

## Division of Apprenticeship Standards (DAS)

### Apprenticeship Program Summary Sheet

**To:** Adele Burnes, Chief  
**From:** Joseph Gallardo  
**CC:** Program Planning and Review  
**Date:** August 28, 2024

**Program Name:** WestCal Academy®  
**Industry:** Healthcare  
**DAS File No.:** 101289  
**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:

WestCal Academy® 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:

WestCal Academy® will build on its existing WestCal® Career Pathway Program Pre-Apprenticeship (DAS File #101010) to address severe shortages of Career /Technical Education Teachers, Dental Assistants, Medical Assistants, Pharmacy Support Staff, Sterile Processing Technicians, and Veterinary Technicians. WestCal Academy® recognizes the need to improve equity for justice-impacted, at-risk-youth, women, LGBTQIA+, students of color, as well as those individuals with visible and invisible disabilities. To address these shortages, WestCal Academy® conducts career exploration programs through its WestCal® Pre-Apprenticeship Program to provide multiple apprenticeship pathway opportunities to

underrepresented segments of the population. Program locations include probation halls and camps, high schools, community colleges, and other facilities that may be in lower socio-economic areas.

WestCal Academy® will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following items:

**Proposed Occupation, Wage Rate & O\*Net Code:**

- Medical Assistant O\*Net: 31-9092.00  
Professional Worker Wage: \$23.00 per hour  
Proposed Apprentice Wage: \$20.50 per hour  
Proposed No. of Apprentices: 1
- Central Sterile Processing Technician O\*Net: 31-9093.00  
Professional Worker Wage: \$23.00 per hour  
Proposed Apprentice Wage: \$20.50 per hour  
Proposed No. of Apprentices: 1
- Pharmacy Support Staff O\*Net: 29-2052.00  
Professional Worker Wage: \$22.50 per hour  
Proposed Apprentice Wage: \$20.50 per hour  
Proposed No. of Apprentices: 1
- Veterinary/Lab Animal Tech O\*Net: 31-9096.00  
Professional Worker Wage: \$22.00 per hour  
Proposed Apprentice Wage: \$20.50 per hour  
Proposed No. of Apprentices: 1
- Career/Technical Education Teachers, Postsecondary (Agriculture Education Instructor)  
O\*Net: 25-2032.00  
Professional Worker Wage: \$37.50 per hour  
Proposed Apprentice Wage: \$20.50 per hour  
Proposed No. of Apprentices: 5
- Dental Assistant O\*Net: 31-9091.00  
Professional Worker Wage: \$23.00 per hour  
Proposed Apprentice Wage: \$20.50 per hour  
Proposed No. of Apprentices: 1

**Proposed Employers:**

- WestCal Academy® - 1545 Long Beach Boulevard, Suite 201, Long Beach, CA 90813

# **WestCal Academy®**

## **Program Standards**

1545 Long Beach Boulevard, Suite 201, Long Beach, CA 90813

(310) 894-6814

Westcalacademy.com / Info@WestCalAcademy.com

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**Article I Jurisdiction**

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

**Article II Purpose and Policy**

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as an education sponsored, employer-based undertaking.

These standards have, therefore, been 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.

**Article III Craft, Trade or Occupation, Related and Supplemental Instruction, Term of Apprenticeship, Ratio, Wage Schedule and Work Training**

<b>Occupation</b>	<b>O*Net Code</b>	<b>Attachment</b>
Medical Assistant	31-9092.00	B-1
Central Sterile Processing Technician	31-9093.00	B-2
Pharmacy Support Staff	29-2052.00	B-3
Veterinary/Lab Animal Tech	31-9096.00	B-4
Career/Technical Education Teachers, Postsecondary (Agriculture Education Instructor)	25-2032.00	B-5
Dental Assistant	31-9091.00	B-6

**Article IV Responsibilities of Program Sponsor**

The responsibilities of the apprenticeship committee shall be 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 said rules and regulations to each apprentice;
- 3) make periodic evaluations of each apprentice's on-the-job training and related and supplemental instruction;
- 4) provide reasonably continuous employment to all apprentices in its employ;
- 5) ensure safe work site facilities, skilled workers as trainers at the work site, and safe equipment sufficient to train apprentices;

- 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;
- 15) ensure the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice;
- 16) ensure there is meaningful representation of the apprentice in the management of the program;
- 17) adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.
- 18) abide by any and all relevant California Labor Codes and California Code of Regulations regarding apprenticeship.

