

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Curtis Notsinneh, Chief
From: Tsegay Arefaine
CC: Program Planning and Review
Date: 02/05/2024

Program Name: Outward Bound Adventures
Industry: Agriculture
DAS File No.: 101225
Grant Awardee: No Yes

Actions:

- Proposed new apprentice program
- Existing apprenticeship program adding new occupations
- Existing apprenticeship program expanding area of operations
- Existing apprenticeship program changing work processes on approved occupations.

Labor Organizations Representing Any of the Apprentices:

None

Request for Approval under Labor Code 3075:

Outward Bound Adventures is not intended to train in the building and construction trades and is not eligible to dispatch apprentices to projects with public works, prevailing wage or skilled and trained workforce requirements within the meaning of Labor Code sections 1720 and 3075 and will not train or dispatch apprentices in the building and construction trades or firefighters occupations.

Comments:

Outward Bound Adventures (OBA) is the oldest non-profit in the nation that provides transformational environment experiences for Black, Indigenous, and People of Color (BIPOC) youth and families through conservation and environmental expeditions. OBA focuses on serving the overlooked, low-income, and avoided populations in a wide array of California communities; Los Angeles, Inland Empire, Coachella, and San Bernardino. OBA will ensure that youth from diverse communities will have access to nature, environmental education, leadership development and preparation for careers in conservation.

Outward Bound Adventures will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following:

Proposed Occupation, Wage Rate & O*Net Code:

- Field Instructor O*Net: 25-2032.00
Professional Worker Wage: \$25.00 per hour
Proposed Apprentice Wage: \$20.50 per hour
Proposed No. of Apprentices: 20
- Environmental Restoration Team Crew Member O*Net: 19-1031.00
Professional Worker Wage: \$21.09 per hour
Proposed Apprentice Wage: \$20.50 per hour
Proposed No. of Apprentices: 20
- Environmental Restoration Team Crew Leader O*Net: 19-2041.00
Professional Worker Wage: \$23.00 per hour
Proposed Apprentice Wage: \$20.50 per hour
Proposed No. of Apprentices: 20

Proposed Employers:

- Outward Bound Adventures, 1905 Lincoln Avenue, Pasadena, CA 91103

Outward Bound Adventures Program Standards

Incorporating and Adopting

U.S. Department of Labor, Office of Apprenticeship Approved Standards

P.O. Box 202, Pasadena, CA 91102

(714) 618-8324

cthomas@obainc.org / <https://www.obainc.org/>

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Article I Purpose and Policy – CA LC §3075, 3076, 3089; CCR §205, 206, 212.1, 212.2, 218

The parties hereto declare their purpose and policy to incorporate the attached standards approved by the U.S. Department of Labor Office of Apprenticeship to establish an organized, planned system of apprenticeship conducted as an education-sponsored, employer-based undertaking. All provisions in the U.S. Department of Labor Office of Apprenticeship attached hereto, that do not conflict with California laws and regulations shall be incorporated, adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade, craft or occupation defined herein, to become effective upon their approval under the California standards. In case of conflict of law, California Law shall prevail. No Section of these standards of apprenticeship shall be construed as permitting violation of any Federal Law or Regulations and the State of California Law or Regulations.

These standards shall apply to the employer signatory hereto and to all apprentice agreements hereunder.

Article II Craft, Trade, Occupation – CA LC §3078 (c); CCR §212 (a,1)

The approved occupations are set forth in the U.S. Department of Labor Office of Apprenticeship standards attached to this California State standard. Additional occupations may be added or deleted by the above-named master apprenticeship committee by first submitting the proposed change(s) to the U.S. Department of Labor Office of Apprenticeship. Once the U.S. Department of Labor Office of Apprenticeship approves the change, the revised standards may be submitted to the California Division of Apprenticeship Standards (DAS) for approval of the Administrator of Apprenticeship.

Article III Occupations – CA LC §3078.5

The occupational supplement(s) included in the attached U.S. Department of Labor Office of Apprenticeship standards set forth the terms of the occupation, ratio, work processes, and related supplemental instruction for each individual occupation.

Article IV Responsibilities of Program Sponsor – CA LC §3076, 3076.3; CCR §205, 206, 212, 212.3

The program sponsors are responsible for the administration and enforcement of all aspects of a Registered Apprenticeship program. Sponsor means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

Sponsors with multiple employers will establish an Apprenticeship Training Committee to fulfill the responsibilities and duties required of a Program Sponsor as described in the attached U.S. Department of Labor Office of Apprenticeship standards.

