

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Miguel Silva
CC: DAS, Program Planning & Review Unit
Date: September 9, 2025

Program Name: Open Source Agriculture Apprenticeships
Industry: Agriculture
DAS File No.: 101326
Grant Awardee: No Yes CAI 2024

Action(s):

- 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 Organization(s) Representing Apprentices:

None

Request for Approval under Labor Code 3075:

Open Source Agriculture Apprenticeships 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:

Open Source Agriculture Apprenticeships will mentor apprentices as Regenerative Ag, Agriculture, and Precision Ag Technicians, and Environmental Science and Protection or Forest and Conservation Technicians. These occupations weave business, technology, farming, and environmental practices to embrace interesting and meaningful careers focused on current and future food providers, stewards of land, and sustainable, profitable businesses.

Open Source Agriculture Apprenticeships will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following:

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

- Agriculture Technicians O*Net: 19-4012.00
Professional Worker Wage: \$22.00 per hour
Proposed Apprentice Wage: \$20.50 per hour
Proposed No. of Apprentices: 4
- Regenerative Agricultural Technicians O*Net: 19-4012.00
Professional Worker Wage: \$22.00 per hour
Proposed Apprentice Wage: \$20.50 per hour
Proposed No. of Apprentices: 4
- Environmental Science and Protection Technicians O*Net: 19-4042.00
Professional Worker Wage: \$22.00 per hour
Proposed Apprentice Wage: \$20.50 per hour
Proposed No. of Apprentices: 4
- Precision Agriculture Technicians O*Net: 19-4012.01
Professional Worker Wage: \$22.00 per hour
Proposed Apprentice Wage: \$20.50 per hour
Proposed No. of Apprentices: 3
- Forest and Conservation Technicians O*Net: 19-4071.00
Professional Worker Wage: \$22.00 per hour
Proposed Apprentice Wage: \$20.50 per hour
Proposed No. of Apprentices: 3

Proposed Occupation, Wage Rate & O*Net Code:

- Technical Sales Associate O*Net: 41-4011.00
Professional Worker Wage: \$28.00 per hour
Proposed Apprentice Wage: \$21.42 per hour
Proposed No. of Apprentices: 60
- Online Merchant O*Net: 13-1199.06
Professional Worker Wage: \$26.50 per hour
Proposed Apprentice Wage: \$21.42 per hour
Proposed No. of Apprentices: 60
- Farm and Ranch Livestock Technician O*Net: 45-2093.00
Professional Worker Wage: \$25.50 per hour
Proposed Apprentice Wage: \$21.42 per hour
Proposed No. of Apprentices: 30
- Veterinary Assistants and Laboratory Animal Caretakers O*Net: 31-9096.00
Professional Worker Wage: \$25.00 per hour
Proposed Apprentice Wage: \$21.42 per hour
Proposed No. of Apprentices: 30

- Robotics and Mechatronics Technician

Professional Worker Wage:	\$28.00 per hour	O*Net:	17-3024.01
Proposed Apprentice Wage:	\$21.42 per hour		
Proposed No. of Apprentices:	20		

- Producers and Directors

Professional Worker Wage:	\$27.00 per hour	O*Net:	27-2012.00
Proposed Apprentice Wage:	\$21.42 per hour		
Proposed No. of Apprentices:	60		

- Accountants and Auditors

Professional Worker Wage:	\$28.00 per hour	O*Net:	13-2011.00
Proposed Apprentice Wage:	\$21.42 per hour		
Proposed No. of Apprentices:	10		

Proposed Employers:

- Elationscapes - 6447 Webster Road, Creston, CA 93432
 - Occupation(s): Agriculture Technicians; Regenerative Agricultural Technicians; Environmental Science and Protection Technicians; Precision Agriculture Technicians; Forest and Conservation Technicians

- Soloro - 6447 Webster Road, Creston, CA 93432
 - Occupation(s): Online Merchant; Robotics and Mechatronics Technician; Veterinary Assistants and Laboratory Animal Caretakers; Farm and Ranch Livestock Technician; Accountants and Auditors

- Westin and Co. - 4442 Manzanita Way, Turlock, CA 95382
 - Occupation(s): Online Merchant; Technical Sales Associate; Producers and Directors; Accountants and Auditors

- 2 Degree Shift - PO Box 1858, Paso Robles, CA 93447
 - Occupation(s): Technical Sales Associate; Online Merchant; Robotics and Mechatronics Technician; Producers and Directors; Accountants and Auditors