## **Article V     Definition of an Apprentice**

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.

**Article VI Duties of an Apprentice**

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

**Article VII Apprentice Agreement**

- 1) Each apprentice agreement shall conform to the State law governing apprentice agreements, shall be signed by the program sponsor and by the apprentice and shall remain in effect during a lay-off unless cancelled.
- 2) Each apprentice shall be furnished with 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.
- 3) 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.

**Article VIII Termination**

- 1) 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.
- 2) Disciplinary proceedings for apprentices shall be duly noticed in writing to such individuals. The Division of Apprenticeship Standards shall attend all such proceedings.

**Article IX Controversies**

All controversies or differences concerning apprentice agreements that cannot be adjusted locally by the program sponsor or otherwise shall be submitted to the Administrator for determination.

**Article X Certificate of Completion**

- 1) In addition to previous on-the-job training and related school instruction, which is of an approved nature, the Apprentice shall have completed not less than an additional six (6) months as an apprentice under the laws of the State of California and demonstrated mastery of the skills and knowledge of the prescribed program.

- 2) In recognition of unusual ability and progress, the program sponsor or apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half percent (12½%).
- 3) Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the program sponsor, each apprentice will be issued a Certificate of Completion by the authority of the Chief of the Division of Apprenticeship Standards and the Interagency Advisory Committee on Apprenticeship.

## **Article XI Equal Opportunity in Apprenticeship**

WestCal Academy® will not discriminate against apprenticeship applicants or apprentices based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over forty years of age, military or veteran status, or sexual orientation.

WestCal Academy® will take affirmative steps to provide equal opportunity in apprenticeship.

## **Article XII Written Applications**

Applications for apprenticeship will be accepted:

<https://westcalacademy.com/apply.html>

## **Article XIII Records**

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

WestCal Academy®  
1545 Long Beach Boulevard, Suite 201, Long Beach, CA 90813

## **Article XIV Annual Compliance**

WestCal Academy® will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

WestCal Academy® agrees to accept electronic signatures for these Division of Apprenticeship Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted by WestCal Academy® on July 16, 2024 (Committee approval date).

**Employer/Organization**

WestCal Academy®

1545 Long Beach Boulevard, Suite 201, Long Beach, CA 90813

\_\_\_\_\_  
John Paul Tabakian, Ed.D., President

\_\_\_\_\_  
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



# **Attachment B-1**

## **Training Schedule and Working Conditions**

WestCal Academy®

### **Occupation**

**Occupation:** Medical Assistant

**O\*Net Code:** 31-9092.00

### **Article I Term of Apprenticeship and Probation**

The standard term of apprenticeship shall be competency based with 640 related and supplemental instruction (RSI) hours and completed within approximately 24 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be six (6) months.

### **Article II Wage Schedule**

#### **Professional Worker Wage:**

\$ 23.00 per hour effective 6/4/2024.

#### **Apprentice Wage and Advancement Schedule:**

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.

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

1st period	0 - 6 months	\$ 20.50 /hour
2nd period	7 months - completion	\$ 25.00 /hour

\* All mention of previous wage periods reference the current appropriate rate for that period and not necessarily the rate reflected in these Standards at the time of approval.

**Hours of Work and Working Conditions and Overtime Provision:**

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours, up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

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.

**ARTICLE III Work-Training**

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

**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

<u>Competencies</u>	<u>DF</u>	<u>PT</u>	<u>Completion Date</u>
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1. Assess physical conditions of patients to aid diagnosis or treatment.
2. Interview patients to obtain medical information measure their vital signs, weight, and height.
3. Clean medical equipment.

