants in the Apprenticeship Maryland program are hired by and become the employees of the businesses participating in the program. Youth apprentices and the businesses that employ them are subject to all State and Federal child labor laws as well as the Fair Labor Standards Act, which apply to minors under the age of 18. Youth apprentices are considered "student learners."

Student learners are enrolled in school in a work-based training program sponsored by the Apprenticeship Maryland program and receive school credit for program participation. All work performed is under the direct and close supervision of a qualified and experienced person. There is a schedule of organized and progressive work processes to be performed on the job and documented via the Student Rating and Work-based Training Plan (Appendix D). The Fair Labor Standards Act (FLSA) clearly establishes the child labor exemption that allows 16 and 17-year-old apprentices and student learners to perform certain otherwise prohibited work (hazardous jobs) under certain conditions and that the work is incidental to the training and is for intermittent and short periods of time. There are a number of environments and types of work that remain prohibited (such as driving a fork lift)

<http://webapps.dol.gov/elaws/whd/flsa/cl/exemptions.asp>.

The U.S. Hour and Wage Division – Fact Sheet #43 lists the 17 Hazardous Occupation Orders (HO) that have been defined as particularly hazardous for youth. Limited exemptions to seven of the HO's (marked by asterisks) have been provided from apprentices and student learners who are at least 16 years old and are enrolled in approved programs.

<http://www.dol.gov/whd/regs/compliance/whdfs43.pdf>.

A copy of the signed Youth Apprenticeship Agreement must be maintained at the worksite to verify that the youth apprentice is a student learner in a school-sponsored program in the event there are any questions about their activities at the worksite.

If there are any questions about particular machinery, Eligible Employers and/or Youth Apprenticeship Coordinators may call Labor's Division of Labor and Industry at (410) 767-2241 for assistance.

Wages

The Fair Labor Standards Act requires employers to pay youth apprentices for all hours worked as part of the program. Beginning wage rates must be no less than the minimum wage but may vary above that amount as determined by the Eligible Employer or the MATC. It is recommended that starting wage rates be the same for all youth apprentices working in the same industry within the jurisdiction of the school district unless bargaining agreements or company policies prohibit it. The employer should inform the youth apprentices of its practices and policies regarding wage changes.

Worker's Compensation

Once a youth apprentice becomes a paid employee, they must be covered by the employer's workers compensation coverage. There are no exemptions.

Reporting Requirements

Eligible Employers are required to report the following information to Labor, on or before November 15 to be included in the joint report to be prepared by Labor and MSDE for submission to the Governor and the General Assembly on or before December 1, 2016 and December 1, 2017:

- a. Wage information regarding payments disbursed to students participating in the Program;

- b. The types of workplace skills and training that the students participating in the Program were able to acquire;
- c. The number of students that they retained for employment; and
- d. Recommendations to expand or discontinue the Program.

Section C: School Districts, Students and Parents

School districts are responsible for recruitment and student application processes, which are established by the local school district with oversight from the Maryland State Department of Education (MSDE) to inform all students about Apprenticeship Maryland opportunities (Appendix B – Apprenticeship Maryland Program Student Application Packet). The school districts are encouraged to include parent/student orientation meetings as a part of their recruitment process, so parents can assist students in making informed decisions about participating in the Apprenticeship Maryland program.

Responsibilities of the School District

School districts participating in the Apprenticeship Maryland program are responsible for:

- a. Recruiting students for the youth apprenticeship program;
- b. Assessing interested students to determine the student’s ability to successfully complete the youth apprenticeship curriculum;
- c. Assigning a Youth Apprenticeship Coordinator and school designees to oversee student enrollment in the program;
- d. Creating an Apprenticeship Maryland Advisory Committee to oversee the program and develop policies for its implementation;
- e. Making written policies regarding attendance and performance available to all instructors, mentors, youth apprentices, and parents at the time the student is enrolled into the program;
- f. Integrating the Apprenticeship Maryland program into the student’s overall educational program;
- g. Determining the related instruction options that are available and appropriate for each youth apprentice;
- h. Developing a Student Rating and Work-based Training Plan (Appendix D) for each youth apprentice to ensure that all graduation requirements will be met;
- i. Issuing credit toward graduation for the youth apprenticeship program experience; and
- j. Signing the Youth Apprenticeship Agreement (Appendix C) for each student and complying with the conditions.