In addition, the Sponsor(s) agree to (1) supervise the administration and enforcement of these standards; (2) adopt such rules and regulations as are necessary to govern the program provided that the rules and regulations do not conflict with these standards and provide a copy of such to each apprentice; (3) conduct orientations, workshops or other educational sessions for employers to explain the apprenticeship program's standards and the operation of the apprenticeship program; (4) pass upon the qualification of employers and, when appropriate, to suspend or withdraw approval; (5) conduct on-going evaluation of the interest and capacity of employers to participate in the apprenticeship program and to train apprentices on the job; (6) determine the qualifications of apprentice applicants and ensure fair and impartial treatment of applicants for apprenticeship selected through uniform selection procedures; (7) file a signed copy, written or electronic, of each apprentice agreement with the Division of Apprenticeship Standards, within 30 days of execution, with copies to all parties to the agreement; (8) establish and utilize a procedure to record and maintain all records of the apprentice's worksite job progress and progress in related and supplemental instruction; (9) establish and utilize a system for the periodic review and evaluation of the apprentice's progress in job performance and related instruction; (10) discipline apprentices, up to and including termination, for failure to fulfill their obligations on-the-job or in related instruction, including provisions for fair hearings; (11) annually prepare and submit a Self-Assessment Review as well as a Program Improvement Plan to the Chief of the Division of Apprenticeship Standards; (12) ensure training and supervision, both on the job and in related instruction, in first aid, safe working practices and the recognition of occupational health and safety hazards; (13) ensure training in the recognition of illegal discrimination and sexual harassment; (14) establish an adequate mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice of complete training in the apprenticeable occupation including mobility between employers when essential to provide exposure and training in various work processes in the apprenticeable occupation; (15) establish an adequate mechanism that will be used to provide apprentices with reasonably continuous employment in the event of a lay-off or the inability of one employer to provide training in all work processes as outlined in the standards; (16) have a Local Education Agency (L.E.A.) provide a letter approving the Related and Supplemental Instruction pursuant to LC 3074 [see Attachment A]; (17) grant apprentices credit for previous experience; (18) apprenticeship programs with more than one employer or an association of employers shall include provisions sufficient to ensure meaningful representation of the interests of apprentices in the management of the program; (19) adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.

Article V Apprentice Agreements – CA LC § 3077, 3077.5, 3078, 3079, 3086; CCR §205, 206, 207

To obtain approval in the State of California, the program sponsor shall register Apprentices, by electronic or other means, to the Division of Apprenticeship Standards within 30 days of execution of the Apprentice Agreement [California Apprenticeship Agreement (DAS-1), see attachment C] in addition to having already been registered for federal purposes by the U.S. Department of Labor, Office of Apprenticeship. These standards, and the U.S. Department of Labor standards, shall be a part of the apprenticeship agreement. Apprentices shall be furnished a copy of the standards or given an opportunity to read them before registration.

An apprentice is a person at least 16 years of age, who has met the requirements for selection under the selection procedures of participating employer, who is engaged in learning a designated craft or trade and who has entered into a written apprentice agreement under the provisions of these standards. If the apprentice is under 18 years of age, the agreement must be signed by the apprentice's parent or guardian. When the period of training extends beyond 18, the apprentice agreement shall likewise be binding to such a period as may be covered. A program sponsor shall not provide a maximum age for apprentices.

Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer, by the program sponsor, and by the apprentice and must be approved by the apprenticeship committee. Each apprentice shall be furnished a copy of or be given an opportunity to study these standards before registration. These standards shall be considered a part of the apprentice agreement as though expressly written therein.

During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprentice agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.

If an employer is unable to fulfill his/her obligations to train under any apprentice agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other signatory employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprentice agreement.

Article VI Hours and Working Conditions – CA LC §3078 (k); CCR §208 (a, d), 209, 210, 212

Apprentices shall work under and with competent professional workers and/or instructors and shall be assigned to work and learning tasks so that they obtain the diversified training on-the-job provided for in the apprenticeship standards.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

There shall be no liability on the part of the employer for an injury sustained by an apprentice engaged in schoolwork at a time when the employment of the apprentice has been temporarily or permanently terminated.

Article VII Wages and Wage Progression – CA LC §3076, 3078 (f); CCR §208 (a, d), 212 (a, 5)

The wages shall be a progressively increasing wage, employee benefits and other compensation as set by Section CCR §208 and CA LC §3078 (f).

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

Where wages/wage schedules differ from or require clarification of, the attached U.S. Department of Labor Office of Apprenticeship standards, the following wage schedule applies:

To advance from one period to the next, the apprentice shall have met the following requirements:

Field Instructor		O*Net Code: 25-2032.00
1 st Period	0% of demonstrated competencies	\$20.50/hr.
Ending Wage	100% of demonstrated competencies	\$25.00/hr.
Environmental Restoration Team Crew Member		O*Net Code: 19-1031.00
1 st Period	0% of demonstrated competencies	\$20.50/hr.
Ending Wage	100% of demonstrated competencies	\$21.09/hr.
Environmental Restoration Team Crew Leader		O*Net Code: 19-2041.00
1 st Period	0% of demonstrated competencies	\$20.50/hr.
Ending Wage	100% of demonstrated competencies	\$23.00/hr.