4. Clean and sterilize instruments and dispose of contaminated supplies.
5. Dispose of biomedical waste in accordance with standards.
6. Clean and sterilize instruments and dispose of contaminated supplies.
7. Interview patients to gather medical information.
8. Interview patients to obtain medical information and measure their vital signs, weight, and height.
9. Record vital statistics or other health information.
10. Record patients' medical history, vital statistics, or information such as test results in medical records.
11. Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing.
12. Explain technical medical information to patients.
13. Explain treatment procedures, medications, diets, or physicians' instructions to patients.
14. Clean patient rooms or patient treatment rooms
15. Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
16. Collect biological specimens from patients.
17. Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing.
18. Prepare patient treatment areas for use.
19. Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
20. Give medications or immunizations.
21. Prepare and administer medications as directed by a physician.
22. Help physicians examine and treat patients, handing them instruments or materials or performing such tasks as giving injections or removing sutures.
23. Administer basic health care or medical treatments.
24. Help physicians examine and treat patients, handing them instruments or materials or performing such tasks as giving injections or removing sutures.

25. Assist practitioners to perform medical procedures.
26. Help physicians examine and treat patients, handing them instruments or materials or performing such tasks as giving injections or removing sutures.
27. Conduct diagnostic tests to determine patient health.
28. Perform routine laboratory tests and sample analyses.
29. Process medical billing information.
30. Keep financial records or perform other bookkeeping duties, such as handling credit or collections or mailing monthly statements to patients.
31. Perform clerical work in medical settings
32. Perform general office duties, such as answering telephones, taking dictation, or completing insurance forms.
33. Control prescription refills or authorizations.
34. Authorize drug refills and provide prescription information to pharmacies.
35. Apply bandages, dressings, or splints.
36. Change dressings on wounds.
37. Schedule patient procedures or appointments.
38. Schedule appointments for patients.
39. Contact medical facilities or departments to schedule patients for tests or admission.
40. Inventory medical supplies or equipment.
41. Inventory and order medical, lab, or office supplies or equipment.
42. Operate medical equipment.
43. Operate x-ray, electrocardiogram (EKG), or other equipment to administer routine diagnostic tests.
44. Prepare medical instruments or equipment for use.
45. Set up medical laboratory equipment.

**ARTICLE IV Related Instruction**

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 320 hours per year. Related and supplemental instruction will be provided by WestCal Academy® and overseen by Long Beach Unified School District and the University of California, Riverside Extension.

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

<b>Course</b>	<b>RSI Hours</b>
Fundamental of the Health Care Field	40
Concepts of Effective Communication	40
Administrative Procedures	40
Patient Records and Filing Systems	40
Financial Management	40
Medical Office Management	40
Anatomy and Physiology	45
Vital Signs and Temperature	45
Physical Examinations	45
Infection Control and Minor Surgery	45
Phlebotomy	45
Electrocardiography	45
Laboratory Techniques	45
Pharmacology and Administration of Medications	45
Certifications	40
<b>Total Hours:</b>	<b>640</b>

**ARTICLE V Ratio**

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise one (1) apprentice(s).

## **Attachment B-2**

### **Training Schedule and Working Conditions**

WestCal Academy®

#### **Occupation**

**Occupation:** Central Sterile Processing Technician

**O\*Net Code:** 31-9093.00

#### **Article I Term of Apprenticeship and Probation**

The standard term of apprenticeship shall be competency based with 196 related and supplemental instruction (RSI) hours and completed within approximately 12 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be three (3) months.

#### **Article II Wage Schedule**

##### **Professional Worker Wage:**

\$ 23.00 per hour effective 6/4/2024.

##### **Apprentice Wage and Advancement Schedule:**

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.

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

1st period	0 - 6 months	\$ 20.50 /hour
2nd period	7 months - completion	\$ 25.00 /hour

\* All mention of previous wage periods reference the current appropriate rate for that period and not necessarily the rate reflected in these Standards at the time of approval.

**Hours of Work and Working Conditions and Overtime Provision:**

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours, up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

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.

**ARTICLE III Work-Training**

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

**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

<u>Competencies</u>	<u>DF</u>	<u>PT</u>	<u>Completion Date</u>
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1. Clean medical equipment.
2. Clean instruments to prepare them for sterilization
3. Operate and maintain steam autoclaves, keeping records of loads completed, items in loads, and maintenance procedures performed.