Attendance policies may be created by the advisory committee which should follow the attendance and performance policies of the student’s school district and Eligible Employer.

Youth Apprenticeship Agreement

Upon acceptance of an apprenticeship position by a student, the Youth Apprenticeship Agreement must be completed and signed by all parties (Appendix C). The Youth Apprenticeship Coordinator is responsible for ensuring that all parties receive a copy of the entire signed agreement, and copies must

be kept on file at the school, with the employer, and Labor. The Agreement is a contract among the student, employer, parent/guardian, and school district that establishes roles and responsibilities of each party. The Youth Apprenticeship Agreement information must remain current with any student status changes. Please note that the Youth Apprenticeship Agreement is a State of Maryland legal document for the Apprenticeship Maryland program and cannot be rewritten or edited. Copies sent to Labor should go directly to jeffrey.smith1@maryland.gov.

Related Instruction Requirements

Students are required to complete one year of related instruction. The Youth Apprenticeship Coordinator and designees are responsible for ensuring that this is reflected on the student's schedule and that credit is earned toward student's high school graduation. In addition, the related instruction must assist the student in meeting the goals of the student training plan. The Youth Apprenticeship Coordinator and/or designees must collaborate with the classroom instructors and Eligible Employers to coordinate the design of a realistic training plan that meets the needs of the Eligible Employer and the capacity of the classroom instructor and school district.

Student (Apprentice) Responsibilities

To remain in the Apprenticeship Maryland Program, students must:

- a. Maintain good attendance at school and on the job, as defined by the local school district;
- b. Perform at an acceptable level in both the related class instruction and at the worksite as determined by the local school district and the Eligible Employer;
- c. Comply with all work rules and requirements at their place of employment; and
- d. Meet with the mentor and a designated school representative responsible for the apprenticeship placement (Youth Apprenticeship Coordinator or designee) at least twice per school year to review their progress in the program. The format of these meetings is determined by the school district Youth Apprenticeship Coordinator.

Student Eligibility for Apprenticeship Maryland

Student eligibility criteria for the Apprenticeship Maryland program are determined by each school district. Minimally schools districts agree that students must:

- a. Be enrolled in a public secondary school leading to a high school graduation; and
- b. Have an updated academic and career development plan as required by the Code of Maryland Regulations, 13A.04.10: Program of Instruction in the World of Work Competencies.

The recruitment and application process cannot discriminate on the basis of race, creed, sex, national origin, religion, disability, political affiliation or sexual orientation and must be consistent with the Fair Employment Act and the Americans with Disabilities Act.

Student Application Procedures for the Apprenticeship Maryland Program

Students who wish to apply for a youth apprenticeship position must:

- a. Be a junior or senior who is thinking about working full time in a rewarding career upon graduation;
- b. Have an updated academic and career development plan;
- c. Speak to the Youth Apprenticeship Coordinator at their school about applying to the Apprenticeship Maryland program;
- d. Identify a career area of interest available through the Apprenticeship Maryland Program;
- e. Speak with a parent or guardian about applying to be a Youth Apprentice;
- f. Complete and submit the Apprenticeship Maryland Program Student Application Packet (Appendix B). Both the student and parent or guardian must sign the application. A resume, cover letter, and two reference letters must be included with the application; and
- g. Interview with an Eligible Employer for a youth apprenticeship position.

Scheduling Work Hours

Each youth apprentice must complete a *minimum of 450 hours* of work-based training while they are enrolled in the program. The Youth Apprenticeship Coordinator will work to develop appropriate schedules for each youth apprentice to ensure that graduation and Apprenticeship Maryland requirements are met. Youth apprentices may also work evening and weekend hours provided businesses comply with restrictions on hours identified in the child labor laws.

Summer Work Hours

Youth apprentices are recommended, but not required, to continue employment through the summer while enrolled in the program. They may work in areas which are required for their competency achievement, or in different areas in the company. The purpose of summer employment is to continue the student's exposure to the company and its work environment and to strengthen students' employability (soft) skills (i.e. getting to work on time, taking initiative, dressing appropriately, working with a team, and following directions)

Summer work hours may be credited toward the required hours if the student is working on the Apprenticeship Maryland competencies.

Note: If students work for the company during the summer in a job *unrelated* to their Apprenticeship Maryland duties, these hours will not count toward the required hours.

Eligible Employer Employment Changes

If students change their worksite, and/or extend their date of employment, their Youth Apprenticeship Agreement must be amended, dated, and resigned. The amended copy must be on file with the school, the Eligible Employer, and Labor. The changes should be processed no later than 30 days after they take place.

