

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Joseph Gallardo
CC: Program Planning and Review
Date: March 7, 2025

Program Name: Los Angeles Community College District DBA West Los Angeles
Community College (WLACC)
Industry: Healthcare
DAS File No.: 100644
Grant Awardee: ☐ No ☒ Yes **SAEEI**

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:

Los Angeles Community College District DBA West Los Angeles Community College (WLACC) 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:

West Los Angeles College's apprenticeship programs give diverse candidates an opportunity to receive paid, on the job training and take college credit courses towards both a college certificate/degree and an industry license. Apprentices also receive all their books and supplies for their courses, designated tutors and college counselors, as well as mentorship at their workplace.

Los Angeles Community College District DBA West Los Angeles Community College (WLACC) 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:

- | | | |
|--|------------------|------------|
| • Airframe and Powerplant (A&P) Mechanic | O*Net: | 49-3011.00 |
| Professional Worker Wage: | \$32.67 per hour | |
| Proposed Apprentice Wage: | \$20.78 per hour | |
| Proposed No. of Apprentices: | 1 | |
| • Pharmacy Technician | O*Net: | 29-2052.00 |
| Professional Worker Wage: | \$22.00 per hour | |
| Proposed Apprentice Wage: | \$17.50 per hour | |
| Proposed No. of Apprentices: | 1 | |
| • Registered Nurse Resident | O*Net: | 29-1141.00 |
| Professional Worker Wage: | \$42.00 per hour | |
| Proposed Apprentice Wage: | \$38.00 per hour | |
| Proposed No. of Apprentices: | 1 | |

Currently Approved Occupations with No Changes to Jurisdiction or Work Processes:

- Dental Assistant O*Net: 31-9091.00
- Calibration Technician O*Net: 17-3023.00
- Industrial Manufacturing Technician O*Net: 17-3026.00
- Aircraft Structures Mechanic Assembler O*Net: 51-2011.00
- Early Childhood Educator O*Net: 25-2011.00

Proposed Employers:

- Earth Compounding Pharmacy, 2060 Lincoln Ave., Pasadena, CA 91103

Los Angeles Community College District DBA West Los Angeles Community College (WLACC) Program Standards

Incorporating and Adopting

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

9000 Overland Ave., Culver City, CA 90236
(310) 287-4200
millerts@wlac.edu

Table of Contents

Program Standards.....	1-7
Approved DOL Standards	
Local Education Agency Letter(s).....	Attachment A
List of Committee Members.....	Attachment B
California Apprenticeship Agreement (DAS-1).....	Attachment C
Sample Employer Agreement.....	Attachment D

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 and employee organizations signatory hereto, their members, to other employers who subscribe hereto or who are party to a collective bargaining agreement with an employee organization(s) signatory hereto and to all apprentice agreements hereunder. An "Employer Agreement" [DAS-752, see attachment D] will be provided to specify the information particular to that employer as noted herein, including the option to waive or offer participation on the committee, employer committee members will be selected as outlined in the rules & regulations.

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

Area Covered by Standards: Los Angeles, Orange, Riverside, Ventura, Imperial, San Diego, San Bernardino, Santa Barbara, Kern, and San Luis Obispo Counties.

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.

The work process/competency schedule outline highlighted in each occupational framework [see attached, Appendix A] can be modified upon approval by the program sponsor to meet the needs of employers that are signatory to the program sponsor. It is reasonable to expect that there may be slight deviations to the work process/competency schedule outline from the standards, as every employer may have unique needs, requirements, processes, and resources that are specific to their organization. Please note that the apprentice's training plan and content, despite any modifications, will be adequate to qualify and support the apprentice as a highly skilled worker at the end of their apprenticeship program. A copy of the modifications will be provided to each apprentice to whom the modification applies.

Where the related instruction or work process schedule differ from or require clarification of, the attached U.S. Department of Labor Office of Apprenticeship standards, the following work process/competency schedule applies:

The total Related and Supplemental Instruction (RSI) for the Residential Nurse Resident occupation is 152 hours.

The O*NET code for the Calibration Technician occupation is 17-3023.00.

The O*NET code for the Industrial Manufacturing Technician occupation is 17-3026.00.

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 (1) 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:

Airframe and Powerplant (A&P) Mechanic:	O*Net Code: 49-3011.00
1st Period 0-14 Competency Completion	\$ 20.78 /hour
2nd Period 19-36 Competency Completion	\$ 26.72 /hour

Pharmacy Technician:	O*Net Code: 29-2052.00
1st Period 0-8 Competency Completion	\$ 17.50 /hour
2nd Period 9-13 Competency Completion	\$ 18.50 /hour
3rd Period Completion of all Competencies	\$ 20.00 /hour

Registered Nurse Resident	O*Net Code: 29-1141.00
1st Period 0-9 Competency Completion	\$ 38.00 /hour
2nd Period 10-19 Competency Completion	\$ 40.00 /hour
3rd Period Completion of all Competencies	\$ 42.00 /hour

Current Occupation Minimum Wages:

Dental Assistant:	O*Net Code: 31-9091.00
1st Period 0-7 Competency Completion	\$ 17.28 /hour
2nd Period 8-15 Competency Completion	\$ 17.78 /hour
3rd Period Completion of all Competencies	\$ 18.28 /hour

Calibration Technician:	O*Net Code: 17-3023.00
1st Period 0-3 Competency Completion	\$ 17.28 /hour
2nd Period 4-6 Competency Completion	\$ 17.78 /hour

DAS FILE # 100644

3rd Period Completion of all Competencies \$ 18.28 /hour

Industrial Manufacturing Technician:

O*Net Code: 17-3026.00

1st Period 0-5 Competency Completion \$ 17.28 /hour

2nd Period 6-11 Competency Completion \$ 17.78 /hour

3rd Period Completion of all Competencies \$ 18.28 /hour

Aircraft Structures Mechanic Technician:

O*Net Code: 51-2011.00

1st Period 1-6 Competency Completion \$ 17.28 /hour

2nd Period 7-14 Competency Completion \$ 17.78 /hour

3rd Period Completion of all Competencies \$ 18.28 /hour

Early Childhood Educator:

O*Net Code: 25-2011.00

1st Period 1-6 Competency Completion \$ 17.28 /hour

2nd Period 7-14 Competency Completion \$ 17.78 /hour

3rd Period Completion of all Competencies \$ 18.28 /hour

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

Applicants will apply online by emailing millerts@wlaac.edu. Applicants will receive an application and instructions to complete the application. Applications are accepted year-round.