4. Disinfect and sterilize equipment, such as respirators, hospital beds, or oxygen or dialysis equipment, using sterilizers, aerators, or washers.
5. Purge wastes from equipment by connecting equipment to water sources and flushing water through systems.
6. Operate medical equipment.
7. Operate and maintain steam autoclaves, keeping records of loads completed, items in loads, and maintenance procedures.
8. Start equipment and observe gauges and equipment operation to detect malfunctions and to ensure equipment is operating to prescribed standards.
9. Maintain medical equipment or instruments.
10. Prepare medical instruments or equipment for use.
11. Organize and assemble routine or specialty surgical instrument trays or other sterilized supplies, filling special requests as needed.
12. Install and set up medical equipment, using hand tools.
13. Record vital statistics or other health information.
14. Record sterilizer test results.
15. Monitor medical equipment to ensure proper functioning.
16. Start equipment and observe gauges and equipment operation to detect malfunctions and to ensure equipment is operating to prescribed standards.
17. Examine equipment to detect leaks, worn or loose parts, or other indications of disrepair.
18. Report defective equipment to appropriate supervisors or staff.
19. Inventory medical supplies or equipment.
20. Maintain records of inventory or equipment usage and order medical instruments or supplies when inventory is low.
21. Check sterile supplies to ensure that they are not outdated.
22. Stock medical or patient care supplies.
23. Stock crash carts or other medical supplies.



24. Attend educational events to update medical knowledge.

25. Attend hospital in-service programs related to areas of work specialization.

#### **ARTICLE IV Related Instruction**

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 196 hours per year. Related and supplemental instruction will be provided by WestCal Academy® and overseen by Long Beach Unified School District and the University of California, Riverside Extension.

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

<b>Course</b>	<b>RSI Hours</b>
Introduction to Central Service	13
Medical Terminology for Central Service Technicians	20
Anatomy for Central Service Technicians	9
Microbiology for Central Service Technicians	5
Controlling and Eliminating Microorganisms	3
Regulations and Standards	3
Infection Prevention	5
Managing the Environment to Manage the Spread of Bacteria	5
Occupational Safety and Health Administration	5
Environmental Concerns in Central Service Areas	5
Decontamination: Point-of-Use Preparation and Transport	5
Cleaning and Decontamination	6
Disinfection	6
Surgical Instrumentation	6
Lab- Classroom Hours	100
<b>Total Hours:</b>	<b>196</b>

#### **ARTICLE V Ratio**

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise one (1) apprentice(s).

## **Attachment B-3**

### **Training Schedule and Working Conditions**

WestCal Academy®

#### **Occupation**

**Occupation:** Pharmacy Support Staff

**O\*Net Code:** 29-2052.00

#### **Article I Term of Apprenticeship and Probation**

The standard term of apprenticeship shall be competency based with 378 related and supplemental instruction (RSI) hours and completed within approximately 12 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be three (3) months.

#### **Article II Wage Schedule**

##### **Professional Worker Wage:**

\$ 22.50 per hour effective 6/4/2024.

##### **Apprentice Wage and Advancement Schedule:**

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.

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

1st period	0 - 6 months	\$ 20.50 /hour
2nd period	7 months - completion	\$ 25.00 /hour

\* All mention of previous wage periods reference the current appropriate rate for that period and not necessarily the rate reflected in these Standards at the time of approval.

**Hours of Work and Working Conditions and Overtime Provision:**

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours, up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

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.

**ARTICLE III Work-Training**

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

**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

<b>Competencies</b>	<b>DF</b>	<b>PT</b>	<b>Completion Date</b>
---------------------	-----------	-----------	------------------------

- |  |  |  |  |
|--|--|--|--|
| 1. Perform clerical work in medical settings.              |  |  |  |
| 2. Answer telephones, responding to questions or requests. |  |  |  |
| 3. Price and file prescriptions that have been filled.     |  |  |  |
| 4. Verify accuracy of patient information.                 |  |  |  |