Students Voluntary Withdrawal from Program

If a youth apprentice voluntarily withdraws from the program, he or she should be encouraged to complete the current semester's class so that graduation credit may still be granted for courses successfully completed. If a youth apprentice believes he or she has been discriminated against or dismissed unfairly, the student must work with the school district Youth Apprenticeship Coordinator to file a complaint following the Apprenticeship Maryland program's complaint policy.

Student Performance, Evaluation, and Issuance of State Skill Certificate

Performance in the Apprenticeship Maryland program must be evaluated by the Eligible Employer, the related classroom instructor, and the school district's Youth Apprenticeship Coordinator or designee using the competency checklist provided by the school district and Labor for each program. The mentors at the worksite must rate the work-based competencies in the Skill Standards Checklist (Appendix D – Student Rating and Work-based Training Plan). The instructor of the related class must rate the classroom competencies.

Students who participate as a youth apprentice develop skills and build confidence in a particular career area. Students will receive periodic performance evaluations to document their skill proficiency. Parents will be invited to participate in progress review meetings at the discretion of the school district Youth Apprenticeship Coordinator or designee; however, a parent or guardian must be present at a progress review meeting if there is an issue that could result in a student's dismissal from the program. Youth apprentices who successfully complete the requirements of the Apprenticeship Maryland Program will be issued a State Skill Certificate by the Maryland Department of Labor. The State Skill Certificate will verify the skills obtained during their apprenticeship and will be noted on their transcript. To receive the certificate, students will complete a minimum of 450 hours of work-based training and one year of related classroom instruction.

Eligible Employer Deadline for Submitting Student Rating and Work-based Training Plan and Skills Checklists

Completed evaluations and skills checklists for Apprenticeship Maryland students are due by August 31st following the students' graduation from high school. This is the expected deadline for submission of all skills checklists, unless the student is graduating at an unusual time. Apprenticeship Maryland will review skills checklists and evaluations for achievement of required competencies and hours, and will issue certificates for successful program completions. If it is determined that a student will not meet minimum requirements for certification, the school district Youth Apprenticeship Coordinator will notify Labor in writing. A youth apprentice should be dismissed using the prescribed procedure. Please do not send the checklist in this situation.

Early Graduation and Extensions

Students who are eligible for early graduation will receive skills certificates if they have completed all program requirements. Students still have until August 31 after the date of graduation to complete their Apprenticeship Maryland program.

If a student has not completed the work-hours requirement by their high school graduation date, they may continue to work during the summer. However, the deadline for submission of their checklist is still August 31 after their high school graduation date.

Unemployment Compensation

If a youth apprentice is enrolled full-time in a public educational institution and receives school credit for their participation in the program, they are not eligible to file for unemployment compensation from the Apprenticeship Maryland employer, in accordance with Maryland Labor and Employment Article § 8-222 that excludes some education/work programs from coverage as “employment” under the law.

Reporting Requirements

Local school systems will report to Labor and MSDE, the following information which will be submitted in a joint report to the Governor and the General Assembly on or before December 1, 2016 and December 1, 2017 regarding the effectiveness of the program to include:

- a. The number of students participating in the Program from each participating school;
- b. Feedback from students participating in the Program on ways to improve the Program;
- c. The number of students who completed the Program; and
- d. Recommendations to expand or discontinue the Program.

Section D: Glossary of Terms and Definitions

This is a brief glossary of terms and definitions relevant to the Apprenticeship Maryland Program.

1. **Apprenticeship Maryland** – the pilot apprenticeship program to provide students with some of the necessary on-site employment training and related classroom instruction needed to obtain a license or certification for a skilled occupation.
2. **Council** – the Maryland Apprenticeship and Training Council.
3. **Labor** – the Maryland Department of Labor.
4. **Eligible Career Track** – an occupation in the manufacturing industry, or the science, technology, engineering, and math industries.
5. **Eligible Employer** – an employer that:
 - a. Has an apprentice position available for a high school student in an eligible career track; and
 - b. Is approved by the Maryland Apprenticeship and Training Council, under Labor and Employment Article, §11-405(b), Annotated Code of Maryland.
6. **MSDE** – The Maryland State Department of Education
7. **Secretary** – The Secretary of the Maryland Department of Labor.
8. **Youth Apprentice** – An eligible student who is:
 - a. Interested in obtaining a license or certification in a skilled occupation;
 - b. A junior or senior in high school in the State; and
 - c. Selected to participate in Apprenticeship Maryland by the county superintendent from a participating school system.
9. **Mentor** – A worker who has satisfactorily completed an apprenticeship and is classified as a skilled worker in that trade or craft.
10. **Related Classroom Instruction** – This is the formal classroom training portion of the Apprenticeship Maryland Program. This instruction is provided at school.