Open Source Agriculture Apprenticeships Program Standards

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

Occupation	O*Net Code	Attachment
Agriculture Technicians	19-4012.00	B-1
Regenerative Agricultural Technicians	19-4012.00	B-2
Environmental Science and Protection Technicians	19-4042.00	B-3
Precision Agriculture Technicians	19-4012.01	B-4
Forest and Conservation Technicians	19-4071.00	B-5
Technical Sales Associate	41-4011.00	B-6
Online Merchant	13-1199.06	B-7
Farm and Ranch Livestock Technician	45-2093.00	B-8
Veterinary Assistants and Laboratory Animal Caretakers	31-9096.00	B-9
Robotics and Mechatronics Technician	17-3024.01	B-10
Producers and Directors	27-2012.00	B-11
Accountants and Auditors	13-2011.00	B-12

Article III Organization

For each employer participating in this program, an “Employer Agreement” (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 IV Jurisdiction

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.

Area Covered by Standards: All CA Counties

Article V Functions

The functions of the apprenticeship committee shall be to:

- 1) develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;
- 2) serve in an advisory capacity with employers and employees in matters pertaining to these standards;
- 3) 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;
- 4) aid in the adjustment of apprenticeship disputes;
- 5) develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations and apply them uniformly in the selection of applicants for apprenticeship.

Article VI Responsibilities

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;
- 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) make periodic evaluations of each apprentices on-the-job training and related and supplemental instruction;
- 7) ensure safe work site facilities, skilled workers as trainers at the work site, and safe equipment sufficient to train apprentices;
- 8) determine the qualifications of apprentice applicants and ensure fair and impartial treatment of applicants for apprenticeship selected through uniform selection procedures;

- 9) 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;
- 10) 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;
- 11) establish and utilize a system for the periodic review and evaluation of the apprentice's progress in job performance and related instruction;
- 12) 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;
- 13) annually prepare and submit a Self-Assessment Review as well as a Program Improvement Plan to the Chief of the Division of Apprenticeship Standards;
- 14) 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;
- 15) ensure training in the recognition of illegal discrimination and sexual harassment;
- 16) establish an adequate mechanism to be used for the rotation of the apprentice from work process to work process to ensure 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;
- 17) 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;
- 18) comply with meaningful representation requirements for the interests of apprentices in the management of the program where apprentices are at least equally represented on an advisory panel established by the apprenticeship committee responsible for the operation 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 VII 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 VIII 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 IX Apprenticeship Agreement

- 1) Each apprenticeship agreement shall conform to the State law governing apprenticeship agreements, and shall be signed by the employer, by the program sponsor, and by the apprentice and must be approved by the apprenticeship committee.
- 2) 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 apprenticeship 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 apprenticeship agreement shall likewise be binding to such a period as may be covered.

Article X Termination and Transfer of Agreements

- 1) During the probationary period, an apprenticeship agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprenticeship 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) If an employer is unable to fulfill his/her obligations to train under any apprenticeship agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprenticeship agreement.

Article XI Lay-off

- 1) If for any reason a lay-off of an apprentice occurs, the apprenticeship agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.
- 2) There shall be no liability on the part of the employer, the program, or the committee for an injury sustained by an apprentice engaged in schoolwork at a time when the apprentice is unemployed.

Article XII Controversies

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

Article XIII 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 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 apprenticeship committee, 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 XIV Equal Opportunity in Apprenticeship

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or veteran or military status.

Open Source Agriculture Apprenticeships will ensure selection procedures meet objective standards and maintain a fair and equitable selection process for all applicants.

Article XV Written Applications

Applications can be requested and will be accepted via the website portal:
<https://www.opensourceagriculture.org/apprenticeships/>

Article XVI Records

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

Open Source Agriculture Apprenticeships
2620 Gray Hawk Way, San Miguel, CA 93451

Article XVII Annual Compliance

Open Source Agriculture Apprenticeships will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

Open Source Agriculture Apprenticeships 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 Open Source Agriculture Apprenticeships on October 16, 2024 (Committee approval date).

Employer Organization

Open Source Agriculture Apprenticeships
2620 Gray Hawk Way, San Miguel, CA 93451

Kelly Cooper, Director/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-6

Training Schedule and Working Conditions

Open Source Agriculture Apprenticeships

Occupation

Occupation: Technical Sales Associate
O*Net Code: 41-4011.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 180 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:

\$ 28.00 per hour effective 10/6/2025.

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% Competencies	\$ 21.42 /hour
2nd period	50% Competencies	\$ 22.50 /hour
3rd period	100% Competencies	\$ 23.50 /hour

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:

Competency Check List

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

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Competencies:

1. Active Listening and Communication: Listen and communicate clearly with customers and colleagues to understand needs and present solutions. Practice restating important customer concerns and confirming their understanding to build trust throughout the sales process.