5. Receive written prescriptions or refill requests and verify that information is complete and accurate.
6. Enter codes or other information into computer.
7. Enter information into databases or software programs.
8. Enter patient or treatment data into computers.
9. Order, label, and count stock of medications, chemicals, or supplies and enter inventory data into computer.
10. Process medical billing information.
11. Prepare and process medical insurance claim forms and records.
12. Compute charges for medication or equipment dispensed to hospital patients and enter data in computer.
13. Record patient medical histories.
14. Establish or maintain patient profiles, including lists of medications taken by individual patients.
15. Maintain inventory of medical supplies or equipment.
16. Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs and shortages.
17. 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.
18. Maintain proper storage and security conditions for drugs.
19. Order, label, and count stock of medications, chemicals, or supplies and enter inventory data into computer.
20. Prepare medication or medical solutions.
21. Prepack bulk medicines, fill bottles with prescribed medications, and type and affix labels.

22. 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.
23. Transfer medication from vials to the appropriate number of sterile, disposable syringes, using aseptic techniques.
24. Mix pharmaceutical preparations, according to written prescriptions.
25. Clean medical equipment of facilities.
26. Clean and help maintain equipment or work areas and sterilize glassware, according to prescribed methods.
27. Maintain medical equipment or instruments.
28. Sterilize medical equipment or instruments.
29. Merchandise healthcare products or services.
30. Price stock and mark items for sale.
31. Maintain and merchandise home healthcare products or services.

#### **ARTICLE IV Related Instruction**

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 378 hours per year. Related and supplemental instruction will be provided by WestCal Academy® and overseen by Long Beach Unified School District and the University of California, Riverside Extension.

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

<b>Course</b>	<b>RSI Hours</b>
Orientation to the Pharmacy Environment	17
Communication	10
Terminology & Abbreviations	24
Pharmacology	40
Orientation to the Medical Environment	12
Basic Pharmacology	40
Drug Products	30
Pharmaceutical Calculation and System of Measures	30

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Prescriptions	30
Third-Party Billing/Insurance	15
Laboratory	30
Injections	100
<b>Total Hours:</b>	<b>378</b>

#### **ARTICLE V Ratio**

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise one (1) apprentice(s).

## **Attachment B-4**

### **Training Schedule and Working Conditions**

WestCal Academy®

#### **Occupation**

**Occupation:** Veterinary/Lab Animal Tech

**O\*Net Code:** 31-9096.00

#### **Article I Term of Apprenticeship and Probation**

The standard term of apprenticeship shall be competency based with 295 related and supplemental instruction (RSI) hours and completed within approximately 12 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be three (3) months.

#### **Article II Wage Schedule**

##### **Professional Worker Wage:**

\$ 22.00 per hour effective 6/4/2024.

##### **Apprentice Wage and Advancement Schedule:**

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.

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

1st period	0 - 6 months	\$ 20.50 /hour
2nd period	7 months - completion	\$ 25.00 /hour

\* All mention of previous wage periods reference the current appropriate rate for that period and not necessarily the rate reflected in these Standards at the time of approval.

**Hours of Work and Working Conditions and Overtime Provision:**

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours, up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

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.

**ARTICLE III Work-Training**

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

**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

<b>Competencies</b>	<b>DF</b>	<b>PT</b>	<b>Completion Date</b>
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1. Hold patients to ensure proper positioning.
2. Hold or retrain animals during veterinary procedures.
3. Give medications or immunizations.
4. Administer anesthetics during surgery and monitor the effects on animals.



5. Administer medication, immunizations, or blood plasma to animals as prescribed by veterinarians.
6. Monitor patients to detect health problems.
7. Monitor animals recovering from surgery and notify veterinarians of any unusual changes or symptoms.
8. Monitor patient progress or responses to treatments.
9. Administer anesthetics during surgery and monitor the effects on animals.
10. Control prescription refills or authorizations.
11. Fill medication prescriptions.
12. Clean patient rooms or patient treatment rooms.
13. Clean and maintain kennels, animal holding areas, examination or operating rooms, or animal loading or unloading facilities to control the spread of disease.
14. Assess physical conditions of patients to aid in diagnosis or treatment.
15. Examine animals to detect behavioral changes or clinical symptoms that could indicate illness or injury.
16. Conduct diagnostic tests to determine patient health.
17. Perform routine laboratory tests or diagnostic tests, such as taking or developing x-rays.
18. Assist practitioners to perform medical procedures.
19. Assist veterinarian in examining animals to determine the nature of illnesses or injuries.
20. Prepare surgical equipment and pass instruments or materials to veterinarians during surgical procedures.
21. Provide assistance with euthanasia of animals or disposal of corpses.
22. Collect biological specimens from patients.
23. Collect laboratory specimens, such as blood, urine, or feces, for testing.
24. Perform clerical work in medical settings.
25. Perform office reception duties, such as scheduling appointments or helping customers.