Section E: Appendices

APPENDIX A -- Eligible Employer Application: The Eligible Employer Application is available on the Department's website at: <http://www.dllr.maryland.gov/forms/yaeligibleemp.pdf>.

APPENDIX B -- Apprenticeship Maryland Student Application

APPENDIX C -- Youth Apprenticeship Agreement: The Youth Apprenticeship Agreement is available on the Department's website at: <http://www.dllr.state.md.us/aboutdllr/youthappr.shtml>.

APPENDIX D -- Student Rating/Work-based Training Plan

ELIGIBLE EMPLOYER APPLICATION

ELIGIBLE EMPLOYER:

Company Name: EIN #

Address:
City State Zip

Telephone:

Contact Name: Email:

Telephone:

Date of Application: School District: Frederick County Washington County

Principal Area(s) of Business:

Occupation	Term in Month/Hour	Apprentice Hourly Rate	Workweek Hours Per Day	Workweek Days Per Week	Projected Number of Available Positions

Provide a description of the on-the-job tasks and work processes that a youth apprentice will be expected to learn:

If your company has an arrangement with an association or employee organization with whom you intend to collaborate regarding the Youth Apprenticeship Program, please identify and describe:

ELIGIBLE EMPLOYER APPLICATION (CONT'D)

As an Eligible Employer you must agree to the following. Please check each item:

- Commit to the employment and training of a youth apprentice for at least 450 hours within a specified period;
- Develop a syllabus with the major competencies to be achieved and allocate the amount of time for each major competency;
- Provide assurance of qualified training personnel, i.e., a mentor for a youth apprentice, with a description of the mentor's role and qualifications;
- Place of a youth apprentice with your company under a youth apprentice agreement Department of Labor (Labor);
- Pay the youth apprentice consistent with the Maryland minimum wage law and its exemptions for employees under age 20;
- Determine the hours of work for the youth apprentice and comply with applicable child labor and employment of minors laws with regard to number of hours worked, prohibited occupations and equipment, and time of day employment for youth apprentices;
- Conduct periodic and regular performance evaluations of the youth apprentice;
- Provide safety instruction in work practices;
- Provide safe equipment and facilities;
- Anticipate future entry-level job openings in eligible career track occupation in which youth apprentice will be working.
- Apprise the Youth Apprentice Coordinator if the student will be retained after the 450 hours of training has ended.

SUBMITTED BY:

Signature of Eligible Employer

Print Name

Title

Date

Signature and Title of Maryland Apprenticeship and Training Council Official

Date Approved

Rev: 1/2016

APPENDIX B: Apprenticeship Maryland Student Application

Instructions

Students interested in participating in the Apprenticeship Maryland Program should complete and submit an application packet to their local Youth Apprenticeship Coordinator. ***A complete application packet must include the following:***

1. **A completed Apprenticeship Maryland Student Application Form (see p. 21)**
2. **A cover letter, which should address the following:**
 - Why you want to be a youth apprentice?
 - How do your career interests relate to the apprenticeship program for which you are applying?
 - Describe how you think any related high school courses you are currently taking or have taken in the past (Career and Technology Education (CTE) courses, mathematics, English, etc.) will help you succeed in your apprenticeship; and
 - Why should we consider you to be a participant in the Apprenticeship Maryland program?
3. **A resume which includes:**
 - Career Objective;
 - Education (*including*);
 - Any courses or training you have completed that support your qualifications and interest in the Apprenticeship Maryland program
 - Personal Strengths (*encouraging others; working as part of a team; being accurate or precise; visualizing colors, shapes, and concepts; fixing, repairing, building and using tools; keeping deadlines, etc.*)
 - High School Awards and Honors;
 - Volunteer and Community Service;
 - Extra-curricular activities;
 - Employment information (*including unpaid internships*); and
 - Additional Skills, Hobbies.
4. **Two letters of recommendation**
 - The letters should be submitted to your Youth Apprenticeship Coordinator under separate cover by the individual providing the recommendation; and
 - The letters should be from a person in the community who knows you well and is not related to you (*employer, volunteer coordinator, and neighbor*).