Time spent in related and supplemental instruction may not be compensated.

Article VIII Responsibilities of Apprentices – CCR §205, § 206, 207, 212

Each apprentice, having entered into an apprenticeship agreement, shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the standards, rules, regulations and decisions of the apprenticeship committee.

Article IX Certificate of Completion - CCR §205, 212, 224

A “Certificate of Completion of Apprenticeship”, attesting to the completion of an apprenticeship, will be issued under the authority of the Division of Apprenticeship Standards upon receipt of such competent evidence as may be required.

Article X Controversies – CA LC §3078 (h), 3081; CCR §201

All controversies or differences concerning apprentice agreements, that cannot be adjusted locally by the apprenticeship committee or otherwise, shall be submitted to the Administrator

Article XI Written Applications

Applications for apprenticeship will be accepted:

Applications can be obtained by visiting the Outward Bounds Adventures website at <https://www.obainc.org/>

Article XII Records

All records will be maintained, in written or electronic form, for five years and kept at:

Outward Bound Adventures
1905 Lincoln Avenue
Pasadena, CA 91103

Article XIII Modification of Standards - CA LC § 3073, 3075, 3078, 3078.5; CCR §205, 212 (b,13)

These standards shall be modified to conform to any changes in prevailing practices, conditions and wages in the area and the industry when such changes occur. Requests of the program sponsor for modification are subject to the approval of the Administrator of Apprenticeship.

Article XIV Collective Bargaining Agreements - CA LC 3086

Where applicable, if the employer(s) has a collective bargaining agreement with a labor organization applicable to these occupation(s), approval by the labor organization will be affixed to the Employer Agreement (DAS-752).

Nothing hereunder, nor in any approved apprentice agreement, shall operate to invalidate any apprenticeship provision in any collective bargaining agreement between employers and employees setting up higher apprenticeship standards.

Outward Bound Adventures agrees to accept electronic signatures for these Division of Apprenticeship Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted by Outward Bound Adventures on January 22, 2024 (Committee approval date).

Employer Organization

Outward Bound Adventures
P.O. Box 202 Pasadena, CA 91102

Charles Thomas, Executive Director

Date

The foregoing apprenticeship standards, being in conformity with the applicable California Labor Code, California Code of Regulations and Federal Regulations, are hereby approved

(DAS approval date)

Curtis Notsinneh, Chief
Division of Apprenticeship Standard

Date



Registered Apprenticeship Standards

Local Apprenticeship Standards

OUTWARD BOUND ADVENTURES



Occupation: FIELD INSTRUCTOR

O*NET-SOC CODE: 25-2032.00

RAPIDS CODE: 2076CB

Occupation: ENVIRONMENTAL RESTORATION TEAM CREW MEMBER

O*NET-SOC CODE: 19-1031.00

RAPIDS CODE: 0450CB

Occupation: ENVIRONMENTAL RESTORATION TEAM CREW LEADER

O*NET-SOC CODE: 19-2041.00

RAPIDS CODE: 0648CB

Developed in Cooperation with the
U.S. Department of Labor
Office of Apprenticeship

Approved by the
U.S. Department of Labor
Office of Apprenticeship

Registered By: Douglas Howell

Signature:

Title: State Director, California

U.S Department of Labor/ETA

Office of Apprenticeship

Date: June 24th,2021

Registration Number: 2021-CA-88342

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SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

A. Responsibilities of the sponsor: Outward Bound Adventures must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) parts 29 and 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document “Requirements for Apprenticeship Sponsors Reference Guide.”

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these standards and the document “Requirements for Apprenticeship Sponsors,” and that meets the requirements of Title 29, CFR part 29.7. Form ETA 671 may be used for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices’ progress in skills and technical knowledge, and maintain appropriate progress records.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Make a good faith effort to obtain approval for educational assistance for a veteran or other individual eligible under chapters 30 through 36 of title 38, United States Code, and will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in the above for the purpose of avoiding making a good faith effort to obtain approval.
- Provide each apprentice with a copy of these standards, Requirements for

Apprenticeship Sponsors Reference Guide, and Appendix A, any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.

B. Minimum Qualifications - 29 CFR §29.5(b)(10)

An apprentice must be at least 16 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. Please include any additional qualification requirements as appropriate:

A valid driver's license is required.

C. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)

The apprenticeship program will select an apprenticeship training approach. See Appendix A to select approach.

D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices **will not** be paid for hours spent attending related instruction classes. Insert Work Process Schedule and Related Instruction Outline at Appendix A.

E. Credit for Previous Experience – 29 CFR § 29.5(b)(12)

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. Outward Bound Adventures will evaluate the request for credit and make a determination during the apprentice's probationary period.

