

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Douglas Kawa
CC: Program Planning and Review
Date: May 20, 2025

Program Name: American Institute of CPAs (AICPA)
Industry: Business Services
DAS File No.: 101236
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:

American Institute of CPAs (AICPA) 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:

There is a shortage of accounting and finance professionals that threaten the health of our financial system. The AICPA's Registered Apprenticeship for Finance Business Partners is an important initiative that can help expand the finance and accounting pipeline and diversity the profession. By providing a new alternative pathway into the profession that emphasizes required technical instruction, practical experience and on-the-job training, the program provides opportunities for more and underrepresented groups to enter the profession and can help to create a more diverse, inclusive, and skilled workforce that is better equipped to meet the demands of the modern economy.

American Institute of CPAs (AICPA) 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:

- Finance Business Partner O*Net: 13-2011.00
Professional Worker Wage: \$25.00 per hour
Proposed Apprentice Wage: \$22.00 per hour
Proposed No. of Apprentices: 10
- Accounting and Finance Associate O*Net: 43-3031.00
Professional Worker Wage: \$25.00 per hour
Proposed Apprentice Wage: \$22.00 per hour
Proposed No. of Apprentices: 10

Proposed Employers:

- California Society of CPAs (AICPA) – 500 Capitol Mall, Suite 1760, Sacramento, CA 95814

American Institute of CPAs (AICPA) Program Standards

Incorporating and Adopting

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

220 Leigh Farm Road, Durham, NC 27707
(919) 673-9188

Nancy.marcthrasybule@aicpa-cima.com / www.aicpa-cima.com

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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 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.

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:

Finance Business Partner O*Net Code

DAS will be using the O*Net Code of 13-2011.00

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 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:

For all occupations:

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

1st period	Starting Wage	\$ 22.00 /hour
2nd period	12-23 Months	\$ 23.00 /hour
3rd period	24-35 Months	\$ 24.00 /hour
4th period	Upon Completion of Program	\$ 25.00 /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

Applications for the program can be obtained from and submitted to the California Society of CPAs, and will be accepted electronically and in person, Monday - Friday at: 500 Capitol Mall, Suite 2350, Sacramento, CA 95814.

Article XII Records

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

American Institute of CPAs (AICPA)
220 Leigh Farm Road
Durham, NC 27707

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.

American Institute of CPAs (AICPA) 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 American Institute of CPAs (AICPA) on February 12, 2024 (Committee approval date).

Employer Organization

American Institute of CPAs (AICPA)
220 Leigh Farm Road, Durham, NC 27707

Joanne Fiore, V.P. Pipeline and
Apprenticeships

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

☒ National Program Standards ☐ National Guidelines for Apprenticeship Standards

☐ Local Apprenticeship Standards

AMERICAN INSTITUTE OF CPAs (AICPA)

FINANCE BUSINESS PARTNER

O*NET-SOC Code: 13-2011.01 RAPIDS Code: 3003CB

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: ***JOHN V.LADD***

Signature:
Office of Apprenticeship

Title: **Administrator**
Date: **May 7, 2021**

Registration Number: **2021-ZA-88071**

☐ Check here if these are revised standards

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SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

A. Responsibilities of the sponsor: American Institute of CPAs (AICPA) must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 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 29 CFR § 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. Please include any additional qualification requirements as appropriate (optional):

☒ There is an educational requirement of *A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicants must provide an official transcript for high school and all GED records must be submitted, if applicable. Applicants affiliated with recognized pre-apprenticeship or school-to-apprenticeship programs recognized by this program must have completed at least the 10th grade of high school with a GPA of 2.0 or higher. For currently enrolled high school students, applying to a high school registered apprenticeship program, the high school diploma or GED requirement is waived. Obtainment of a GED or high school diploma will be a requirement for completing the apprenticeship program.*

☒ There is a physical requirement of *Applicants will be physically capable 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. Applicants may be screened for the current illegal use of drugs on acceptance into the program and prior to being employed.*

☒ Other *Applicants must have reliable transportation to the job and related instruction as appropriate; and must possess such speaking, reading, and comprehension abilities as may be essential for reading and understanding written and oral instructions applicable to their occupation. Finance business partners, an applicant must at least have an associate degree in Accounting, Finance or Business to be eligible to apply to the Finance Business Partner apprenticeship program*

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

The apprenticeship program(s) 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. American Institute of CPAs (AICPA) 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.

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.

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.

I. Equal Employment Opportunity and Affirmative Action

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

American Institute of CPAs (AICPA) 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.