Article XII Records

All records will be maintained, in written or electronic form, for five (5) years and kept at:

Los Angeles Community College District DBA West Los Angeles Community College (WLACC)
9000 Overland Ave.
Culver City, CA 90236

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.

Los Angeles Community College District DBA West Los Angeles Community College (WLACC) agrees to accept electronic signatures for the Division of Apprenticeship Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted by Los Angeles Community College District DBA West Los Angeles Community College (WLACC) on December 12, 2024 (Committee approval date).

Employer Organization

Los Angeles Community College District DBA West Los Angeles Community College (WLACC)
9000 Overland Ave., Culver City, CA 90236

Tiffany Miller, Dean of Academic Affairs

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)

Adele Burnes, Chief

Division of Apprenticeship Standards

Date

Registered Apprenticeship Standards

☒ Local Apprenticeship Standards

WEST LOS ANGELES COLLEGE (WLAC)

9000 Overland Avenue

Culver City, CA 90230

For All Occupations Listed in These Standards

O*NET-SOC Code: See Appendix A

RAPIDS Code: See Appendix

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

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

Signature:

Title: Acting State Director, CA Region 6
Office of Apprenticeship

Registration Date: Aug 24, 2020
Registration Number: 2020-CA-79690

☒ Check here if these are revised standards

Signature:

Dean, Academic Affairs, Apprenticeships and Workforce
Development
West Los Angeles College

ADD OCCUPATION:

Calibration Technician ONET 17-3023 RAPIDS
3098CB (Appendix A-10)

TABLE OF CONTENTS

SECTION I - STANDARDS OF APPRENTICESHIP2

SECTION II - APPENDICES AND ATTACHMENTS.....6

SECTION III - VETERANS’ EDUCATIONAL ASSISTANCE.....6

SECTION IV - SIGNATURES.....7

SECTION V - DISCLOSURE AGREEMENT7

SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

A. Responsibilities of the sponsor: WEST LOS ANGELES COLLEGE (WLAC) 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.
- Provide each apprentice with a copy of these standards, Requirements for Apprenticeship Sponsors Reference Guide, and Appendix A, any applicable written rules and polices, 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.

☒ Educational Requirement: A high school diploma or GED equivalency. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

☒ There is a physical requirement of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

☐ Assessment tests will be administered.

☒ Other: See Appendix A (Occupation WPS and RI Schedules) for occupation-specific minimum qualifications.

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

The apprenticeship program(s) will select a training approach. See Appendix A.

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. See 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. **WEST LOS ANGELES COLLEGE (WLAC)** will evaluate the request for credit and decide 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. See 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 journey workers for adequate supervision. See 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. See Appendix A.

I. Equal Employment Opportunity and Affirmative Action

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

WEST LOS ANGELES COLLEGE (WLAC) 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.

WEST LOS ANGELES COLLEGE (WLAC) 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

WEST LOS ANGELES COLLEGE (WLAC) 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.

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
(202) 693-2796
ApprenticeshipEEOcomplaints@dol.gov

Point of Contact: Director, Division of Registered Apprenticeship and Policy
Attn: Apprenticeship EEO Complaints

- 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.

Ms. Tiffany Miller, Dean, Apprenticeships, West Los Angeles College
9000 Overland Avenue. Culver City, CA 90230
millerts@wlaac.edu

Complaints described above which 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:

Mr. Arthur Page, Apprenticeship & Training Rep.
550 West C Street. Suite 980. San Diego, CA 92101
page.arthur@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.

SECTION III - SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provision of the Apprenticeship Standards formulated and registered by **WEST LOS ANGELES COLLEGE (WLAC)**, on this 2 day of, **October 2023**.

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)

(Requires Manual Signature)

Tiffany Miller

Printed Name

Signature of Sponsor (designee)

(Requires Manual Signature)

Printed Name

SECTION IV - DISCLOSURE AGREEMENT

WEST LOS ANGELES COLLEGE (WLAC) authorize OA to share the Work Process Schedule and Related Instruction Outline in Appendix A with other potential apprenticeship sponsors.

10/2/23

Signature

(Requires Manual Signature)

Date

Tiffany Miller

Printed Name

Appendix A5

Pharmacy Technician O*NET-SOC CODE: 29-2052.00 RAPIDS CODE: 0844CB

1. APPRENTICESHIP APPROACH

☐ Time-based

☒ Competency-based

☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of Pharmacy Technician is Competency-Based program supplemented by the 432 hours of related instruction and 4000 hours/2 years of OJL. The term of the apprentice is based on the apprentice's demonstration of the mastery of the competencies as specified in these standards and completion of the required hours of related instruction as determined by the local partners and in consideration of local certification, regulation, and law requirements.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentices to 1 Journeyworker.

4. 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 determined by the employer within local areas. The apprentice starting wage will always be at least minimum wage; local, state or federal, whichever is the higher amount. \$15.50/hour (California State).

Wage Schedule:

LEVEL	NUMBER OF COMPETENCIES	WAGE
1	0	\$15.50
2	32	\$17.50

Final Journeyworker: \$17.50/hour

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 3 months.

