

**Date**

**School**

**City/County**

**Student Name**

**Grade in School**

**State Issued Student ID #**

**Expected Graduation Date**

**Apprenticeship Occupation Title**



We at \_\_\_\_\_ (hereinafter referred to as “Employer”) and \_\_\_\_\_ (hereinafter referred to as “School”) want to welcome you into our Youth Apprenticeship program. Our commitment to you as a youth apprentice is to provide you the opportunity to learn skills in high school that will enable you to be accepted as an apprentice by an employer after graduation. By design, this program will require your commitment, dedication, best effort and hard work every day. Upon successful completion of a post-secondary Registered Apprenticeship program, you will have earned a journey person credential. The standards are set forth by the Kentucky Office of Apprenticeship and the U.S Department of Labor/ Employment and Training Administration/ Office of Apprenticeship.

## **Purpose**

The following Standards and Guidelines have been written to provide direction for the Youth Apprenticeship Program between the Employer and School:

- A Youth Apprenticeship is a program designed to prepare an individual to enter and succeed in a Registered Apprenticeship program.
- Training will provide the necessary knowledge and technical skills for their chosen program.
- The training received by each apprentice will be based on industry standards.

## **Obligations**

**The sponsoring employer obligations shall include:**

- Designation of a supervisor for each youth apprentice, who shall be responsible for placing him or her under the immediate supervision and instruction of a qualified trainer or subject matter expert.
- Assure that only qualified training personnel will be used to provide the training.
- Maintain adequate records in order to determine an apprentice’s progress and review and evaluate the same periodically.
- Periodically review and evaluate this agreement and update as necessary.
- Properly notify an apprentice of any adverse actions.
- Ensure that apprentices are provided an equal opportunity for successful completion of all requirements of this program.
- Work with the school to choose the appropriate technical courses.
- Follow all Child Labor laws

- The employer is required to register the student in the USDOL RAPIDS database within the first ten (10) days of on-the-job training.

Employer Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

**The student apprentice obligations shall include:**

- Be available and on time for school/work, as scheduled.
- Each apprentice will work with their CTE instructor, principal and the industry representative (sponsor) to acquire a minimum of 4 credits from courses (one must be a co-op) provided at the school and relative to the needs of industry.
- Be attentive and be prepared for all related instruction classes.
- Maintain required grade level and other specifications set forth in the agreement.
- Apply themselves in a diligent, faithful, honest and sincere manner that will reflect credit for their work and result in their completing a Registered Apprenticeship program.
- Be knowledgeable in, understand and practice safe work habits.
- Keep records of training hours.
- Complete the safety modules as stated in the Safety Training section of this document.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**The school obligations shall include:**

- The school is obligated to have this agreement signed, approved and filed with the Office of Career and Technical Education **within 30 days of student enrollment** in the program.
- Work with the employer to choose the appropriate technical courses.
- Complete work-based learning documents and keep on file at the school.
- Once the TRACK agreement is received by OCTE, it will be processed, approved and sent back to the school. The student will be enrolled in a TRACK database by OCTE.
- At the end of the school year, submit a [completion form](https://education.ky.gov/CTE/cter/Documents/TRACK_Completion_form.pdf#_blank) ([https://education.ky.gov/CTE/cter/Documents/TRACK\\_Completion\\_form.pdf#\\_blank](https://education.ky.gov/CTE/cter/Documents/TRACK_Completion_form.pdf#_blank)) to OCTE for the industry certification. OCTE will then upload that information into TEDS.

School Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

**Guidelines and Regulations**

Employer will agree to operate within the provisions of the Child Labor Laws KRS 339 and 803 KAR 1:100. If the work performed by the student-learner has been deemed particularly hazardous by the U.S. Secretary of Labor, it must be incidental to his/her training and must be acknowledged below:

**Important Child Labor Law links:**

<https://www.dol.gov/whd/regs/compliance/childlabor101.pdf>

<https://www.youthrules.gov/>

## Attendance Requirements

- Absenteeism guidelines are set by the employer and the school for co-op. The principal is to review school attendance policy with employer for excused and unexcused absences. During the school year, if school is not in session (ex, spring break, snow days, etc.) it is not mandatory for student to report to work, but is allowable. The principal is to give school calendar to employer. Co-op attendance expectations above and beyond the school calendar are to be listed in the employer specifications on page four (4).
- The school instructor and/or principal will determine any make up class requirement.