F. Probationary Period – (29 CFR § 29.5 (b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period which may not exceed 25 percent of the length of the program or 1 year whichever is shorter. Insert probationary period at Appendix A.

G. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5(b)(7)

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journeyworkers for adequate supervision. Insert ratio at Appendix A.

H. Apprentice Wage Schedule - 29 CFR § 29.5 (b)(5)

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. Insert the progressive wage schedule at Appendix A.

I. Equal Employment Opportunity and Affirmative Action

1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

Outward Bound Adventures will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

Outward Bound Adventures will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4, and 30.10

Outward Bound Adventures acknowledges that it will adopt an affirmative action plan in accordance with 29 Title CFR § 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

3. Selection Procedures - 29 CFR § 30.10

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). See Appendix A to enter your selection procedures for each occupation for which the sponsor intends to train apprentices.

J. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within **300** days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

U.S. Department of Labor, Office of Apprenticeship

200 Constitution Ave. NW, Washington, DC 20210

Telephone Number: (202) 693-2796

Email Address: ApprenticeshipEEOcomplaints@dol.gov

Point of Contact: Director, Division of Registered Apprenticeship and Policy

Attn: Apprenticeship EEO Complaints

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency.

2. **Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within **30** days of receiving the written notification:

Name: Jorge Cortez

Address: PO Box 202, Pasadena, CA

Telephone Number: 714.618.8324

Email Address: jcortez@obainc.org

Any complaint described that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section K

K. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)

The Registration Agency is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below

Name: Abigail Allen

Address: 550 West C Street, Suite 980, San Diego, CA 92101

Telephone Number: (619) 313-0642

Email Address: allen.abigail.l@dol.gov

L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(a)(7)

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

SECTION II - APPENDICES AND ATTACHMENTS

- Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- Appendix B** – *ETA 671 - Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration)*
- Appendix C** – *Affirmative Action Plan* (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))
- Appendix D** – *Employer Acceptance Agreement (For programs with multiple-employers only)*

SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program standards, the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility> for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.

SECTION IV - SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provision of the Apprenticeship Standards formulated and registered by Outward Bound Adventures, on this 24th day of June, 2021

The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors Reference Guide" and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

Signature of Sponsor (designee)

Signature of Sponsor (designee)

Jorge Cortez
Printed Name

Printed Name

SECTION V - DISCLOSURE AGREEMENT *(Optional)*

I, Jorge Cortez, acting on behalf of Outward Bound Adventures, authorize OA to share the Work Process Schedule and Related Instruction Outline in Appendix A with other potential apprenticeship sponsors.

Signature

Date June 24, 2021

Jorge Cortez

Printed Name

Appendix A.1

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A.1

WORK PROCESS SCHEDULE FIELD INSTRUCTOR

O*NET-SOC CODE: 25-2032.00 **RAPIDS CODE:** 2076CB

This schedule is attached to and a part of these Standards for the above identified occupation.

APPRENTICESHIP APPROACH

Competency-Based

APPRENTICESHIP APPROACH

Apprentices will receive training in the work experience as listed below. The following are the work processes the apprentice will learn and be able to perform on-the-job. The term of the occupation is based on the apprentice's demonstration of the mastery of the competencies as specified and estimated to complete in approximately 2 years.

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 3 Apprentice(s) to 1 Journeyworker(s).

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$25.00.

Name: **FIELD INSTRUCTOR**

Period	% of Journeyworker wage	Duration (Hours)	Wage (Hourly)	Description
1st	80%	4000	\$20.00	
End Wage	100%	4000 Hours	\$25.00	

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 Hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

The Sponsor will follow standard company procedures for filling an open position from outside the company.

Once a list of qualified applicants is received, the sponsor will interview each candidate and forward its recommendations to Human Resources.

The Human Resources Manager and the Department Manager will make the final selection based upon the occupational requirements and the needs of the company

Work Process Schedule

Field Instructor (AGRICULTURE EDUCATION INSTRUCTOR)

Job Description: Teach occupational, vocational, career, or technical outdoor/wilderness subjects to students at the secondary school level. Develop students knowledge of the outdoors, how to safely camp and backpack in the outdoors.

RAPIDS Code: 20760*NET Code: 25-2032.00

Apprenticeship Type:

Competency-Based Time-Based Hybrid

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities

Demonstrates Fundamentals

Proficient in Task

Completion Date/Initials

Apply multiple teaching methods.

Instruct students individually and in groups, using various teaching methods, such as lectures, discussions, and demonstrations.

Establish rules or policies governing student behavior.

Establish and enforce rules for behavior and procedures for maintaining order among students.

Evaluate student work.

Observe and evaluate students' performance, behavior, social development, and physical health.

Prepare, administer, and grade tests and assignments to evaluate students' progress.