6. SELECTION PROCEDURES

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR §§ 30.10(b). This may include one or more of the following steps:

1. Sponsor will schedule an interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents will be notified of the date, time, place and/or method for the conduct of the interview. The recruiter/interviewer will record the questions asked and the general nature of the applicant's answers during this interview process. The sponsor's selecting official will evaluate each applicant interviewed on like factors taking into account the information on the application and required documents, as applicable using an Interview Guide.
2. Upon completing all interviews and analyzing the applicants' qualifications the sponsor's selecting official will make a determination using the annotated Interview Guides. Applicant(s) with the highest evaluation will be selected first. The selected applicant(s), depending on the number of vacancies offered by the advertised announcement, will be offered employment in order of evaluation and upon acceptance of employment will be placed in the apprenticeship program.
3. Selected applicants must respond to the offer of employment within 48 hours of notice of selection. If applicant(s) do not respond within the period specified, the sponsor will move past their name to the next applicant in the pool. Applicants passed over will be contacted by the sponsor by email and/or phone to determine if the applicants are still interested. If no response is received in fifteen (15) working days from this notice, the applicant's name will be removed from the pool.
4. After all offers of employment have been extended and accepted by the selectee(s), as applicable, the remaining applicants in the pool of eligibles will be notified of their non-selection under this vacancy announcement. The non-selection notice will also include instructions on how they can apply for any future openings.
5. Qualified applicants remaining in the pool of eligibles will be kept on file for a period of two (2) years, unless the applicant is removed from the pool by their own written request or following failure to respond to an offer of employment.
6. During the two (2) year period, to update their status in the pool of eligibles, applicants who feel that their qualifications have improved since their original placement in the pool may submit evidence of such additional experience and/or training by updating their candidate profile and request reevaluation or by simply submitting a new application for subsequent vacancy announcements.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.10(b) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journeyworker occupations represented by the program. Employer must attach an outline of their in-house selection process with their Employer Acceptance Agreement.

WORK PROCESS SCHEDULE
Pharmacy Technician
O*NET-SOC CODE: 29-2052.00 RAPIDS CODE: 0844CB

The term of the occupation shall be defined by the attainment of all competencies of the position, which would reasonably be expected to occur after two years / 4000 hours of OJL, supplemented by the 432 hours of related instruction.

Training – Mentor/Journeyworker has provided training and demonstration of task to the apprentice.

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.

Apprenticeship Competencies

The following are the core technical work processes for the apprenticeship. Prior credit will be awarded for experiences previously obtained. Place a check mark or date in each box when complete.

Perform clerical work in medical settings.

Competencies	Date Completed	Initial
Receive written prescription or refill requests and verify that information is complete and accurate.		

Answer telephones, responding to questions or requests.

Price and file prescriptions that have been filled.

Verify accuracy of patient information.

Competencies	Date Completed	Initial
Receive written prescription or refill requests and verify that information is complete and accurate.		

Enter codes or other information into computers.

Competencies	Date Completed	Initial
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Enter information into databases or software programs.

Competencies	Date Completed	Initial
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Enter patient or treatment data into computers.

Competencies	Date Completed	Initial
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Order, label, and count stock of medications, chemicals, or supplies and enter inventory data into computer.

Compute charges for medication or equipment dispensed to hospital patients and enter data in computer.

Process medical billing information.

Competencies	Date Completed	Initial
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Prepare and process medical insurance claim forms and records.

Compute charges for medication or equipment dispensed to hospital patients and enter data in computer.

Record patient medical histories.

Competencies	Date Completed	Initial
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Establish or maintain patient profiles, including lists of medications taken by individual patients.

Maintain inventory of medical supplies or equipment.

Competencies

Date Completed Initial

Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs and shortages.

Restock intravenous (IV) supplies and add measured drugs or nutrients to IV solutions under sterile conditions to prepare IV packs for various uses, such as chemotherapy medication.

Maintain proper storage and security conditions for drugs.

Order, label, and count stock of medications, chemicals, or supplies and enter inventory data into computer.

Prepare medications or medical solutions.

Competencies

Date Completed Initial

Prepack bulk medicines, fill bottles with prescribed medications, and type and affix labels.

Restock intravenous (IV) supplies and add measured drugs or nutrients to IV solutions under sterile conditions to prepare IV packs for various uses, such as chemotherapy medication.

Transfer medication from vials to the appropriate number of sterile, disposable syringes, using aseptic techniques.

Mix pharmaceutical preparations, according to written prescriptions.

Clean medical equipment or facilities.

Competencies

Date Completed Initial

Clean and help maintain equipment or work areas and sterilize glassware, according to prescribed methods.

Maintain medical equipment or instruments.

Competencies

Date Completed Initial

Clean and help maintain equipment or work areas and sterilize glassware, according to prescribed methods.

Sterilize medical equipment or instruments.

Competencies

Date Completed Initial

Clean and help maintain equipment or work areas and sterilize glassware, according to prescribed methods.

Merchandise healthcare products or services.

Competencies

Date Completed Initial

Price stock and mark items for sale.

Maintain and merchandise home healthcare products or services.

NOTE: The above work processes are intended as a guide. It is understood that the scope of work and the application of learned skills may vary by state and by employer/sponsor. At the end of this document is a suggested Task and Competence Verification Checklist for assessing and documenting the apprentice's demonstrated mastery of the competencies and related performance areas listed here. Additional skills and/or practice may be required and the Sponsor may modify the work processes to meet local/state needs, employer needs, scope of practice or licensing/certification requirements, and/or desire to register or co-register with a statewide registration agency. In addition, the apprentice shall be fully instructed in safety and OSHA (Occupational Safety and Health Administration) requirements of the workplace.

Apprenticeship Competencies – Behavioral

In addition to mastering all the essential technical competencies, an apprentice must consistently demonstrate, at an acceptable level, the following behavioral competencies in order to complete the apprenticeship. When an individual consistently meets expectations through observation, the supervisor will initial and date the accomplishment of the behavioral competency.