Submit completed packet to:

Youth Apprenticeship Coordinator:

Email:

Address:

Telephone:

Sample: Apprenticeship Maryland Student Application Form

Upon completion, return application packet to your Youth Apprenticeship Coordinator:

NAME: _____ EMAIL: _____ SCHOOL: _____ PHONE: _____

Personal Information – to be completed by Student (Please Print):

Name:					
(Last)		(First)		(Middle Initial)	
Home Address:					
City, State, Zip:					
Student ID#:		High School:		Current Grade:	
Expected Date of Graduation:			Current GPA:		Birth Date:
Primary Phone #:			Cell Phone #		

Check below the Youth Apprenticeship Specific Offerings Which You are interested:

Agriculture <input type="checkbox"/>	Engineering <input type="checkbox"/>	Manufacturing <input type="checkbox"/>
Biomedical Sciences <input type="checkbox"/>	Environmental <input type="checkbox"/>	Other <input type="checkbox"/> Please Specify:
Business/Finance <input type="checkbox"/>	Info Technology <input type="checkbox"/>	
Do you have reliable transportation to the training site?		Yes <input type="checkbox"/>
		No <input type="checkbox"/>

Check here to indicate the following materials are included with this application:

Resume Two Reference Letters Cover Letter

To be eligible for this program, you must meet the attendance requirements of your local school system and be a student in good standing regarding disciplinary actions and grades.

Student Signature:		Date:	
Parent Signature:		Date:	

For Official Use Only:

Date Received:	Received by:		
Not Approved <input type="checkbox"/>	Reason:		
Pending Approval <input type="checkbox"/>	Date:		
Approved: <input type="checkbox"/>	Date:		YA Coordinator Signature:

APPENDIX C: Youth Apprenticeship Agreement

The Youth Apprenticeship Agreement is available on the Department’s website at:

<http://www.dllr.state.md.us/aboutdllr/youthappr.shtml>.

YOUTH APPRENTICESHIP AGREEMENT: APPRENTICESHIP MARYLAND

The Eligible Employer, School, and Labor must have a completed and fully signed copy of this Youth Apprenticeship Agreement on file within 30 days of the student’s start date.

You may print this form and complete it by hand, or convert this form to a Portable Document Format (PDF) after it has been completed and signed. Ensure that the employer, the apprentice and the apprentice's parent/guardian have filled in the information. Ensure that it has been SIGNED by all parties.

Please contact the Youth Apprenticeship Coordinator at your school to sign the final completed and signed document.

This agreement is among:

_____,
Youth Apprentice, _____
_____, and _____
Eligible Employer School District

for a youth Apprenticeship in the eligible career track occupation
of: _____

The Youth Apprentice agrees to:

- A. Maintain the academic and attendance requirements of the program;
- B. Observe company rules and other requirements identified by the Eligible Employer;
- C. Participate in progress reviews scheduled with mentors, school personnel and parent(s) or guardian(s);
and
- D. Comply with safety laws, and respect Eligible Employer processes during the term of apprenticeship.

The Eligible Employer agrees to:

- A. Upon submission of the Eligible Employer application to the Maryland Training and Apprenticeship Council (MATC) and the Secretary of Labor, provide a description of the on-the-job tasks and work processes that the youth apprentice will be expected to master in the Eligible Career Track occupation;
- B. Employ the youth apprentice for at least 450 hours within a specified period;
- C. Develop a syllabus with the major competencies to be achieved and allocate the amount of time for each major competency for review and approval by the Maryland Training and Apprenticeship Council (MATC);
- D. Instruct the youth apprentice in the required competencies provided for this program;

- E. Provide assurance of qualified training personnel such as a mentor for a youth apprentice, with a description of the mentor’s role and qualifications;
- F. Authorize the mentor to participate in progress reviews scheduled, at least two times a year, with the youth apprentice, the youth apprentice’s parent or guardian, and school personnel;
- G. Pay the youth apprentice for all work performed during the program at no less than minimum wage;
- H. Establish the hours of work for the youth apprentice and comply with applicable child labor and employment of minors laws with regard to number of hours worked, prohibited occupations and equipment, and time of day employment for youth apprentices;
- I. Conduct periodic and regular performance evaluations of the youth apprentice;
- J. Provide safety instruction in work practices;
- K. Provide safe equipment and facilities in compliance with OSHA requirements; and
- L. Comply with all applicable State and Federal child labor laws;

The Youth Apprentice’s Parent or Guardian agrees to:

- A. Assist the youth apprentice in meeting the academic and attendance requirements of the program;
- B. Ensure transportation to and from the worksite is provided; and
- C. Participate in progress reviews scheduled with mentors, school personnel and the youth apprentice.
- D. Follow all rules and guidelines established for the program by the local school system.

