

Tech Ready Apprentices for Careers in Kentucky Process Document (TRACK)

August 2021

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

- 1) 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.
- 2) 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.

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

1. Employer must have a United States Department of Labor Registered Apprenticeship (USDOL) 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. Employer must offer a paid cooperative education placement. All corresponding co-op paperwork must be completed.
5. Student completes 8 safety training modules: <https://kysafe.ky.gov/programs/training/Pages/etrain.aspx>. Click on the green TRACK tab. The printed certificates should be kept in the student file and do not need to be submitted to KDE. OSHA 10 or 30 can be substituted for the safety modules.
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 will be enrolled in a TRACK database. At the end of the school year, the Office of Career and Technical Education will upload that information into 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 Office of Apprenticeship will issue an industry certificate to the school. The school will distribute to the student and retain a copy for records.
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.

This TRACK must have a designated employer partner willing to register an apprenticeship program and offer a cooperative education placement (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>. This TRACK is available in all program areas.

The Kentucky Office of Apprenticeship 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: <https://educationcabinet.ky.gov/Initiatives/apprenticeship/Pages/default.aspx>

TRACK Pre-Apprenticeship implementation process for training programs

1. Employer must have a United States Department of Labor Registered Apprenticeship program (USDOL).
2. Student should be enrolled in the pathway in TEDS and adhere to deadlines for TEDS and for CTE End of Program (EOP) assessments.
3. Student takes pre-selected 4-course sequence (can be found in the corresponding Program of Studies: (<https://education.ky.gov/CTE/cter/Pages/default.aspx>).
4. Student completes 8 safety training modules: <https://kysafe.ky.gov/programs/training/Pages/etrain.aspx>. Click on the green TRACK tab. The printed certificates should be kept in the student file and do not need to be submitted to KDE. OSHA 10 or 30 can be substituted for the safety modules.
5. Student takes corresponding EOP assessment. Student must have either completed or be enrolled in the 4th course to be eligible for the assessment.
6. Students who do not pass the Electricity, Carpentry or Welding assessment will have a second option to take the test during the allotted re-test window.
7. Conclusion is determined by successful completion of the 4-course sequence and EOP 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 Office of Apprenticeship will issue an industry certificate to the school. The school will distribute to the student and retain a copy for records.
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

Heavy Equipment - Contact Mary Taylor for more information

Masonry- Contact Mary Taylor for more information

Metal Fabrication- Contact Mary Taylor for more information

TRACK Contact:

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

Accountability

The TRACK certificate is a standalone Postsecondary Readiness Indicator. Students enrolled in a TRACK Pre-Apprenticeship or Youth Apprenticeship pathway who receive the TRACK certificate will be identified as career ready and will receive 1.0 for state accountability. Students who earn additional pathway related industry certifications identified as HIGH DEMAND certifications by the KWIB will receive 1.25 for state accountability. A complete list of KWIB Approved Industry Certifications is available on the CTE webpage under Valid Industry Certifications. A copy of TRACK certificates and industry certifications must be kept on record at the school/district for monitoring purposes.