OB Item #	Behavioral Competencies	Signoff	Date
1	Participation in team discussions/meetings		
2	Focus in team discussions/meetings		
3	Focus during independent work		
4	Openness to new ideas and change		
5	Ability to deal with ambiguity by exploring, asking questions, etc.		
6	Knows when to ask for help		
7	Able to demonstrate effective group presentation skills		
8	Able to demonstrate effective one-on-one communication skills		
9	Maintains an acceptable attendance record		
10	Reports to work on time		
11	Completes assigned tasks on time		
12	Uses appropriate language		
13	Demonstrates respect for customers, co-workers and supervisors		
14	Demonstrates trust, honesty and integrity		
15	Requests and performs work assignments without prompting		
16	Appropriately cares for personal dress, grooming and hygiene		
17	Maintains a positive attitude		
18	Cooperates with and assists co-workers		
19	Follows instructions/directions		
20	Able to work under supervision		
21	Able to accept constructive feedback and criticism		
22	Able to follow safety rules		
23	Able to take care of equipment and work place		
24	Able to keep work area neat and clean		
25	Able to meet supervisor's work standards		
26	Able to not let personal life interfere with work		
27	Adheres to work policies/rules/regulations		

RELATED INSTRUCTION OUTLINE
Pharmacy Technician
O*NET-SOC CODE: 29-2052.00 RAPIDS CODE: 0844CB

The course listings outline the related education that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related education that the apprentice can reach the skilled level of the occupation. The following is the required course curriculum during the term of apprenticeship.

This instruction shall include, but not be limited to, a minimum recommended 144 hours per year of the apprenticeship, selected from the following courses:

Courses	Course Titles	Hours
ALD HLTH 56	Communication and Customer Service Skills in HealthCare	18
ALD HLTH 57	Computers in Health Occupations	27
PHRMCTK 023	Introduction to Pharmacy	36
PHRMCTK 029	Body Systems I	54
PHRMCTK 032	Pharmacy Operation	126
PHRMCTK 031	Math Calculations	36
PHRMCTK 030	Body Systems II	54
PHRMCTK 034	Community Pharmacy Externship	81
TOTAL		432

The delivery of related instruction will be determined by the employer-sponsor, which may be in- house, through an employer-selected training provider, or through college-level offered courses. Prior credit will be awarded for coursework and experiences previously obtained.

COURSE DESCRIPTION TOPICS:

PHRMCTK 023 Introduction to Pharmacy (2) CSU In this course students will understand the roles and opportunities open to pharmacy clerks and technicians in various practice settings. Students will be introduced to pharmaceutical dosage forms, the drug development process, and drug classification systems. This course also includes an introduction to prescription labeling and to the law and ethics for pharmacy practice.

PHRMCTK 029 Body Systems I (3) CSU In this course students will learn the use and side effects of prescription medications, nonprescription medications and alternative therapies used to treat diseases affecting the muscular, skeletal, respiratory, renal, cardiovascular, and hematologic systems. Students will first master an understanding of basic anatomy and physiology and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

PHRMCTK 030 Body Systems II (3) CSU In this course students will learn the use and side effects of prescription medications, nonprescription medications and alternative therapies used to treat diseases affecting the nervous, endocrine, gastrointestinal, reproductive, immune, ears/nose/throat, and dermatologic systems. Students will first master an understanding of basic anatomy and physiology and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

PHRMCTK 031 Pharmacy Calculations (2) CSU In this course students will learn calculations related to drug dosage, measurements of strength and preparation of medications. This course also includes inter-conversion of units in the metric and common systems of measurement. Emphasis is placed on unit-cancellation for solving pharmacy problems. This course includes a strong verbal component.

PHRMCTK 032 Pharmacy Operations (4.5) CSU Prerequisites: PHRMCTK 023, 029, and 031. In this course students will become competent in handling and pre-paring medications in both the outpatient and compounding pharmacy settings in a manner consistent with the legal and ethical guide- lines. After successful completion of this course, the student will have the skills needed to begin an outpatient pharmacy externship.

PHRMCTK 034 Community Pharmacy Externship (2.5) CSU Prerequisites: PHRMCTK 023, 029, 030, 031, and 032; ALD HTH 056 and 057. In this course students practice skills developed in other courses in a community or outpatient pharmacy.

ALD HTH 056 Communication & Customer Service Skills in Healthcare (1) Corequisite: PHRMCTK 023 This course will introduce students to the workplace skills necessary to succeed in healthcare professions. The focus will be on professional behavior, communication techniques and HIPPA regulations.

ALD HTH 057 Computers in Health Occupations (1) This course will introduce students to the use of computers in a variety of healthcare settings. Students will use software systems used in pharmacies, medical offices, and hospital.

Appendix A7

AIRCRAFT AIRFRAME AND POWERPLANT (A & P) MECHANIC O*NET-SOC CODE: 49-3011.00 RAPIDS CODE: 0005CB

The AIRCRAFT AIRFRAME AND POWERPLANT (A and P) MECHANIC performs a variety of operations to diagnose, adjust, repair, or overhaul aircraft engines and assemblies, such as hydraulic and pneumatic systems.

1. APPRENTICESHIP APPROACH

☐ Time-based

☒ Competency-based

☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation is **Competency Based** with an OJL attainment in approximately **2.5 years / 5000 hours** supplemented by at least **144 hours** of related training instruction per year.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 2 Apprentices to 1 Journeyworker. A qualified sponsor may train up to 2 apprentices for every 1 qualified journeyworker who is overseeing the training and assessment of the apprentice.

4. 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 \$32.67/hour.

Wage Progression

Period	Competencies (14)	Hourly Wage
1st	1-17	\$20.78
2nd	18-36	\$25.78
END		\$32.67

5. PROBATIONARY PERIOD

Applicants selected for apprenticeship will serve a probationary period of **1250 Hours**.