American Institute of CPAs (AICPA) 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), 30.4-30.9

American Institute of CPAs (AICPA) acknowledges that it will adopt an affirmative action plan in accordance with 29 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:

Ms. Nancy Marc-Thrasybule

220 Leigh Farm Road

Durham, NC 27707

Telephone Number: (919) 402-4552

Email Address: nancy.marcthassybule@aicpa-cima.com

Any complaint described above 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:

Charles Vaughan, South Carolina State Director

1835 Assembly Street, Room 838

Columbia, SC 29201

Telephone Number: 803-765-5547

Email Address: *Vaughan.charles@dol.gov*

L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(b)(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 provisions of the foregoing Apprenticeship Standards formulated and registered by American Institute of CPAs (AICPA), on this 8th day of April 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)

Nancy Marc-Thrasybule
Printed Name

SECTION V - DISCLOSURE AGREEMENT *(Optional)*

On behalf of *American Institute of CPAs (AICPA)* I authorize OA to share the Work Process Schedule and Related Instruction Outline in Appendix A with other potential apprenticeship sponsors.

Signature

Date

Printed Name

Appendix A1

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

FOR THE OCCUPATION OF:

FINANCE BUSINESS PARTNER

**(OCCUPATION TITLE: FINANCE BUSINESS PARTNER)
O*NET-SOC CODE: 13-2011.01 RAPIDS CODE: 3003CB**

**FINANCE BUSINESS PARTNER
(OCCUPATION TITLE: FINANCE BUSINESS PARTNER)
O*NET-SOC CODE: 13-2011.01 RAPIDS CODE: 3003CB**

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 occupation shall be defined by the attainment of all competencies of the position, which would reasonably be expected to occur upon completing three years of OJL, supplemented by a total of 420 hours of related instruction during the apprenticeship. The sponsor may recognize prior-learning achievements or demonstration of competencies to supplement related instruction or OJL hours.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 5 Apprentices to 1 Journeyworker.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages. Apprentices starting wage would be a minimum of \$14 per hour. The minimum wage of a fully-competent worker (journeyworker) is \$20 per hour which will be paid at the completion of the apprenticeship. These minimum wage rates may be adjusted based on regional wage scales.

Term:

Period 1	1 Year	\$ <u>14</u> /hour
Period 2	1 Year	\$ <u>16</u> /hour
Period 3	1 Year	\$ <u>18</u> /hour
Final		\$ <u>20</u> /hour

Periodic review and evaluation of the apprentice's on-the-job learning and related technical instruction will be conducted in alignment with the wage schedule established.

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 1500 hours.

6. QUALIFICATIONS AND SELECTION PROCEDURES

Please see page 11 below.

**WORK PROCESS SCHEDULE
FINANCE BUSINESS PARTNER
(OCCUPATION TITLE: FINANCE BUSINESS PARTNER)
O*NET-SOC CODE: 13-2011.01 RAPIDS CODE: 3003CB**

Description: The Finance Business Partner apprenticeship is designed to educate professionals on a wide range of Management Accounting skillsets. The apprenticeship is based upon the CGMA Finance Leadership Program. It covers a variety of core business areas – including finance, accounting, digital, people and leadership skills – that are needed to succeed in the finance team of the future. At the completion of the training, apprentices will develop an unbeatable combination of strong financial rigor with keen business knowledge and people skills that will set them apart and enable them to add strategic value to any organization across various industries and sectors.

After successfully completing the CGMA Finance Leadership Program, passing mandatory case study exams and meeting the experience requirements, apprentices will earn the prestigious **Chartered Global Management Accountant (CGMA)** designation. The CGMA designation is a globally recognized Management Accounting qualification.

The term of the occupation shall be defined by the attainment of all competencies of the position, which would reasonably be expected to occur within three years of OJL, supplemented by a total of 420 hours of related instruction during the apprenticeship.

In order to complete the apprenticeship, the apprentice must:

- have obtained at least an associate degree in Accounting, Finance or Business.

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.

1) Digital Finance, Management Accounting, Financial Reporting and Taxation

- a) Explain the role and transformation of the finance function
- b) Explain main business functions and finance business partnering
- c) Identify how data backed analysis supports decision making
- d) Apply cost accounting methods and techniques to assist management in planning and decision making.