Assign and grade class work and homework.

Develop instructional objectives.

Establish clear objectives for all lessons, units, and projects and communicate those objectives to student

Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools.

Monitor student performance.

Observe and evaluate students' performance, behavior, social development, and physical health.

Instruct and monitor students in the use and care of equipment and materials to prevent injury and damage.

Monitor student behavior, social development, or health.

Observe and evaluate student performance, behavior, social development, and physical health.

Plan educational activities.

Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.

Maintain student records.

Maintain accurate and complete student records as required by law, district policy, and administrative regulations.

Teach others to use technology or equipment.

Instruct and monitor students in the use and care of equipment and materials to prevent injury and damage.

Set up classroom materials or equipment.
Prepare materials and classroom for class activities.
Discuss problems or issues with supervisors.
Confer with parents or guardians, other teachers, counselors, and administrators to resolve students' behavioral and academic problems.
Meet with other professionals to discuss individual students' needs and progress.
Discuss student progress with parents or guardians.
Confer with parents or guardians, other teachers, counselors, and administrators to resolve students' behavioral and academic problems.
Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
Assign class work to students.
Assign and grade class work and homework.
Teach vocational courses.
Instruct students in the knowledge and skills required in a specific occupation or occupational field, using a systematic plan of lectures, discussions, audio-visual presentations, and laboratory, shop, and field studies.
Create technology-based learning materials.
Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
Administer tests to assess educational needs or progress.
Prepare, administer, and grade tests and assignments to evaluate students' progress.
Prepare tests.
Prepare, administer, and grade tests and assignments to evaluate students' progress.
Encourage students.
Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
Enforce rules or policies governing student behavior.
Enforce all administration policies and rules governing students.
Plan experiential learning activities.
Plan and supervise work-experience programs in businesses, industrial shops, and school laboratories.
Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
Advise students on academic or career matters.
Guide and counsel students with adjustment or academic problems, or special academic interests.
Supervise student research or internship work.
Plan and supervise work-experience programs in outdoor conservation.
Assist students with special educational needs.
Develop strategies or programs for students with special needs.
Prepare and implement remedial programs for students requiring extra help.
Perform student enrollment or registration activities.
Place students in jobs or make referrals to job placement services.
Coordinate student extracurricular activities.
Sponsor extracurricular activities, such as clubs, student organizations, and academic contests.
Collaborate with other teaching professionals to develop educational programs.
Collaborate with other teachers and administrators in the development, evaluation, and revision of secondary school programs.
Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
Attend training sessions or professional meetings to develop or maintain professional knowledge.
Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.

Distribute instructional or library materials.

Select, order, store, issue, and inventory classroom/outdoor equipment, materials, and supplies.

Order instructional or library materials or equipment.

Select, order, store, issue, and inventory classroom equipment, materials, and supplies.

Select educational materials or equipment.

Select, order, store, issue, and inventory classroom equipment, materials, and supplies.

Stay informed about current developments in field of specialization.

Keep informed about trends in education and subject matter specialties.

Prepare reports detailing student activities or performance.

Prepare reports on students and activities as required by administration.

Serve on institutional or departmental committees.

Attend staff meetings and serve on committees, as required.

Supervise school or student activities.

Perform administrative duties, such as assisting in school libraries, hall and cafeteria monitoring, and bus loading and unloading.

Suggested Related Instruction Outline

A course of study should include some of the following based on the Classification of Instructional Programs (CIP) Code 13.1301

Definition: A program that prepares individuals to teach vocational agricultural programs at various educational levels.

Approximate Total Hours: 300

Provider: Wildlands Restoration Academy, Pasadena, CA 91102

Provider Contact Information: Jorge Cortez
(626) 564-0844
jcortez@obainc.org

Subject/Knowledge

Facilitating Community Building Training

Course Number: I

Hours: 50

- Developing age and culturally appropriate community builders
- Ice Breakers, Team Builders, Back pocket Games
- Understanding Personality Types and Pedagogy Learning Modalities
- Understanding when and where to integrate community building

Subject/Knowledge

Behavior Management Techniques

Course Number: II

Hours: 50

- Trauma Informed Care
- Understanding culture and history of overlooked Bipoc communities
- Personality Types and Pedagogy Learning Modalities
- De-escalation techniques

Subject/Knowledge

Wilderness First Aid Certification

Course Number: III

Hours: 50

- First Aid/CPR Certification
- Wilderness First Aid Certification
- Urban vs Wilderness First Aid
- Understanding the Patient Assessment System
- Understanding Primary and Secondary Assessments

Subject/Knowledge

Leave No Trace Principles

Course Number: IV

Hours: 50

- Plant & Prepare
- Hike and Camp on Durable Surfaces
- Pack in, Pack Out
- Leave what you find
- Minimize Campfire Impact
- Respect Wildlife
- Respect Other People