6. SELECTION PROCEDURES

WLAC or the employer will determine the selection procedures. This process will be provided to potential applicants and interested parties and will comply with 29 CFR 30.10, Standards of Apprenticeship and Requirements for Apprenticeship Sponsors Reference Guide. WLAC may utilize any method or combination of methods for selection of apprentices, provided that the selection method(s) used meets the following requirements:

1. The selection procedure(s) will be uniformly and consistently applied to all applicants and apprentices.
2. WLAC will not use any discriminatory selection procedures.

WORK PROCESS SCHEDULE

AIRCRAFT AIRFRAME AND POWERPLANT (A & P) MECHANIC O*NET-SOC CODE: 49-3011.00 RAPIDS CODE: 0005CB

The term of the occupation shall be defined by the attainment of all competencies of the position, which would reasonably be expected to occur after 2.5 years / 5000 hours of OJL, supplemented by the minimum recommended 144 hours of related instruction per year.

Training – Mentor/Journeyworker has provided training and demonstration of task to the apprentice.

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. Apprenticeship Competencies

The following are the core technical work processes for the apprenticeship. Prior credit will be awarded for experiences previously obtained.

Place a check mark or date in each box when complete. One set of work process competencies applies to apprentices working on major assembly structures and one set applies to apprentices working on electronic and/or mechanical assemblies and subassemblies.

Inspect mechanical components of vehicles to identify problems.

Competencies

Date Completed Initial

A. Conduct routine and special inspections as required by regulations.

B. Examine and inspect aircraft components, including landing gear, hydraulic systems, and deicers to locate cracks, breaks, leaks, or other problems.

C. Measure parts for wear, using precision instruments.

D. Examine engines through specially designed openings while working from ladders or scaffolds, or use hoists or lifts to remove the entire engine from an aircraft.

E. Remove, inspect, repair, and install in-flight refueling stores and external fuel tanks.

Interpret blueprints, specifications, or diagrams to inform installation, development or operation activities.

Competencies

Date Completed Initial

F. Read and interpret maintenance manuals, service bulletins, and other specifications to determine the feasibility and method of repairing or replacing malfunctioning or damaged components.

G. Modify aircraft structures, space vehicles, systems, or components, following drawings, schematics, charts, engineering orders, and technical publications.

Inspect completed work to ensure proper functioning.

Competencies

Date Completed

Initial

H. Inspect completed work to certify that maintenance meets standards, and that aircraft are ready for operation.

Maintain repair or maintenance records.

Competencies

Date Completed

Initial

I. Maintain repair logs, documenting all preventive and corrective aircraft maintenance.

Read technical information needed to perform maintenance or repairs.

Competencies

Date Completed

Initial

J. Read and interpret maintenance manuals, service bulletins, and other specifications to determine the feasibility and method of repairing or replacing malfunctioning or damaged components.

Inspect structural components of vehicles to identify problems.

Competencies

Date Completed Initial

K. Inspect airframes for wear or other defects.

L. Check for corrosion, distortion, and invisible cracks in the fuselage, wings, and tail, using x-ray and magnetic inspection equipment.

Operate cranes, hoists, or other moving or lifting equipment.

Competencies

Date Completed Initial

M. Examine engines through specially designed openings while working from ladders or scaffolds, or use hoists or lifts to remove the entire engine from an aircraft.

Repair worn, damaged, or defective mechanical parts.

Competencies

Date Completed Initial

N. Maintain, repair, and rebuild aircraft structures, functional components, and parts, such as wings and fuselage, rigging, hydraulic units, oxygen systems, fuel systems, electrical systems, gaskets, or seals.

O. Replace or repair worn, defective, or damaged components, using hand tools, gauges, and testing equipment.

P. Remove, inspect, repair, and install in-flight refueling stores and external fuel tanks.

Test fluids to identify contamination or other problems.

Competencies

Date Completed Initial

Q. Obtain fuel and oil samples and check them for contamination.

Read work orders or descriptions of problems to determine repairs or modifications needed.

Competencies

Date Completed Initial

R. Read and interpret pilots and descriptions of problems to diagnose causes.

Replace worn, damaged, or defective mechanical parts.

Competencies

Date Completed Initial

S. Replace or repair worn, defective, or damaged components, using hand tools, gauges, and testing equipment.

Disassemble equipment to inspect for deficiencies.

Competencies

Date Completed Initial

T. Disassemble engines and inspect parts, such as turbine blades or cylinders, for corrosion, wear, warping, cracks, and leaks, using precision measuring instruments, x-rays, and magnetic inspection equipment.

Test mechanical equipment to ensure proper functioning.

Competencies

Date Completed Initial

U. Test operation of engines and other systems, using test equipment, such as ignition analyzers, compression checkers, distributor timers, or ammeters.

Apply protective coverings to objects or surfaces near work areas.

Competencies

Date Completed Initial

V. Spread plastic film over areas to be repaired to prevent damage to surrounding areas.

Inspect mechanical equipment to locate damage, defects, or wear.

Competencies

Date Completed Initial

W. Measure the tension of control cables.

Assemble electrical components, subsystems, or systems.

Competencies

Date Completed Initial

X. Assemble and install electrical, plumbing, mechanical, hydraulic, and structural components and accessories, using hand or power tools.

