

Tech Ready Apprentices for Careers in Kentucky Process Document

January 2018

Definitions to differentiate the Kentucky Department of Education's two available TRACKS:

- 1) A *Pre-Apprenticeship* allows the student to prepare for application to a Registered Apprenticeship training program after graduation. The training provider can give students credit towards their apprenticeship for coursework they have taken while in high school.
- 2) A *Youth Apprenticeship* allows the student to work with a specific employer. The student will receive credit towards their apprenticeship for on-the-job learning hours obtained through a cooperative education placement.

TRACK Pre-Apprenticeship implementation process for training programs (currently called Skilled Trades TRACK):

- 1) Employer must have a United States Department of Labor Registered Apprenticeship program.
- 2) Student should be enrolled in the pathway in TEDS and adhere to deadlines for TEDS and KOSSA (if applicable).
- 3) Student takes pre-selected 4-course sequence (can be found in the corresponding Program of Studies: <https://education.ky.gov/CTE/ctepa/Pages/CTE-POS.aspx>).
- 4) Student completes 8 safety training modules: <http://www.laborcabinetetrain.ky.gov/courses.html> . The KY Labor Cabinet is currently in the process of creating TRACK modules for each program area. For now, the instructor will choose 8 modules relevant to the pathway. The printed certificates should be kept in the student file and do not need to be submitted to KDE.
- 5) Student takes corresponding end of program assessment. Student must have either completed or be enrolled in the 4th course to be eligible for the assessment.
- 6) Beginning in the spring 2018, students who do not pass the electricity or carpentry assessment will have another option to take the test during the allotted re-test window
- 7) Conclusion is determined by successful completion of the 4-course sequence and end of program assessment.
- 8) Complete and submit this form for industry certification:
https://education.ky.gov/CTE/cter/Documents/SKILLEDTRADES_Completionform.pdf
- 9) Once processed, the KY Labor Cabinet will issue an industry certificate to the school. The school will distribute to the student.
- 10) Students apply to training program at or near graduation. Students with a TRACK certificate will receive an interview. If accepted, the amount of credit for courses taken is at the discretion of the training provider.

Partners can be added at any time as long as they offer a Registered Apprenticeship training program and are willing to adhere to the guidelines of the established partners. Please see below for a list of current partners. You are encouraged to invite these partners to your school to speak with students.

Carpentry Information: https://education.ky.gov/CTE/cter/Pages/Carp_Track-ST.aspx

Partners: <https://education.ky.gov/CTE/cter/Documents/TRACKPartners-Carp.pdf>

Electrical Information: https://education.ky.gov/CTE/cter/Pages/Elec_TRACK-ST.aspx

Partners: <https://education.ky.gov/CTE/cter/Documents/TRACKPartners-Elec.pdf>

Welding Information: <https://education.ky.gov/CTE/cter/Pages/Weld-TRACK-ST.aspx>

Partners: https://education.ky.gov/CTE/cter/Documents/KYWeld-TRACK_Pipefitters_list.pdf

Masonry- More information will be added to the website soon.

Metal Fabrication- More information will be added to the website soon.

Information Technology- More information will be available at the end of the 2 year pilot in 2019.

TRACK Youth Apprenticeship implementation process for specific local/regional employers:

- 1) Employer must have a United States Department of Labor Registered Apprenticeship program.
- 2) Employer selects students through their application and interview process.
- 3) Employer selects a minimum of three (3) CTE courses that relate to the apprenticeship/pathway (courses are to be designated on the agreement form).
- 4) Student to complete 8 safety training modules: <http://www.laborcabinetetrain.ky.gov/courses.html> . The KY Labor Cabinet is currently in the process of creating TRACK modules for each program area. For now, the instructor will choose 8 modules relevant to the pathway. The printed certificates should be kept in the student file and do not need to be submitted to KDE.
- 5) Employer must offer a paid cooperative education placement. All corresponding co-op paperwork must be completed.
- 6) To be enrolled in TRACK, this form must be submitted within 30 days of enrollment: https://education.ky.gov/CTE/cter/Documents/TRACK_Agreement.pdf
- 7) Once the form is processed, approved and signed the student should be enrolled in TEDS.
- 8) At the conclusion of the co-op, successful completion is determined by the employer and if the student transitions into the post-secondary Registered Apprenticeship.
- 9) Complete and submit this form for industry certification:
https://education.ky.gov/CTE/cter/Documents/TRACK_Completion_form.pdf
- 10) Once processed, the KY Labor Cabinet will issue an industry certificate to the school. The school will distribute to the student.
- 11) If the employer accepts the student as a full-time apprentice after graduation, the student will receive credit for on the job hours worked while in TRACK.

Currently, this TRACK is established in manufacturing (machining, industrial maintenance, welding), carpentry, electrical and early childhood education. New for spring 2018- engineering, automotive and business. This model is proven and effective and can be utilized in almost any sector and career pathway. IMPORTANT- this TRACK must have a designated employer partner willing to register an apprenticeship program and offer a co-op. Co-op guidelines and regulations can be found here in Chapter 8: <https://education.ky.gov/CTE/cter/Documents/KY-WBL-Manual.pdf> .

The Kentucky Labor Cabinet is our partner in this initiative in assisting employers in registering apprenticeship programs on behalf of the United States Department of Labor. Here is a link to their website:
<http://labor.ky.gov/dows/doesam/AppAndTraining/Pages/Apprenticeship-and-Training.aspx>

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TRACK Website: <https://education.ky.gov/CTE/cter/Pages/TRACK.aspx>

Accountability

The industry certification awarded to the student will count as successful completion of an apprenticeship pathway and will make the student career ready under transition readiness. A copy of the industry certification must be kept on record at the school/district for monitoring purposes.