The School District agrees to:

- A. Ensure the youth apprentice will meet high school requirements and will have the opportunity to successfully complete all requirements of the Apprenticeship Maryland program;
- B. Participate in progress reviews scheduled with mentors, the youth apprentice, and youth apprentice’s parent or guardian;
- C. Award credit toward graduation for both the related instruction and the on-the-job training component; and
- D. Provide safety instruction for work considered hazardous under child labor laws.

The parties to this agreement also agree to comply with the following assurances:

- A. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any youth apprenticeship program on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or sexual orientation.
- B. Youth apprentices will be provided with adequate and safe equipment and a safe and healthful workplace in conformity with all health and safety standards of Federal and State law.
- C. The Office of the Secretary of the Maryland Department of Labor will establish and maintain a procedure for complaint resolution. A copy of the complaint resolution procedure will be provided to the parties upon assignment to the program.
- D. Youth apprentices will not displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).

- E. The Apprenticeship Maryland program will not impair existing contracts for services or collective bargaining agreements. Any youth apprenticeship program that would be inconsistent with the terms of a collective bargaining agreement shall be approved only with the written concurrence of the labor organization and Eligible Employer involved.
- F. An Eligible Employer will not hire a youth apprentice when:
 - A. Any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent jobs or
 - B. The Eligible Employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created with a youth apprentice.
- G. A work permit may be required for youth apprentices for work performed as a part of this program.
- H. Pupil records released pursuant to this agreement will not be further disclosed without prior written consent of the youth apprentice and/or the parent or guardian.
- I. If the youth apprentice is to perform work in an occupation that has been deemed hazardous by United States Department of Labor, the Eligible Employer agrees that:
 1. The work in the hazardous occupation will be incidental to the training;
 2. The work in the hazardous occupation will be intermittent and for short periods under the direct and close supervision of a qualified and experienced person;
 3. Safety instruction will be coordinated with the school;
 4. A schedule with an organized progression of work processes will be prepared before work in the hazardous occupation.

Responsibilities in the implementation of this agreement:

The undersigned parties agree to enter into a youth apprenticeship authorized by § 11-603 of the Labor and Employment Article of the Maryland Annotated Code for the purpose of educating the student in the eligible career track area of: _____.

Description of Eligible Career Track Occupation: _____

Apprenticeship Maryland Program
area:

The youth apprentice will _____ hours per week in related classroom instruction
spend: _____ and _____
hours per week in on-the-job learning.

Starting wage for the youth apprentice will be \$ _____ (minimum wage or higher) per hour.
The apprenticeship will begin on: _____ and be completed by: _____
(month/day/year) (month/day/year)

Eligible Employer Representative: I hereby represent I am a representative authorized to bind my company to the terms and conditions of the Apprenticeship Maryland Program set forth herein. I further acknowledge I have read and fully understand the enumerated program requirements.

_____	_____	_____
Printed Name	Signature	Date
_____	_____	
Title	Company Name	
_____	_____	_____
Street Address	City	State
		Zip Code
_____	_____	
Email Address	Phone	

Youth Apprentice: I authorize the school to release progress, grades and attendance reports and to disclose any challenges to my success as an apprentice to the Youth Apprenticeship Coordinator identified on this agreement and the Apprenticeship Maryland Program staff at the Maryland Department of Labor while this agreement is in effect for the purpose of assisting me. Further, I have read and fully understand my commitment and obligations under the Apprenticeship Maryland Program.

_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Street Address	City	State
		Zip Code
_____	_____	_____
Email Address	Phone	Date of Birth

Parent or Guardian: As the parent or legal guardian of _____ (Student name), I authorize the school to release progress, grades and attendance reports and to disclose any challenges to the student's success as an apprentice to the Youth Apprenticeship Coordinator identified on this agreement and the Apprenticeship Maryland Program staff at the Maryland Department of Labor while this agreement is in effect for the purpose of assisting the youth apprentice. Further, I have read and fully understand my commitment and obligations under the Apprenticeship Maryland Program.