26. Write reports, maintain research information, or perform clerical duties.
27. Clean, maintain, or sterilize instruments or equipment.
28. Schedule patient procedures or appointments.
29. Perform office reception duties, such as scheduling appointments or helping customers.
30. Record vital statistics or other health information.
31. Record information relating to animal genealogy, feeding schedules, appearance, behavior, or breeding.
32. Administer basic health care or medical treatment.
33. Provide emergency first aid to sick or injured animals.
34. Perform enemas, catheterizations, ear flushes, intravenous feedings, or gavages.
35. Prepare medical instruments or equipment for use.
36. Feed patients.
37. Prepare feed for animals according to specific instructions, such as diet lists or schedules.
38. Prepare patient treatment areas for use.
39. Prepare examination or treatment rooms by stocking them with appropriate supplies.
40. Stock medical or patient care supplies.
41. Teach medical procedures or medical equipment use to patients.
42. Educate or advise clients on animal health care, nutrition, or behavior problems.
43. Dispose of biomedical waste in accordance with standards.
44. Prepare medical reports or documents.
45. Write reports, maintain research information, or perform clerical duties.
46. Assist patients with daily activities.
47. Exercise animals or provide them with companionship.

48. Perform hygiene-related duties, such as clipping animals and claws or cleaning and polishing teeth.
49. Dust, spray, or bathe animals to control insect pest.
50. Groom, trim, or clip animals and coats.
51. Inventory medical supplies or equipment.
52. Perform accounting duties, such as bookkeeping, billing customers for services, or maintaining inventories.
53. Process medical billing information.
54. Order medical supplies or equipment.
55. Place orders to restock inventory of hospital or laboratory supplies.
56. Sell products or services.
57. Sell pet food or supplies to customers.

#### **ARTICLE IV Related Instruction**

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 295 hours per year. Related and supplemental instruction will be provided by WestCal Academy® and overseen by Long Beach Unified School District and the University of California, Riverside Extension.

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

<b>Course</b>	<b>RSI Hours</b>
Health	10
Animal Career Laws	10
Veterinary Medicine Careers	15
Animal Shelters, Sanctuaries and Refuges	10
Animal Advocacy Organizations	15
Zoos and Aquariums	10
Pet Food, Pet Supply and Pet Merchandise	10
Careers with Pets	10
Careers with Horses	10

Miscellaneous Animal Careers	10
Student Animal Career Project	20
Animal Career Research Presentation	6
Medical Terminology	10
Anatomy	10
Physiology	5
Breed Identification	6
Behavior	10
Handling and Restraint	10
Sanitation and Surgical Preparation	10
Physical Exam	10
Medicating and Grooming	10
Infectious Diseases	10
Vaccination Protocols/Immunology	10
Injection Techniques	10
Medical Math	10
Ectoparasites	10
Endo Parasites	10
Office Procedures	10
Human and Animal Bonding	8
<b>Total Hours:</b>	<b>295</b>

## ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise one (1) apprentice(s).

## **Attachment B-5**

### **Training Schedule and Working Conditions**

WestCal Academy®

#### **Occupation**

**Occupation:** Career/Technical Education Teachers, Postsecondary (Agriculture Education Instructor)

**O\*Net Code:** 25-2032.00

#### **Article I Term of Apprenticeship and Probation**

The standard term of apprenticeship shall be competency based with 270 related and supplemental instruction (RSI) hours and completed within approximately 12 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be three (3) months.

#### **Article II Wage Schedule**

##### **Professional Worker Wage:**

\$ 37.50 per hour effective 6/4/2024.

##### **Apprentice Wage and Advancement Schedule:**

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.