2. **Product Knowledge:** Demonstrate products or services and their relevance to customer needs. Understand product features, technical specifications, and be able to translate these into customer benefits during presentations or consultations.
3. **Presentation Skills:** Present information using a variety of media (brochures, whiteboard, digital platforms). Personalize each presentation to suit the audience and delivery setting, ensuring technical content is clear and compelling.
4. **Prospecting and Lead Generation:** Identify potential clients using research tools and develop effective outreach strategies. Make use of business directories, networking events, or trade shows to cultivate a list of qualified leads.
5. **Customer Needs Assessment:** Ask insightful questions and analyze client requirements to match them with the best solutions. Evaluate and suggest specific products or services that directly address their operational goals.
6. **Pipeline and Territory Management:** Organize and update customer records, schedule follow-ups, and prioritize activities to maximize sales productivity.
7. **Overcoming Objections:** Recognize and handle customer concerns effectively using communication, negotiation, and conflict resolution skills.
8. **Closing Strategies:** Execute steps to finalize sales and follow up appropriately. Confirm order details, secure client approvals, and clarify delivery or service expectations to ensure satisfaction.
9. **Contract Customization:** Understand contract basics and adapt agreements to meet specific client needs. Work with company templates while incorporating necessary adjustments for pricing, service levels, or compliance requirements.
10. **Marketing Materials Familiarity:** Develop and use marketing collateral to support product or service promotion. Quickly create or update promotional flyers, datasheets, or case studies to support current sales campaigns.
11. **Market Trends Awareness:** Stay updated on current sales and marketing trends across various communication modalities. Read trade publications to spot competitive threats and market opportunities.
12. **Workplace Ethics and Professionalism:** Adhere to ethical standards and demonstrate appropriate behavior in diverse business contexts. Follow established protocols for fair pricing, disclosure, and customer privacy in every transaction.
13. **Organizational and Time Management:** Plan and prioritize tasks efficiently to meet multiple deadlines and customer expectations. Use time-blocking, task lists, or digital apps to track appointments and submission deadlines.
14. **Digital Literacy and CRM Tools:** Use digital sales tools (CRM platforms, online research databases) to track leads, manage relationships, and close deals. Keep customer data accurate and accessible and use analytics to spot trends or gaps in sales coverage.
15. **Teamwork and Collaboration:** Cooperate productively in team settings and build supportive relationships with colleagues and clients.

Article IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 144 hours per year. Related and supplemental instruction will be provided by Downey Unified School District.

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

<u>Course Title</u>	<u>Hours</u>
Small Business Concepts	90
<ul style="list-style-type: none"> Course Description: Small Business Concepts presents the basics of business operations and business computer technologies that are needed to open and run a small business. It is a foundation course where students learn basic business concepts, terminologies, principles, ideas and skill sets. These include small business structure, management, decision-making, human resources, production and operations, business math and finance, business marketing and sales, customer service, and business ethics and social responsibility. Additionally, students will use a variety of computer software programs and on-line resources to solve business problems, generate business documents, and simulate the business work environment. 	
Marketing	90
<ul style="list-style-type: none"> Course Description: Students enrolled in this semester class will learn the Seven Functions of Marketing, which include promotion, price planning, selling, financing, distribution, marketing information management, and product and service management. The course will also provide instruction in basic marketing concepts, the global economy, risk management, and e-commerce. 	
Total Hours	180

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise three (3) apprentice(s)

Attachment B-7

Training Schedule and Working Conditions

Open Source Agriculture Apprenticeships

Occupation

Occupation: Online Merchant

O*Net Code: 13-1199.06

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 180 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:

\$ 26.50 per hour effective 10/6/2025.

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% Competencies	\$ 21.42 /hour
2nd period	50% Competencies	\$ 22.50 /hour
3rd period	100% Competencies	\$ 23.50 /hour

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:

Competency Check List

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

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Competencies:

1. Strategic Planning: Develop and implement online business strategies that align with organizational goals. Practice researching market trends, analyzing competition, and identifying unique selling propositions to ensure long-term growth and sustainability.