- e) Prepare and use budgets to provide information to management for planning and control
- f) Use the concepts of relevant costs and revenues to present information which assists in short-term decision making
- g) Understand and describe major global regulators overseeing financial reporting, governance of the International Accounting Standards Board (IASB), the standard setting process and principles of corporate governance over financial reporting
- h) Describe specific financial reporting standards and apply them to prepare basic financial statements
- i) Distinguish between different types of taxes, prepare a basic corporate tax calculation and recognize key issues affecting international taxation
- j) Explain the importance of cash and working capital management, identify sources of short-term financing and use working capital ratios as performance indicators

2) Project and Relationship Management, Advanced Management Accounting, Advanced Financial Reporting

- a) Create a strategy to achieve a competitive advantage
- b) Manage and utilize leadership skills to improve team performance
- c) Use project management tools to drive change or transformation
- d) Achieve competitive advantage by managing costs
- e) Manage and control performance of the organization
- f) Support pricing strategies and capital investment decisions
- g) Identify and manage risk associated with decision making
- h) Prepare advanced financial statements in line with International Financial Reporting Standards (IFRS)
- i) Prepare financial statements in accordance with relevant international accounting standards for a group of entities
- j) Advise on decisions relating to sources of long-term finance, along with their associated costs
- k) Analyze financial statements to provide insights about financial performance and position

3) Management, Risk Management & Financial Strategies

- a) Advise the organization on its current position and long-term direction
- b) Advise on the formulation of strategy

- c) Implement strategy to achieve a set of objectives and how to manage change
- d) Create a digital transformation strategy that enables the organization to harness the power of digitization
- e) Provide expert guidance on the board's responsibility for the management of risk
- f) Discuss the risks that may expose my organization
- g) Determine an organization's risk factors
- h) Recommend and implement systems to control risk
- i) Advise on objectives that will affect decisions
- j) Advise on decisions involving investment, financing and dividends
- k) Advise on regulatory issues that may affect company strategy

The above on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes, which are a part of the trade. In addition, the apprentice shall be fully instructed in safety and OSHA (Occupational Safety and Health Administration) requirements of the workplace.

RELATED INSTRUCTION OUTLINE
FINANCE BUSINESS PARTNER
(OCCUPATION TITLE: FINANCE BUSINESS PARTNER)
O*NET-SOC CODE: 13-2011.01 RAPIDS CODE: 3003CB

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 total of 420 hours of related instruction during the apprenticeship, selected from the following courses:

COURSE TOPICS (CORE)	HOURS
Apprenticeship Orientation	10
Digital Finance	20
Management Accounting	20
Financial Reporting and Taxation	20
Project and Relationship Management	40
Advanced Management Accounting	50
Advanced Financial Reporting	50
Strategic Management	70
Risk Management	70
Financial Strategy	70
Total Core RTI	420

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 TOPIC DESCRIPTIONS:

Apprenticeship Orientation (10 hours)

This course prepares an apprentice for the requirements of participating in and completing their apprenticeship, including topics such as record keeping of related instruction classes and on-the-job learning experiences, professional communication, time management, goal setting, self-advocacy and emotional intelligence, supervisor interaction preparation, growth mindset and training plans, building strong relationships, feedback and tough conversations, workplace conflict, and workplace safety and ergonomics.

Digital Finance (20 hours)

This course covers how technology and digitization continue to affect the role and transformation of the finance function. This segment covers such topics and prepares the apprentices to master skills in:

- Finance function transformation
- Finance business partnering

- Data and analytics

Management Accounting (20 hours)

This course covers the process of analyzing, planning and managing costs to support decision making and implementation of strategies.

- Cost accounting
- Budgeting and planning
- Short-term decision-making

Financial Reporting and Taxation (20 hours)

This course covers financial reporting considerations and related regulatory issues that provide the basis for preparing financial statements, methods to calculate taxation and explain its affects, usage of financial statements to gain understanding of short-term financing to improve the ability of the organization to create and preserve value.

- Regulatory environment
- Financial statements
- Principles of taxation
- Managing working capital

Project and Relationship Management (40 hours)

This course covers the process of developing organizational strategy to achieve competitive advantage, managing people performance to implement organizational goals, and implementing organizational goals through project management.

- Organizational strategy
- Leading and managing people
- Project management

Advanced Management Accounting (50 hours)

This course covers capital investment decisions to acquire the capacity to create value, how to manage costs using costing and cost driver analysis, how to manage and control the performance of organizational units along with considering risks and controls in the short, medium, and long term.

- Cost competitiveness
- Organizational performance
- Pricing and capital investment decisions
- Decision making and risk

Advanced Financial Reporting (50 hours)

This course covers financial reporting standards for preparing financial statements, financial statements analysis to provide insights along with other key concepts.

- Advanced financial statements
- Group reporting
- Long-term financing
- Finance statement analysis

Strategic Management (70 hours)

This course covers the strategy process which includes analyzing the organizational ecosystem to diagnose opportunities and challenges to create value, as well as search for, develop and evaluate strategic options.