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

1st period	0 - 6 months	\$ 20.50 /hour
2nd period	7 months - completion	\$ 25.00 /hour

\* All mention of previous wage periods reference the current appropriate rate for that period and not necessarily the rate reflected in these Standards at the time of approval.

**Hours of Work and Working Conditions and Overtime Provision:**

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours, up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

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.

**ARTICLE III Work-Training**

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

**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

<u>Competencies</u>	<u>DF</u>	<u>PT</u>	<u>Completion Date</u>
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1. Apply multiple teaching methods.
2. Instruct students individually and in groups, using various teaching methods, such as lectures, discussions, and demonstrations.
3. Establish rules or policies governing student behavior.

4. Evaluate student work.
5. Observe and evaluate student performance, behavior, social development, and physical health.
6. Prepare, administer, and grade tests and assignments to evaluate student's progress.
7. Assign and grade class work and homework.
8. Develop instructional objectives.
9. Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
10. Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of state schools.
11. Monitor student performance.
12. Instruct and monitor students in the use and care of equipment and materials to prevent injury and damage.
13. Monitor student behavior, social development, or health.
14. Plan educational activities.
15. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
16. Maintain student records.
17. Maintain accurate and complete student records as required by law, district policy, and administrative regulations.
18. Teach others to use technology or equipment.
19. Instruct and monitor students in the use and care of equipment and materials to prevent injury and damage.
20. Set up classroom materials or equipment.
21. Prepare materials and classroom for class activities.
22. Discuss problems or issues with supervisors.

23. Confer with parents or guardians, other teachers, counselors, and administrators to resolve student's behavioral and academic problems.
24. Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
25. Assign class work to students.
26. Assign and grade class work and homework.
27. Teach vocational courses.
28. Instruct students in the knowledge and skills required in a specific occupation or occupational field, using a systematic plan of lectures, discussions, audio-visual presentations, and laboratory, shop, and field studies.
29. Create technology-based learning materials.
30. Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
31. Administer tests to assess educational needs or progress.
32. Prepare, administer, and grade tests and assignments to evaluate student's progress.
33. Prepare tests.
34. Encourage students, based on the return of student surveys and interviews.
35. Prepare students for later grades by encouraging them to explore learning opportunities and to preserve with challenging tasks.
36. Enforce rules or policies governing student behavior.
37. Plan experiential learning activities.
38. Plan and supervise work-experience programs in businesses, industrial shops, and school laboratories.
39. Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
40. Advise students on academic or career matters.
41. Guide and counsel students with adjustment or academic problems, or special academic interests.



42. Supervise student research or internship work.
43. Plan and supervise work-experience programs in businesses, industrial shops, and school laboratories.
44. Assist students with special educational needs.
45. Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities, such as restrooms.
46. Develop strategies or programs for students with special needs.
47. Prepare and implement remedial programs for students requiring extra help.
48. Perform student enrollment or registration activities.
49. Place students in jobs or make referrals to job placement services.
50. Coordinate student extracurricular activities.
51. Sponsor extracurricular activities, such as clubs, student organizations, and academic contests.
52. Collaborate with other teaching professionals to develop educational programs.
53. Collaborate with other teachers and administrators in the development, evaluation, and revision of secondary school programs.
54. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
55. Attend training sessions or professional meetings to develop or maintain professional knowledge.
56. Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
57. Distribute instructional or library materials.
58. Select, order, store, issue, and inventory classroom equipment, materials, and supplies.
59. Order instructional or library materials or equipment.
60. Select educational materials or equipment.
61. Stay informed about current developments in field of specialization.

- 62. Keep informed about trends in education and subject matter specialties.
- 63. Prepare reports detailing student activities or performance.
- 64. Prepare reports on students and activities as required by administration.
- 65. Serve on institutional or departmental committees.
- 66. Attend staff meetings and serve on committees, as required.
- 67. Supervise school or student activities.
- 68. Perform administrative duties, such as assisting in school libraries, hall and cafeteria monitoring, and bus loading and unloading.

#### **ARTICLE IV Related Instruction**

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 270 hours per year. Related and supplemental instruction will be provided by WestCal Academy® and overseen by Long Beach Unified School District and the University of California, Riverside Extension.