Install electrical components, equipment, or systems.	
Competencies	Date Completed Initial
Y. Assemble and install electrical, plumbing, mechanical, hydraulic, and structural components and accessories, using hand or power tools.	
Install piping for installation or maintenance activities.	
Competencies	Date Completed Initial
Z. Assemble and install electrical, plumbing, mechanical, hydraulic, and structural components and accessories, using hand or power tools.	
Move large objects using heavy equipment.	
Competencies	Date Completed Initial
AA. Remove or install aircraft engines, using hoists or forklift trucks.	
Fabricate parts or components.	
Competencies	Date Completed Initial
BB. Fabricate defective sections or parts, using metal fabricating machines, saws, brakes, shears, and grinders.	
Lay out work according to specifications.	
Competencies	Date Completed Initial
CC. Locate and mark dimensions and reference lines on defective or replacement parts, using templates, scribes, compasses, and steel rules.	
Clean equipment, parts, or tools to repair or maintain them in good working order.	
Competencies	Date Completed Initial
DD. Clean, strip, prime, and sand structural surfaces and materials to prepare them for bonding.	
EE. Service and maintain aircraft and related apparatus by performing activities such as flushing crankcases, cleaning screens, and or moving parts.	
FF. Clean, refuel, and change oil in line service aircraft.	
GG. Clean engines, sediment bulk and screens, and carburetors, adjusting carburetor float levels.	
Service vehicles to maintain functionality.	
Competencies	Date Completed Initial
HH. Service and maintain aircraft and related apparatus by performing activities such as flushing crankcases, cleaning screens, and or moving parts.	
II. Clean, refuel, and change oil in line service aircraft.	
Lubricate equipment to allow proper functioning.	
Competencies	Date Completed Initial
JJ. Service and maintain aircraft and related apparatus by performing activities such as flushing crankcases, cleaning screens, and or moving parts.	
Reassemble equipment after repair.	
Competencies	Date Completed Initial
KK. Reassemble engines following repair or inspection and reinstall engines in aircraft.	
Cut materials according to specifications or needs.	
Competencies	Date Completed Initial
LL. Trim and shape replacement body sections to specified sizes and fits and secure sections in place, using adhesives, hand tools, and power tools.	
Remove parts or components from equipment.	
Competencies	Date Completed Initial
MM. Remove or cut out defective parts or drill holes to gain access to internal defects or damage, using drills and punches.	
NN. Remove, inspect, repair, and install in-flight refueling stores and external fuel tanks.	

Align equipment or machinery.	
Competencies	Date Completed Initial
OO. Install and align repaired or replacement parts for subsequent riveting or welding, using clamps and wrenches.	
Drill holes in parts, equipment, or materials.	
Competencies	Date Completed Initial
PP. Remove or cut out defective parts or drill holes to gain access to internal defects or damage, using drills and punches.	
Install machine or equipment replacement parts.	
Competencies	Date Completed Initial
QQ. Install and align repaired or replacement parts for subsequent riveting or welding, using clamps and wrenches.	
Troubleshoot equipment or systems operation problems.	
Competencies	Date Completed Initial
RR. Accompany aircraft on flights to make in-flight adjustments and corrections.	
Observe equipment in operation to detect potential problems.	
Competencies	Date Completed Initial
SS. Listen to operating engines to detect and diagnose malfunctions, such as sticking or burned valves.	
Maintain inventories of materials, equipment, or products.	
Competencies	Date Completed Initial
TT. Inventory and requisition or order supplies, parts, materials, and equipment.	
Order materials, supplies, or equipment.	
Competencies	Date Completed Initial
UU. Inventory and requisition or order supplies, parts, materials, and equipment.	
Communicate with coworkers to coordinate installations or repairs.	
Competencies	Date Completed Initial
VV. Communicate with other workers to coordinate fitting and alignment of heavy parts, or to facilitate processing of repair parts.	
Paint surfaces or equipment.	
Competencies	Date Completed Initial
WW. Prepare and paint aircraft surfaces.	

NOTE: The above work processes are intended as a guide. It is understood that the scope of work and the application of learned skills may vary by state and by employer/sponsor. At the end of this document is a suggested Task and Competence Verification Checklist for assessing and documenting the apprentice's demonstrated mastery of the competencies and related performance areas listed here. Additional skills and/or practice may be required, and the Sponsor may modify the work processes to meet local/state needs, employer needs, scope of practice or licensing/certification requirements, and/or desire to register or co-register with a statewide registration agency. In addition, the apprentice shall be fully instructed in safety and OSHA (Occupational Safety and Health Administration) requirements of the workplace.

Apprenticeship Competencies – Behavioral

In addition to mastering all the essential technical competencies, an apprentice must consistently demonstrate, at an acceptable level, the following behavioral competencies in order to complete the apprenticeship. When an individual consistently meets expectations through observation, the supervisor will initial and date the accomplishment of the behavioral competency.

Item #	Behavioral Competencies	Signoff	Date
1	Focus and participation in team discussions/meetings		
2	Ability to deal with ambiguity by exploring, asking questions, etc.		
3	Knows when to ask for help		
4	Able to demonstrate effective one-on-one communication skills		
5	Reports to work on time and maintains an acceptable attendance record		
6	Completes assigned tasks on time		
7	Uses appropriate language		
8	Demonstrates respect for customers, co-workers and supervisors		
9	Demonstrates trust, honesty and integrity		
10	Appropriately cares for personal dress, grooming and hygiene		
11	Maintains a positive attitude		
12	Cooperates with and assists co-workers		
13	Follows instructions/directions		
14	Able to work under supervision and independently to meet quality and schedule expectations		
15	Able to accept constructive feedback and criticism		
16	Able to follow safety guidelines/procedures and use proper personal protective equipment (PPE) per job requirement		
17	Able to keep work area neat/clean, and take care of tools and equipment being used		
18	Follows shop procedure for tool accountability, foreign object elimination (FOE), 5S and compliance		
19	Able to meet supervisor's performance expectations		
20	Able to always perform in a professional manner		
21	Adheres to work policies/rules/regulations and procedures		

RELATED INSTRUCTION OUTLINE

AIRCRAFT AIRFRAME AND POWERPLANT (A & P) MECHANIC

O*NET-SOC CODE: 49-3011.00 RAPIDS CODE: 0005CB

The course listings outline the related education that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related education that the apprentice can reach the skilled level of the occupation. The following is the required course curriculum during the term of apprenticeship.

