

Tech Ready Apprentices for Careers in Kentucky Process Document

November 2024

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

- 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:

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 in Chapter 8 of the [Work-Based Learning Manual \(ky.gov\)](#). The TRACK Youth Apprenticeship is available in all program areas.

The Kentucky Office of Employer and Apprenticeship Services (OEAS) is our partner in this initiative in assisting employers in registering apprenticeship programs on behalf of the United States Department of Labor.

- 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 (co-op) education placement. All corresponding co-op paperwork must be completed.
- 5) To enroll a student in TRACK,
 - The school must request to add the appropriate TRACK pathway to their TEDS program during the open window from February 1 to September 1. If a school is approached by an industry partner outside this window, contact the Industry Training and Development Specialist (TRACK Coordinator) for assistance.
 - The [TRACK Agreement](#) form must be submitted within 30 days of enrollment. Please follow detailed instructions at the bottom of the TRACK Agreement for the uploading process. **No emailed forms will be accepted.** Once the TRACK Agreement form is processed, approved and signed, the Office of Career and Technical Education (OCTE) will enroll the student in a TRACK database.
- 6) Student must complete [eight \(8\) safety eTraining modules from KYSAFE](#). (Click on the green TRACK tab.) The printed safety module training certificates should be kept in the local student file and are not required to be submitted OSHA 10 or 30 can be substituted for the safety modules.
- 7) At the conclusion of the youth portion of the apprenticeship (graduation from high school), the

[TRACK Youth Apprenticeship Completion Form](#) must be submitted by the school. **This step must be completed to receive the industry certificate.** Please follow detailed instructions at the bottom of the TRACK Agreement for the uploading process. **No emailed forms will be accepted.** Once processed, the OEAS will issue an industry certificate to the school. The school will distribute to the student and retain a copy in the student records. At the end of the school year, the OCTE will upload that information into TEDS.

- 8) 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 [Calculating Related Technical Instruction \(RTI\) Credit](#) document is a helpful tool.

TRACK Pre-Apprenticeship implementation process for training programs:

- 1) Employer must have a United States Department of Labor Registered Apprenticeship program (USDOL). Student must be enrolled in the pathway in the Technical Education Database System (TEDS) and adhere to deadlines for the TRACK Pre-Apprenticeship assessments to become eligible to test. Pathway must be added in TEDS by September 1st for the school to be eligible.
- 2) The school must request to add the appropriate TRACK pathway to their TEDS program during the open window from February 1 to September 1. If a school is approached by an industry partner outside this window, contact the Industry Training and Development Specialist (TRACK Coordinator) for assistance.
- 3) Student must take pre-selected course sequence. Refer to the corresponding [Program of Studies](#).
- 4) Student completes [eight \(8\) safety eTraining modules from KYSAFE](#). (Click on the green TRACK tab.) The printed safety module training certificates should be kept in the local student file and are not required to be submitted. OSHA 10 or 30 can be substituted for the safety modules.
- 5) Student takes corresponding TRACK Pre-Apprenticeship assessment. To be eligible for the assessment, a student must be identified as a concentrator in the specific TRACK pathway in TEDS **and** have completed or will have four (4) courses in the pathway in TEDS the same year the student tests.
- 6) Students who do not pass the TRACK Pre-Apprenticeship Carpentry, Electrical or Welding assessment will have a second option to take the test during the allotted re-test window prior to graduation.
- 7) Conclusion is determined by successful completion of the four (4) course sequence, completion of safety training modules or OSHA and meeting benchmark on the TRACK Pre-Apprenticeship assessment.
- 8) Complete and submit the [TRACK Pre-Apprenticeship Completion Form](#). **This step must be completed to receive the industry certificate.** Please follow detailed instructions at the bottom of the TRACK Agreement for the uploading process. **No emailed forms will be accepted.**
- 9) Once the TRACK Pre-Apprenticeship Completion Form is processed, the OEAS will issue an industry certificate to the school. The school will distribute the industry certificate to the student and retain a copy in the student records.
- 10) At the end of the school year, the OCTE will upload a list of issued TRACK Pre-Apprenticeship industry certificates into TEDS.
- 11) Students may apply to training program at or near graduation. Students with a TRACK certificate will receive an interview with identified industry partners. (See links below.) If accepted, the amount of credit for courses taken is at the discretion of the training provider. Additional credit may be available, such as TRACK Pre-Apprenticeship Electrical – [KY Dept of Housing, Building](#)

[and Construction allows credit for prior learning to be granted towards electrical license](#), refer to the specific [TRACK](#) information for more details.

TRACK Industry Partners

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 refer to links below for a list of current partners. Schools are encouraged to invite these partners to their school to speak with students.

[**TRACK Carpentry Information**](#)

[**TRACK Electrical Information**](#)

[**TRACK Welding Information**](#)

[**TRACK Masonry Information**](#)

[**TRACK Heavy Equipment**](#)

TRACK Contact:

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[**TRACK Website**](#)

Accountability

After the TRACK industry certificate is issued by the [Kentucky Education and Labor Cabinet](#), the student will count as successful completion of an apprenticeship pathway and meet the career readiness measure under postsecondary readiness for state accountability. The industry certificate is also a measure of federal Perkins accountability as a postsecondary credential. A copy of the industry certificate must be kept on record at the school/district for monitoring purposes.