Subject/Knowledge**Self-Mastery**

- Learning leadership skills and how to apply them
- Teamwork and community building initiatives
- Goals setting
- Values and vision clarification
- Trauma-informed communication

Course Number: V**Hours: 50****Subject/Knowledge****Outdoor and Wilderness Living**

- How to car camp
- How to backpack
- What foods to take
- Appropriate equipment for wilderness camping
- Careers in conservation and outdoor recreation
- Leadership Development
- Eco-Literacy and interpretation
- Risk Management Policies and Procedures

Course Number: VI**Hours: 50**

Appendix A.2

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A.2

WORK PROCESS SCHEDULE
ENVIRONMENTAL RESTORATION TEAM CREW MEMBER
O*NET-SOC CODE: 19-1031.00 RAPIDS CODE: 0450CB

This schedule is attached to and a part of these Standards for the above identified occupation.

APPRENTICESHIP APPROACH

Competency-Based

TERM OF APPRENTICESHIP

Apprentices will receive training in the work experience as listed below. The following are the work processes the apprentice will learn and be able to perform on-the-job. The term of the occupation is based on the apprentice's demonstration of the mastery of the competencies as specified and estimated to complete in approximately 1 years.

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$20.00.

Name: **ENVIRONMENTAL RESTORATION TEAM CREW MEMBER**

Period	% of Journeyworker wage	Duration (Hours)	Wage (Hourly)	Description
1st	70%	1000	\$15.00	
End Wage	100%	2000 Hours	\$18.00	

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 Hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

The Sponsor will follow standard company procedures for filling an open position from outside the company.

Once a list of qualified applicants is received, the sponsor will interview each candidate and forward its recommendations to Human Resources.

The Human Resources Manager and the Department Manager will make the final selection based upon the occupational requirements and the needs of the company

Work Process Schedule

ENVIRONMENTAL RESTORATION TEAM CREW MEMBER

Job Description: Manage, improve, and protect natural resources to maximize their use without damaging the environment. May conduct soil surveys and develop plans to eliminate soil erosion or to protect rangelands. Protection of land includes removal of invasive exotics and planting of native plants to support native landscaping when possible. Trail construction and trail maintenance will occur where needed to preserve natural environments. May conduct Community Science projects to research and create action plans to protect ecology including flora and fauna.

RAPIDS Code: 04500*NET Code: 19-1031.00

Apprenticeship Type:

Competency-Based Time-Based Hybrid

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities

Demonstrates Fundamentals

Proficient in Task

Completion Date/Initials

Develop plans to manage natural or renewable resources.

Implement soil or water management techniques, such as nutrient management, erosion control, buffers, or filter strips, in accordance with conservation plans.

Advise others about land management or conservation.

Inspect condition of natural environments.

Visit areas affected by erosion problems to identify causes or determine solutions.

Revisit land users to view implemented land use practices or plans.

Monitor operational procedures in technical environments to ensure conformance to standards.

Monitor projects during or after construction to ensure projects conform to design specifications.

Direct natural resources management or conservation programs.

Coordinate or implement technical, financial, or administrative assistance programs for local government units to ensure efficient program implementation or timely responses to requests for assistance.

Collaborative relationships between departments or with external organizations.

Develop or maintain working relationships with local government staff or board members.

Plan natural resources conservation or restoration programs.

Participate on work teams to plan, develop, or implement programs or policies for improving environmental habitats, wetlands, or groundwater or soil resources.

Plan soil management or conservation practices, such as crop rotation, reforestation, permanent vegetation, contour plowing, or terracing, to maintain soil or conserve water.

Apply knowledge or research findings to address environmental problems.

Apply principles of specialized fields of science, such as agronomy, soil science, forestry, or agriculture, to achieve conservation objectives.

Collect geographical or geological field data.

Gather information from geographic information systems (GIS) databases or applications to formulate land use recommendations.

Compute design specifications for implementation of conservation practices, using survey or field information, technical guides or engineering manuals.

Communicate with the public on environmental issues.

Research sustainable agricultural processes or practices.

Assess compliance with environmental laws.

Review plans or proposals for environmental conservation.

Review proposed wetland restoration easements or provide technical recommendations.

Plan environmental research.

Develop, conduct, or participate in surveys, studies, or investigations of various land uses to inform corrective action plans.

Develop or conduct environmental studies, such as plant material field trials or wildlife habitat impact studies.

Record research or operational data.

Enter local soil, water, or other environmental data into adaptive or Web- based decision tools to identify appropriate analyses or techniques.

Analyze environmental data.

Compile or interpret biodata to determine extent or type of wetlands or to aid in program formulation.

Compile environmental or climatological data.

Compile or interpret biodata to determine extent or type of wetlands or to aid in program formulation.

Review environmental permits, plans, or reports.