This instruction shall include, but not be limited to, at least 144 hours per year of the apprenticeship, selected from the following courses:

COURSE TOPICS (CORE)	Hours
1. Maintenance Procedures	72
2. Basic Aircraft Science	72
3. Basic Electricity and Auxiliary Systems	72
4. Electrical and instrument Systems	72
5. Assembly, rigging and inspection	72
6. Aircraft Metal Assembly/ Inspection and Evaluation	72
7. Hydraulic landing gear and fuel systems	72
8. Propeller and Power Plant Systems	72
9. Ignition and Fuel Metering Systems	72
10. Reciprocating Power Plant/ Power Plant reset and turbine engine systems	72
Total hours: 720	

The delivery of related instruction will be determined by the employer-sponsor, which may be in- house, through an employer-selected training provider, or through college-level offered courses. Prior credit will be awarded for coursework and experiences previously obtained.

Appendix A9

WORK PROCESS SCHEDULE REGISTERED NURSE RESIDENT

O*NET-SOC CODE: 29-1141.00

RAPIDS CODE: 2074CB

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

1. APPRENTICESHIP APPROACH

Time-based

☒ Competency-based

Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is reasonably expected to be completed within **one year (2000 Hours)** with an on-the-job learning (OJL) attainment of all competencies of the position, supplemented by the minimum recommended **144** hours of related instruction per year.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: **1** Apprentice to **1** Mentor.

4. 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: **\$42.00**/per hour.

2 Year Term:

Period	Number of Competencies	Wage (Hourly)
1	0	\$38.00
2	19	\$42.00

5. PROBATIONARY PERIOD

Applicants selected for apprenticeship will serve a probationary period of **500** hours.

6. SELECTION PROCEDURES

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

1. Alternative selection methods

- A. Sponsor will schedule an interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents will be notified of the date, time, place and/or method for the conduct of the interview. The recruiter/interviewer will record the questions asked and the general nature of the applicant's answers during this interview process. The sponsor's selecting official will evaluate each applicant interviewed on like factors considering the information on the application and required documents, as applicable using an Interview Summary Form.
- B. Upon completing all interviews and analyzing the applicants' qualifications the sponsor's selecting official will decide using the annotated Interview Summary Forms. Applicant(s) with the highest evaluation will be selected first. The selected applicant(s), depending on the number of vacancies offered by the advertised announcement, will be offered employment in order of evaluation and upon acceptance of employment will be placed in the apprenticeship program.
- C. Selected applicants must respond to the offer of employment within 48 hours of notice of selection. If applicant(s) do not respond within the period specified, the sponsor will move past their name to the next applicant in the pool. Applicants passed over will be contacted by the sponsor by email and/or phone to determine if the applicants are still interested. If no response is received within 15 working days from this notice, the applicant's name will be removed from the pool.
- D. After all offers of employment have been extended and accepted by the selectee(s), as applicable, the remaining applicants in the pool of eligibles will be notified of their non-selection under this vacancy announcement. The non-selection notice will also include instructions on how they can apply for any future openings.
- E. Qualified applicants remaining in the pool of eligibles will be kept on file for a period of two (2) years, unless the applicant is removed from the pool by their own written request or following failure to respond to an offer of employment.
- F. During the two (2) year period, to update their status in the pool of eligibles, applicants who feel that their qualifications have improved since their original placement in the pool may submit evidence of such additional experience and/or training by updating their candidate profile and request reevaluation or by simply submitting a new application for subsequent vacancy announcements.
- G. The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journeyworker occupations represented by the program.

2. Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journeyworker occupations represented by the program.

WORK PROCESS SCHEDULE
REGISTERED NURSE RESIDENT

O*NET-SOC CODE: 29-1141.00

RAPIDS CODE: 2074CB

REGISTERED NURSE RESIDENT

RAPIDS Code: 2074CB

O*NET-SOC Code: 29-1141.00

Estimated Program Length: 2000 hours

Apprenticeship Type:

☒ Competency-Based

☐ Time-Based

☐ Hybrid

Pre-qualifications for entering the apprenticeship are as follows:

- Bachelor of Science, Nursing or Associate of Science, Nursing

Per specialty unit:

- ACLS – Advanced Cardiovascular Life Support (Telemetry, Sub intensive Care, Critical Care)
- BLS – Basic Life Support (Med-surge)
- NRP – Neonatal Resuscitation Program

Training – Mentor/Journeyworker has provided training and demonstration of task to the apprentice.

Date Proficiency Demonstrated – Date Apprentice performs task properly and consistently and demonstrates competency.

The following are the core technical work processes for the apprenticeship. Prior credit will be awarded for experiences previously obtained. Place a check mark or date in box when complete.

Nurse Onboarding Orientation

Competencies

Date

Proficiency Demonstrated

Initial

1. Effectively communicate with patients, including de-escalation.
2. Ability to document and review a patient's medical history and ongoing patient status during their stay.
3. Effectively use hospital computer systems.
4. Demonstrated ability to use hospital medical dispensing equipment and systems.
5. Effectively communicate with other patient care staff, supervisors, and physicians.
6. Ability to place orders for tests and diagnostics per physician orders.
7. Conduct wound care as necessary.
8. Perform general patient care and monitoring.
9. Conduct patient vital sign monitoring and medication Administration.