- Competitive advantage
- Strategy formulation
- Strategic execution
- Digital strategy

Risk Management (70 hours)

This course discusses ways to identify and evaluate organizational risks and their sources that can impede the implementation of strategy; it also evaluates the use of internal controls to manage organizational risks.

- Risk oversight
- Risk identification
- Risk assessment
- Internal control

Financial Strategy (70 hours)

This course covers financial objectives, investment, financing and regulatory issues that affect organizational decisions and strategies.

- Financial objectives
- Corporate finance
- Regulatory compliance

SELECTION PROCEDURES

When an apprenticeship opening occurs, the following procedure will be followed:

Selection from pool of current employees

The employer may select apprentices from an eligibility pool of the workers already employed by the employer or by the employer's established promotion policy. The employer 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. Employer must attach an outline of their in-house selection process with their Employer Acceptance Agreement.

In consultation with the sponsor, the decision of the employer sponsoring the apprentice with respect to the selection of apprentices is final.

Appendix A2

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

FOR THE OCCUPATION OF:

ACCOUNTING AND FINANCE ASSOCIATE

O*NET-SOC CODE: 43-3031.00 RAPIDS CODE: 1125CB

WORK PROCESS SCHEDULE
Accounting and Finance Associate
(Existing title: Accounting Technician (Alternate Financial Specialist))
O*NET-SOC CODE: 43-3031-00 RAPIDS CODE: 1125CB

1. APPRENTICESHIP APPROACH

☐ Time-based ☒ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation shall be defined by the attainment of all competencies of the position, which would reasonably be expected to occur upon completing 2500 hours of on-the-job learning, supplemented by a total of 144 hours of related instruction during the apprenticeship. The sponsor may recognize prior-learning achievements or demonstration of competencies to supplement related instruction or on-the-job learning hours.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

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

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages. Apprentices starting wage would be a minimum of \$14 per hour. The minimum wage of a fully competent worker (journeyworker) is \$16 per hour which will be paid at the completion of the apprenticeship. These minimum wage rates may be adjusted based on regional wage scales.

Term:

Period 1	2500 hours	\$14/hour
Final		\$16/hour

Periodic review and evaluation of the apprentice's on-the-job learning and related instruction will be conducted in alignment with the wage schedule established.

5. PROBATIONARY PERIOD

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

6. SELECTION PROCEDURES

Please see page A2-9.

WORK PROCESS SCHEDULE
Accounting and Finance Associate
(Existing title: Accounting Technician (Alternate Financial Specialist))
O*NET-SOC CODE: 43-3031-00 RAPIDS CODE: 1125CB

Description: The Accounting and Finance Associate apprenticeship is an introduction to business concepts. It is designed to educate individuals on a wide range of entry level Management Accounting competencies. It covers a variety of basic business topics – including accounting, finance, technology among others that are needed to succeed in the profession. The apprenticeship is based upon the Chartered Global Management Accountant (CGMA) Finance Leadership Program. At the completion of the training, apprentices will have foundational business knowledge that will enable them to join any organization – at the entry level – across various industries and sectors.

Individuals that successfully complete the Accounting and Finance Associate apprenticeship will be eligible to start the CGMA Finance Leadership Program at the Management level. They will be credited for the related technical instructions and on-the-job learning hours earned from the entry level apprenticeship.

The term of the occupation shall be defined by the attainment of all competencies of the position, which would reasonably be expected to occur within 2500 hours of on-the-job learning, supplemented by a total of 144 hours of related instruction during the apprenticeship.

- **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.

1 Skill Certificate: Business and Finance Essentials (3 competencies; 6 skillsets)

- 1) Introduction to Business and Finance:
 - a) Describe the role and structure of business and the finance function.
 - b) Describe the wider environment in which businesses operate
- 2) Introduction to Financial Accounting:
 - a) Apply double entry bookkeeping principles to prepare financial statements.
 - b) Explain how to account for purchases and sales
- 3) Introduction to Management Accounting:

- a) Describe methods of pricing, costing, budgeting, and performance measurement.
- b) Explain the factors affecting short and long-term financial decisions.

3 Skill Certificates: Digital Finance, Management Accounting, and Financial Reporting (10 competencies; 22 skillsets)

Digital Finance

- 4) Finance Function Transformation:
 - a) Explain how the finance function works cross-functionally to achieve strategic objectives.
 - b) Recognize the importance of a digital mindset and ways to leverage technology.
 - c) Explain finance function transformation in the digital age.
- 5) Finance Business Partnering:
 - a) Explain how to organize business, the purpose, types and common features of organizations.
 - b) Explain the main functions of a business and how finance business partnering supports performance.
- 6) Data and Analytics:
 - a) Identify ways in which the finance function uses data.