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

<b>Course</b>	<b>RSI Hours</b>
Fundamentals in Teaching	20
Fundamentals in Administration	10
Fundamentals in Grading	10
Fundamentals in Career Pathway Consulting	20
Fundamentals in Working with Administration & Faculty	10
Lab	200
<b>Total Hours:</b>	<b>270</b>

#### **ARTICLE V Ratio**

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise one (1) apprentice(s).

## **Attachment B-6**

### **Training Schedule and Working Conditions**

WestCal Academy®

#### **Occupation**

**Occupation:** Dental Assistant

**O\*Net Code:** 31-9091.00

#### **Article I Term of Apprenticeship and Probation**

The standard term of apprenticeship shall be competency based with 270 related and supplemental instruction (RSI) hours and completed within approximately 12 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be three (3) months.

#### **Article II Wage Schedule**

##### **Professional Worker Wage:**

\$ 23.00 per hour effective 6/4/2024.

##### **Apprentice Wage and Advancement Schedule:**

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.

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

1st period	0 - 6 months	\$ 20.50 /hour
2nd period	7 months - completion	\$ 25.00 /hour

\* All mention of previous wage periods reference the current appropriate rate for that period and not necessarily the rate reflected in these Standards at the time of approval.

**Hours of Work and Working Conditions and Overtime Provision:**

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours, up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

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.

**ARTICLE III Work-Training**

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

**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

<b>Competencies</b>	<b>DF</b>	<b>PT</b>	<b>Completion Date</b>
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1. Assist practitioners to perform medical procedures.
2. Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.
3. Assist dentist in management of medical or dental emergencies.

4. Clean medical equipment.
5. Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.
6. Clean and polish removable appliances.
7. Prepare medical instruments or equipment for use.
8. Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.
9. Maintain medical records.
10. Record treatment information in patient records.
11. Schedule appointments, prepare bills and receive payment for dental services, complete insurance forms, and maintain records, manually or using computer.
12. Explain technical medical information to patients.
13. Provide postoperative instructions prescribed by dentist.
14. Inventory medical supplies or equipment.
15. Order and monitor dental supplies and equipment inventory.
16. Operate medical equipment.
17. Expose dental diagnostic x-rays.
18. Teach medical procedures or medical equipment use to patients.
19. Instruct patients in oral hygiene and plaque control programs.
20. Interview patients to gather medical information.
21. Take and record medical and dental histories and vital signs of patients.
22. Record vital statistics or other health information.
23. Take and record medical and dental histories and vital signs of patients.
24. Administer basic health care or medical treatments.
25. Clean teeth, using dental instruments.

26. Apply protective coating of fluoride to teeth.
27. Teach vocational courses.
28. Process medical billing information.
29. Schedule appointments, prepare bills and receive payment for dental services, complete insurance forms, and maintain records, manually or using computer.
30. Schedule patient procedures or appointments.
31. Schedule appointments, prepare bills and receive payment for dental services, complete insurance forms, and maintain records, manually or using computer.
32. Make patient-assistive devices or device models.
33. Fabricate and fit orthodontic appliances and materials for patients, such as retainers, wires, or bands.
34. Pour, trim, and polish study casts.
35. Make preliminary impressions for study casts and occlusal registrations for mounting study casts.
36. Fabricate temporary restorations or custom impressions from preliminary impressions.
37. Fit patients for assistive devices.

#### **ARTICLE IV Related Instruction**

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 191 hours per year. Related and supplemental instruction will be provided by WestCal Academy® and overseen by Long Beach Unified School District and the University of California, Riverside Extension.

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

<b>Course</b>	<b>RSI Hours</b>
Dental Administration and Communication Skills	14
Dental Practice Act and the Dental Assisting Professional	20
Infection Control in Dentistry	16
Dental Radiography	50
Foundation of Clinical Dentistry (Chair Side Assisting)	20

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Dental Administration and Communication Skills (Front Office)	14
Coronal Polishing	20
Pit and Fissure Sealants	12
Occupational Safety Relating to the Dental Office	25
<b>Total Hours:</b>	<b>191</b>

#### **ARTICLE V Ratio**

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise one (1) apprentice(s).