_____	_____	_____
Printed Name	Signature	Date
_____	_____	
Email Address	Phone	

APPENDIX D: Student Rating/Work-based Training Plan

This form is based on school system's marking periods which are done on a quarterly basis; however, it can be modified based on the number of actual review meetings.

School System: School: Student's Name: Worksite: Position:	Contact: Phone: Email:	Assessment Key 5 = Always 4 = Frequently 3 = Sometimes 2 = Seldom 1 = Never
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Directions: Place the appropriate number in the box for the current rating session.

Competency	Descriptors	Quarterly Rating																							
		1st	2nd	3rd	4th																				
	<table border="1"> <tr> <td></td> <td>1st</td> <td>2nd</td> <td>3rd</td> <td>4th</td> </tr> <tr> <td>Number of no shows</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number of call outs</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number of days late</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		1st	2nd	3rd	4th	Number of no shows					Number of call outs					Number of days late								
	1st	2nd	3rd	4th																					
Number of no shows																									
Number of call outs																									
Number of days late																									
Communication Skills	<ul style="list-style-type: none"> Follows written/oral directions Uses appropriate vocabulary/grammar Uses acceptable body language Asks questions/seeks clarification Expresses opinions/ideas with tact and accuracy 																								
Interpersonal Skills	<ul style="list-style-type: none"> Accepts constructive suggestions in a positive manner Displays appropriate conduct, remaining respectful and patient Works well independently and as a team member Works well in a diverse group 																								
Initiative	<ul style="list-style-type: none"> Initiates tasks; takes the lead Offers to move ahead on assignments 																								
Technology	<ul style="list-style-type: none"> Demonstrates proficiency in use of relevant technology Makes appropriate use of career-specific technology Adjusts to technological change willingly Identifies operations and issues with technology Follows established worksite procedures for professional use of technology 																								
Problem Solving	<ul style="list-style-type: none"> Recognizes problems that need to be resolved Implements the decision-making process effectively Generates creative means to solve problems Makes decisions based on ethics and values Works with team members and supervisors to appropriately resolve problems 																								
Academic and Technical Knowledge	<ul style="list-style-type: none"> Demonstrates relevant academic knowledge and skills Uses career-specific vocabulary appropriately 																								

Safety	<ul style="list-style-type: none"> Employs safety, health and environmental policies and procedures Operates equipment safely and responsibly Adheres to health, safety, environmental, and sexual harassment policies and procedures 				
Appearance and Dress	<ul style="list-style-type: none"> Conforms to work culture Meets safety and health standards 				
Work Performance	<ul style="list-style-type: none"> Completes expected quantity of work Performs tasks accurately, thoroughly, and in a timely manner 				
Quality of Work	<ul style="list-style-type: none"> Completes tasks to the best of his/her ability Demonstrates pride in tasks completed 				

Directions: List the primary academic, employability, and technical skills that the student is expected to master as a requirement for the position. For each skill listed, assign the skill a designation by circling the appropriate letter in the left-hand column—see the following examples.

A = Academic Skills; E = Employability; T = Technical Skill

Quarterly Rating

		1st	2nd	3rd	4th
(A) E T	Example: Understands English and metric measurement systems and perform conversions between the two				
A (E) T	Example: Provides timely, accurate and appropriate information to internal and external customers				
A E (T)	Example: Interprets engineering drawings, prints, plans, maps to create parts through machining operations.				
A E T					
A E T					
A E T					
A E T					
A E T					
A E T					
A E T					
A E T					
A E T					
A E T					
A E T					
A E T					

Comments and Signatures

Mentor Comments for First Rating Session: _____

Mentor Signature: _____ Date: _____ Student Signature: _____ Date: _____

Mentor Comments for Second Rating Session: _____

Mentor Signature: _____ Date: _____ Student Signature: _____ Date: _____

Mentor Comments for Third Rating Session: _____

Mentor Signature: _____ Date: _____ Student Signature: _____ Date: _____

Mentor Comments for Fourth Rating Session: _____

Mentor Signature: _____ Date: _____ Student Signature: _____ Date: _____

For Office Use Only

- Student offered a position
- Student offered a position but declined
- Student not offered a position

Position Title: _____ Wage: \$ _____
Reason: _____
Reason: _____