Review annual reports of counties, conservation districts, or watershed management organizations, certifying compliance with mandated reporting requirements.

Create maps.

Develop soil maps.

Safe removal of exotic and/or invasive plants, weeds, trees

Planting of native plants to preserve natural habitats

Trail Construction with proper use and safety of hand tools during construction

Trail Construction done to specification of land management agency (US Forest Service, National Service Foundation, County, City, etc.)

Trail Maintenance done to specification of land management agency (US Forest Service, National Service Foundation, County, City, etc.)

Suggested Related Instruction Outline

A course of study should include some of the following based on the Classification of Instructional Programs (CIP) Code 03.0501

Definition: A program that generally prepares individuals to manage and develop forest areas for economic, recreational, and ecological purposes. Includes instruction in forest-related sciences, mapping, statistics, harvesting and production technology, natural resources management and economics, wildlife sciences, administration, and public relations

Approximate Total Hours: 300

Provider: Wildlands Restoration Academy, Pasadena, CA 91102

Provider Contact Information: Jorge Cortez
(626) 654-0844
jcortez@obainc.org

Subject/Knowledge

Wildfire Resilience Training

- a. Fuel reduction — ground cover, bush, and trees
- b. Fuel break construction
- c. Ember abatement techniques
- d. Logging slag removal
- e. Wildfire debris cleanup
- f. Woodland thinning
- g. Emergency vegetation management

Course Number: I

Hours: 50

Subject/Knowledge

Habitat Types

- a. Riparian
- b. Oak Woodland
- c. Chaparral
- d. Coastal Sage Scrub

Course Number: II

Hours: 50

Subject/Knowledge

Invasive Exotic Removal

- a. Native plants vs. non-natives
- b. Extraction and eradication techniques
- c. Identifying the top ten invasive species in California habitats

Course Number: III

Hours: 50

Subject/Knowledge

Trail Engineering and Construction

- a. Tools use and safety
- b. Following trail standards specifications
- c. Measuring slope and gradients
- d. Map reading and elevations
- e. Creating trail profiles

Course Number: IV

Hours: 50

Subject/Knowledge

Self-Mastery

- a. Learning leadership skills and how to apply them
- b. Teamwork and community building initiatives
- c. Goals setting
- d. Values and vision clarification
- e. Trauma-informed communication

Course Number: V

Hours: 50

Subject/Knowledge

Outdoor and Wilderness Living

- a. How to car camp
- b. How to backpack
- c. What foods to take
- d. Appropriate equipment for wilderness camping
- e. Leave No Trace wilderness ethics
- f. Wilderness First Aid
- g. Careers in conservation and outdoor recreation

Course Number: VI

Hours: 50

Appendix A.3

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A.3

WORK PROCESS SCHEDULE ENVIRONMENTAL RESTORATION TEAM CREW LEADER

O*NET-SOC CODE: 19-2041.00 **RAPIDS CODE:** 0648CB

This schedule is attached to and a part of these Standards for the above identified occupation.

APPRENTICESHIP APPROACH

Competency-Based

TERM OF APPRENTICESHIP

Apprentices will receive training in the work experience as listed below. The following are the work processes the apprentice will learn and be able to perform on-the-job. The term of the occupation is based on the apprentice's demonstration of the mastery of the competencies as specified and estimated to complete in approximately 2 years.

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 3 Apprentice(s) to 1 Journeyworker(s).

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$20.00.

Name: **ENVIRONMENTAL RESTORATION TEAM CREW LEADER**

Period	% of Journeyworker wage	Duration (Hours)	Wage (Hourly)	Description
1st	70%	4000	\$18.00	
End Wage	100%	4000 Hours	\$23.00	

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 Hours.

SELECTION PROCEDURES

The Sponsor will follow standard company procedures for filling an open position from outside the company.

Once a list of qualified applicants is received, the sponsor will interview each candidate and forward its recommendations to Human Resources.

The Human Resources Manager and the Department Manager will make the final selection based upon the occupational requirements and the needs of the company

Work Process Schedule

ENVIRONMENTAL RESTORATION TEAM CREW LEADER

Job Description: Conduct research or perform investigation for the purpose of identifying, abating, or eliminating sources of pollutants or hazards that affect either the environment or public health. Using knowledge of various scientific disciplines, may collect, synthesize, study, report, and recommend action based on data derived from measurements or observations of air, food, soil, water, and other sources.

Protection of land includes removal of invasive exotics and planting of native plants to support native landscaping when possible. Trail construction and trail maintenance will occur where needed to preserve natural environments. May conduct Community Science projects to research and create action plans to protect ecology including flora and fauna. Will oversee the work of crew members to ensure action plans are developed and implemented to fidelity.

RAPIDS Code: 06480*NET Code: 19-2041.00

Apprenticeship Type:

Competency-Based Time-Based Hybrid

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities

Demonstrates Fundamentals

Proficient in Task

Advise others about environmental management or conservation.