Management Accounting

- 7) Cost Accounting
 - a) Define costing and explain the application of costing concepts.
 - b) Apply costing methods to deliver information which helps with planning, control and decision making.
- 8) Budgeting and Planning:
 - a) Prepare operating budgets and explain how they are used to manage performance.
 - b) Know how to use a budget to exercise control over the operations of my organization.
- 9) Short-Term Decision Making:
 - a) Produce quantitative analyses to support short-term tactical decisions.
 - b) Apply cost/volume/profit analysis for organizations with multiple products or services.
 - c) Explain the nature of uncertainty in the short term and apply basic tools and techniques to improve information for decision making.

Finance Reporting

- 10) Regulatory Environment:
 - a) Describe the key elements of the global regulatory environment for financial reporting, and the role of corporate governance in the financial reporting process.
- 11) Financial Statements:
 - a) Describe the purpose of the IASB's conceptual framework and understand the

characteristics of useful financial information, including key accounting and financial reporting concepts that underlie it.

- b) Apply recognition and measurement criteria included in introductory accounting standards and prepare a basic set of financial statements.

12) Principles of Taxation:

- a) Distinguish between and identify features of different types of taxes.
- b) Prepare a basic corporate tax calculation.
- c) Identify important tax implications of operating in a foreign country.

13) Managing Working Capital

- a) Identify sources and types of short-term financing.
- b) Define operating and cash cycles and calculate key working capital ratios.
- c) Select and use techniques to manage working capital.

The above on-the-job learning work process competencies are intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes, which are a part of the trade. In addition, the apprentice shall be fully instructed in safety and OSHA (Occupational Safety and Health Administration) requirements of the workplace.

RELATED INSTRUCTION OUTLINE
Accounting and Finance Associate
(Existing title: Accounting Technician (Alternate Financial Specialist))
O*NET-SOC CODE: 43-3031-00 RAPIDS CODE: 1125CB

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 the apprenticeship.

This instruction shall include, but not be limited to, a total of 144 hours of related instruction during the apprenticeship, selected from the following courses:

COURSE TOPICS (CORE)	HOURS
Apprenticeship Orientation	10
Business and Finance Essentials	39
Digital Finance	20
Management Accounting	20
Financial Reporting	20
Review Course	35
Total Core RI	144

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 TOPIC DESCRIPTIONS:

Apprenticeship Orientation (10 hours)

This course prepares an apprentice for the requirements of participating in and completing their apprenticeship, including topics such as record keeping of related instruction classes and on-the-job learning experiences, professional communication, time management, goal setting, self-advocacy and emotional intelligence, supervisor interaction preparation, growth mindset and training plans, building strong relationships, feedback and tough conversations, workplace conflict, and workplace safety and ergonomics.

Business and Finance Essentials (39 hours)

This course introduces the concepts of business and finance. It covers business and finance essentials in terms of the purpose and functions of business, the external environment in which businesses operate, the basics of the financial accounting functions, and the tools used to optimize organizational performance and guide business decisions.

- Introduction to business and finance
- Introduction to financial accounting
- Introduction to management accounting

Digital Finance (20 hours)

This course covers how technology and digitization continue to affect the role and transformation of the finance function. This segment covers such topics and prepares the apprentices to master skills in:

- Finance function transformation
- Finance business partnering
- Data and analytics

Management Accounting (20 hours)

This course covers the process of analyzing, planning, and managing costs to support decision making and implementation of strategies.

- Cost accounting
- Budgeting and planning
- Short-term decision-making

Financial Reporting (20 hours)

This course covers financial reporting considerations and related regulatory issues that provide the basis for preparing financial statements, methods to calculate taxation and explain its affects, usage of financial statements to gain understanding of short-term financing to improve the ability of the organization to create and preserve value.

- Regulatory environment
- Financial statements
- Principles of taxation
- Managing working capital

Review Course (35 hours)

This comprehensive course provides insights on the exam's purpose and structure. It is designed to assist students with the learning and fully prepare them for the end of level case study exam. It includes pre-seen analysis, graded mock exams, webinars, live classes, and all relevant notes.

SELECTION PROCEDURES

When an apprenticeship opening occurs, the following procedure will be followed:

Selection from pool of current employees

The employer may select apprentices from an eligibility pool of the workers already employed by the employer or by the employer's established promotion policy. The employer 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)(4) 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.

In consultation with the sponsor, the decision of the employer sponsoring the apprentice with respect to the selection of apprentices is final.

QUALIFICATIONS

Currently an applicant must be at least 16 years of age to be eligible to apply to the Accounting and Finance Associate apprenticeship program.