## On The Job Training

The Employer will provide an outline of the progressive work processes that are on file with the KY Division of Apprenticeship to the School stating how the apprentice will receive supervised work experience and training on the job and allocations of time to be spent in each major process. Employer and student acknowledge that work of the student-learner shall be intermittent and under the direct and close supervision of a subject matter expert and the focus of the on-the-job training must be learning the process and equipment.

Each apprentice will be assigned a mentor or subject matter expert to assist in their training. The apprentice's assigned trainer or subject matter expert, along with the school instructor, will review the student's progress regularly and adjust accordingly, if necessary.

Each apprentice shall work with the employer to assure his/her hourly work training reports up to date.

- Hours counted towards the Registered Apprenticeship will include:
  - 50% of the classroom and lab time of the chosen courses
  - 100% on-the-job hours

## Safety Training

The Employer and School shall instruct the apprentice in safe and healthful work practices and shall insure the apprentice is trained in compliance with Occupational Safety and Health Standards and/or state standards. In addition to classroom safety training, all students must successfully complete 8 safety training modules: <https://kysafe.ky.gov/programs/training/Pages/etrain.aspx>. Click on the green TRACK tab. Completion certificates must be kept in the student record file and submitted to the OCTE administrator upon completion of the program. In lieu of the safety modules, a copy of an OSHA 10 or 30 card may be substituted.

## Completion of the Youth Apprenticeship Program

Upon completion of the Youth Apprenticeship program, a [completion form](#) must be submitted along with transcripts for the student to the OCTE for verification. OCTE will then submit to the Kentucky Division of Apprenticeship and an industry certificate will be issued.

Should the student fail to comply with the criteria, rules and/or regulations or their performance deemed unsatisfactory by the company, the apprentice shall be dismissed from the program with no further obligation required from the company.

# Agreement Details

**Student Name**

**School Name**

**Name of Registered Apprenticeship Occupational Title**

**Registered Apprenticeship Program Number**

(Issued by KY Division of Apprenticeship)

**List selected courses\* found within the KDE/OCTE Program of Studies document that relates to the apprenticeship. Some may require pre-approval by employer.**

1.		5.	
2.		6.	
3.		7.	
4.		8.	

*\* Must acquire a minimum of four (4) courses. **One course must be listed as co-op***

**Employer Specifications** (ex, minimum grade in chose courses, overall GPA, pre-requisites, on-the-job attendance policy, etc.)

# Youth Apprenticeship Registration Information

## Student Personal Information (please print)

State Issued Student ID #

First Name

Middle

Last

Phone Number

Select Phone Type

E-mail

## Emergency Contact Information (please print)

Name

Relationship

Phone Number

Select Phone Type

## Sponsor/Employer Information (please print)

Company Name

Company Street Address

City

State

Zip

Employer Phone

Apprentice Contact/Supervisor

Contact E-mail

## School Information (please print)

School Name

School Street Address

City

State

Zip

School Phone

Principal E-mail

Teacher E-Mail

# Employer/School/Student Signature Page

I have read and understand the requirements of the program

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Student Signature

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Date

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Parent/Guardian Signature

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Date

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Instructor Signature

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Date

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Principal Signature

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Date

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Employer Representative Signature

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Date

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Kentucky Department of Education  
Office of Career and Technical Education

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Date

FORM MUST BE UPLOADED TO: TRACK Agreement site: [https://docs.google.com/forms/d/1OujSJyVoLotryp-N5PxtfwV\\_6m3E22QJoh5EwDftuJo/edit?ts=60cb66a6](https://docs.google.com/forms/d/1OujSJyVoLotryp-N5PxtfwV_6m3E22QJoh5EwDftuJo/edit?ts=60cb66a6)