Provide scientific or technical guidance, support, coordination, or oversight to governmental agencies, environmental programs, industry, or the public.

Monitor effects of pollution or land degradation and recommend means of prevention or control.

Develop environmental sustainability plans or projects.

Review and implement environmental technical standards, guidelines, policies, and formal regulations that meet all appropriate requirements.

Compile environmental or climatological data.

Collect, synthesize, analyze, manage, and report environmental data, such as pollution emission measurements, atmospheric monitoring measurements, meteorological or mineralogical information, or soil or water samples.

Research environmental impact of industrial or development activities.

Analyze data to determine validity, quality, and scientific significance and to interpret correlations between human activities and environmental effects.

Investigate and report on accidents affecting the environment.

Research sources of pollution to determine their effects on the environment and to develop theories or methods of pollution abatement or control.

Provide technical information or assistance to public.

Communicate scientific or technical information to the public, organizations, or internal audiences through oral briefings, written documents, workshops, conferences, training sessions, or public hearings.

Prepare research or technical reports on environmental issues.

Prepare charts or graphs from data samples, providing summary information on the environmental relevance of the data.

Develop sustainable industrial or development methods.

Develop methods to minimize the impact of production processes on the environment, based on the study and assessment of industrial production, environmental legislation, and physical, biological, and social environments.

Plan environmental research.

Determine data collection methods to be employed in research projects or surveys.

Design or direct studies to obtain technical environmental information about planned projects.

Monitor environmental impacts of production or development activities.

Monitor environmental impacts of development activities.

Monitor effects of pollution or land degradation and recommend means of prevention or control.

Supervise scientific or technical personnel.

Supervise or train students, environmental technologists, technicians, or other related staff.

Supervise trainees.

Supervise or train students, environmental technologists, technicians, or other related staff.

Direct technical activities or operations.

Design or direct studies to obtain technical environmental information about planned projects.

Plan or develop research models, using knowledge of mathematical and statistical concepts.

Research impacts of environmental conservation initiatives.

Conduct applied research on environmental topics, such as waste control or treatment or pollution abatement methods.

Develop plans to manage natural or renewable resources.

Develop programs designed to obtain the most productive, non-damaging use of land.

Safe removal of exotic and/or invasive plants, weeds, trees

Planting of native plants to preserve natural habitats

Trail Construction with proper use and safety of hand tools during construction

Trail Construction done to specification of land management agency (US Forest Service, National Service Foundation, County, City, etc.)

Trail Maintenance done to specification of land management agency (US Forest Service, National Service Foundation, County, City, etc.)

Suggested Related Instruction Outline

A course of study should include some of the following based on the Classification of Instructional Programs (CIP) Code 03.0501

Definition: A program that generally prepares individuals to manage and develop forest areas for economic, recreational, and ecological purposes. Includes instruction in forest-related sciences, mapping, statistics, harvesting and production technology, natural resources management and economics, wildlife sciences, administration, and public relations

Approximate Total Hours: 300

Provider: Wildlands Restoration Academy, Pasadena, CA 91102

Provider Contact Information: Jorge Cortez
(626) 654-0844
jcortez@obainc.org

Subject/Knowledge

Wildfire Resilience Training

- a. Fuel reduction — ground cover, bush, and trees
- b. Fuel break construction
- c. Ember abatement techniques
- d. Logging slag removal
- e. Wildfire debris cleanup
- f. Woodland thinning
- g. Emergency vegetation management

Course Number: I

Hours: 50

Subject/Knowledge

Habitat Types

- a. Riparian
- b. Oak Woodland
- c. Chaparral
- d. Coastal Sage Scrub

Course Number: II

Hours: 50

Subject/Knowledge

Invasive Exotic Removal

- a. Native plants vs. non-natives
- b. Extraction and eradication techniques
- c. Identifying the top ten invasive species in California habitats

Course Number: III

Hours: 50

Subject/Knowledge

Trail Engineering and Construction

- a. Tools use and safety
- b. Following trail standards specifications

Course Number: IV

Hours: 50

- c. Measuring slope and gradients
- d. Map reading and elevations
- e. Creating trail profiles

Subject/Knowledge

Self-Mastery

- a. Learning leadership skills and how to apply them
- b. Teamwork and community building initiatives
- c. Goals setting
- d. Values and vision clarification
- e. Trauma-informed communication

Course Number: V

Hours: 50

Subject/Knowledge

Outdoor and Wilderness Living

- a. How to car camp
- b. How to backpack
- c. What foods to take
- d. Appropriate equipment for wilderness camping
- e. Leave No Trace wilderness ethics
- f. Wilderness First Aid
- g. Careers in conservation and outdoor recreation

Course Number: VI

Hours: 50