Unit Based clinical experience under the direct supervision of the Preceptor and Supervisor Nursing Unit

10. Delivery of safe, competent, and quality patient care in accordance with facility standards and policies.
11. Plans comprehensive nursing care for assigned patients according to written hospital standards and physician orders
12. Performs and documents patient assessments and reassessments completely and accurately according to unit policy of more frequently, as indicated by patient condition.
13. Provides and documents care to assigned patients in compliance with written hospital policies and procedures and based on standards of care.
14. Performs and documents nursing care and patient counseling according to patient needs in a competent and timely manner.
15. Accurately utilizes technology and equipment based on the particular clinical specialty.
16. Accurately administers and documents medication per unit specific policy and procedure.
17. Evaluates patient care outcomes in an appropriate and timely manner.
18. Evaluates plan of care to determine need for modifications in a time and prompt manner according to established policies, procedures, order sets, and provider-directed protocols.
19. Evaluates effectiveness of patient teaching and revises teaching plan as indicated.

NOTE: The above work processes are intended as a guide. It is understood that the scope of work and the application of learned skills may vary by state and by employer/sponsor. Above is a suggested Task and Competence Verification Checklist for assessing and documenting the apprentice's demonstrated mastery of the competencies and related performance areas listed here. Additional skills and/or practice may be required, and the Sponsor may modify the work processes to meet local/state needs, employer needs, scope of practice or licensing/certification requirements, and/or desire to register or co- register with a statewide registration agency. In addition, the apprentice shall be fully instructed in safety and OSHA (Occupational Safety and Health Administration) requirements of the workplace.

Apprenticeship Competencies – Behavioral

In addition to mastering all the essential technical competencies, an apprentice must consistently demonstrate, at an acceptable level, the following behavioral competencies to complete the apprenticeship. When an individual consistently meets expectations through observation, the supervisor will initial and date the accomplishment of the behavioral competency.

Item

1	Behavioral Competencies		
	Focus and participation in team discussions/meetings	Signoff	Date
2	Ability to deal with ambiguity by exploring, asking questions, etc.		
3	Knows when to ask for help		
4	Able to demonstrate effective one-on-one communication skills		
5	Reports to work on time and maintains an acceptable attendance record		
6	Completes assigned tasks on time		
7	Uses appropriate language		
8	Demonstrates respect for co-workers and supervisors		
9	Demonstrates trust, honesty and integrity		
10	Appropriately cares for personal dress, grooming and hygiene		
11	Maintains a positive attitude		
12	Cooperates with and assists co-workers		
13	Follows instructions/directions		
14	Able to work under supervision and independently to meet expectations		
15	Able to accept constructive feedback and criticism		
16	Able to follow safety guidelines/procedures and use proper personal protective equipment (PPE) per job requirement		
17	Able to keep work area neat/clean, and take care of tools and equipment being used		
18	Able to meet supervisor's performance expectations		
19	Able to perform in a professional manner at all times		
20	Adheres to work policies/rules/regulations and procedures		
21	Adapts effectively to change		

RELATED INSTRUCTION OUTLINE REGISTERED NURSE RESIDENT

O*NET-SOC CODE: 29-1141.00

RAPIDS CODE: 2074CB

The course listings outline the related education that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related education that the apprentice can reach the skilled level of the occupation. The following is the required course curriculum during the term of apprenticeship.

This instruction shall include, but not be limited to, at least 144 hours per year of the apprenticeship, selected from the following courses:

COURSE TOPICS (CORE)	HOURS
Patient Medical History/Medical Records/Electronic Records and Systems	24
Patient Monitoring, Case Management, and Patient Care Documentation	32
Medical Diagnostic Testing	16
Inventory of Medical Supplies/Equipment	8
Patient Procedure Preparation	16
Patient Care Simulation (unit specific)	40
Patient Care Documentation	8
Patient Education	8
TOTAL	152

The delivery of related instruction will be determined by the employer-sponsor, which may be in- house, through an employer-selected training provider, or through college-level offered courses. Prior credit will be awarded for coursework and experiences previously obtained.

CORE COURSE TOPIC DESCRIPTIONS

TOPIC DESCRIPTIONS

Category: Patient Medical History/Medical Records/Electronic Records and Systems

Knowledge Topics: Examples of the training courses in this skill area include but are not limited to:

- Patient Medical History Assessment
- Electronic Medical Records System Application
- Order Entry System
- Medication Bar Coding System

Estimated Hours: 24 hours

Category: Patient Monitoring, Case Management, and Patient Care Documentation

Knowledge Topics: Examples of the training courses in this skill area include but are not limited to:

- Advanced Cardiac Life Support
- Basic Life Support
- Arterial Gas Interpretation
- Body Mechanics
- Respiratory Assessment & Care
- Patient Care Delivery and Coordination

- Patient Quality Management and Outcome Evaluation
- Charting Documentation
- Handling Physician Orders
- Dispensing Medication

Estimated Hours: 32 hours

Category: Medical Diagnostic Testing

Knowledge Topics: Examples of the training courses in this skill area include but are not limited to:

- EKG & Cardiac Monitoring
- CODE Blue Response & Procedures
- Evidence Based Practices

Estimated Hours: 16 hours

Category: Patient Procedure Preparation

Knowledge Topics: Examples of the training courses in this skill area include but are not limited to:

- Moderate Sedation
- Pre and Post Operative Care
- Surgical Nursing Skills
- Ventilator & Tracheotomy Care
- PICC Line Insertion

Estimated Hours: 16 hours

Category: Patient Care Simulation (unit specific)

Knowledge Topics: Examples of the training courses in this skill area include but are not limited to:

- Patient Fall Prevention
- Critical Care Nursing Skills
- Emergency Room Nursing skills
- Nursing Diagnosis Skills
- Trauma Nursing Skills
- Triage Nursing skills
- Ventilator & Tracheotomy Care
- Patient & Family Centered Care

Estimated Hours: 40 hours

Category: Patient Education

Knowledge Topics: Examples of the training courses in this skill area include but are not limited to:

- Practical Industry Knowledge
- Discussing Prognosis with patients and caregivers
- Care Planning
- Pain Management
- Clarifying Patient Goals of Care

Estimated Hours: 8 hours