2. Merchandise Buying: Source products from suppliers, evaluate supplier performance, monitor market demand, and ensure an appealing selection of products for customers.
3. Inventory Management: Maintain optimal stock levels to meet customer demand and minimize carrying costs. Use inventory tracking methods to monitor real-time quantities, identify trends, and forecast future needs.
4. Online Order Fulfillment: Track the complete order cycle from customer placement to delivery, including coordinating packing, shipping, and returns to ensure timely and accurate customer service.
5. Financial Record Keeping: Track revenue, expenses, and sales using accounting software or spreadsheets. Reconcile accounts and generate financial reports to support business decision-making.
6. Digital Marketing: Design and implement marketing initiatives such as email campaigns, SEO, and social media to attract and retain online customers. Use analytics tools to measure campaign effectiveness and adjust strategies accordingly.
7. Brand Management: Support a consistent and appealing brand identity across all virtual platforms. Ensure customer-facing materials reflect brand values and messaging to build recognition and trust.
8. Customer Service: Provide prompt and courteous responses to customer inquiries, complaints, and order issues. Strive to resolve problems efficiently to foster loyalty and encourage repeat business.
9. Market Research: Gather and analyze market data to identify emerging trends, shifts in consumer preferences, and new opportunities. Make informed decisions about product offerings and pricing strategies based on this intelligence.
10. ECommerce Platform Management: Operate and update ecommerce websites or online marketplaces, ensuring products are listed accurately. Regularly review site performance, handle technical issues, and implement software upgrades as needed.
11. Data Analysis: Collect, interpret, and visualize data from sales, marketing, and inventory sources. Use insights to guide decisions and identify areas for improvement in workflow or customer engagement.
12. Regulatory Compliance: Ensure all business operations adhere to relevant laws, such as online sales tax requirements and privacy regulations.
13. Supply Chain Coordination: Collaborate with suppliers, shipping partners, and logistics firms to guarantee timely delivery and manage disruptions. Build strong relationships with vendors to secure the best prices and terms.
14. Time Management: Balance multiple priorities, such as marketing campaigns, order fulfillment, and supplier negotiations, on tight deadlines. Use scheduling tools and productivity techniques to optimize work output.
15. Adaptability and Problem Solving: Adjust quickly to changes in technology, market conditions, or customer needs. Employ creative thinking to troubleshoot issues and maintain business continuity.

Article IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 144 hours per year. Related and supplemental instruction will be provided by Downey Unified School District or Davis Joint Unified School District.

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

Course Title	Hours
Marketing	90
<ul style="list-style-type: none"> Course Description: Students enrolled in this semester class will learn the Seven Functions of Marketing, which include promotion, price planning, selling, financing, distribution, marketing information management, and product and service management. The course will also provide instruction in basic marketing concepts, the global economy, risk management, and e-commerce. 	
Entrepreneurship	90
<ul style="list-style-type: none"> Course Description: This one-semester course introduces students to the principles of entrepreneurship and business ethics as they examine all the major steps involved in starting a new business, including the marketing, financing, managing, and legal aspects. Students will develop a business plan and learn what is required to get an entrepreneurial venture off to a good start. Using real-life examples to which students can relate, topics that are covered include market research, budgeting, selecting a business location, and financing the business venture. 	
Total Hours	180

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise two (2) apprentice(s)

Attachment B-8

Training Schedule and Working Conditions

Open Source Agriculture Apprenticeships

Occupation

Occupation: Farm and Ranch Livestock Technician
O*Net Code: 45-2093.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 180 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:

\$ 25.50 per hour effective 10/6/2025.

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% Competencies	\$ 21.42 /hour
2nd period	50% Competencies	\$ 22.50 /hour
3rd period	100% Competencies	\$ 23.50 /hour

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:

Competency Check List

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

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Competencies:

1. Feeding and Watering Animals: Ensure all animals receive the appropriate type and amount of food and clean water daily. Monitor supplies, report shortages, and observe individual intake to spot signs of illness or stress.

2. **Animal Health Monitoring:** Regularly examine animals for disease, parasites, injuries, or abnormal behavior. Record findings and notify supervisors of concerns, assisting with treatments as directed by a veterinarian.
3. **Assistance with Birth and Young Animal Care:** Support animals during birthing by monitoring labor, providing clean bedding, and assisting when complications arise. Care for newborns by ensuring warmth, feeding, and proper identification.
4. **Stable and Pen Cleaning:** Clean animal living areas thoroughly using shovels, hoses, disinfectants, and safe waste disposal methods. Maintaining sanitary conditions helps prevent disease and supports animal welfare.
5. **Equipment Operation and Care:** Safely operate and maintain standard farm equipment such as feeders, pumps, fencing tools, and small vehicles. Regularly inspect and perform preventive maintenance to keep tools in working order.
6. **Facility Repair and Safety:** Inspect and repair animal housing, fences, and pens to ensure safety and containment. Address hazards promptly and follow procedures for safe movement of animals and equipment.
7. **Animal Movement and Herding:** Move animals individually or as groups between pens, pastures, or vehicles using safe herding and restraint techniques. Remain calm and patient to minimize animal stress and ensure handler safety.
8. **Routine Medical Procedures:** Administer medications, vaccinations, or insecticides as directed, and restrain animals safely for treatment. Complete basic health-related tasks such as weighing, branding, or de-beaking.
9. **Record-Keeping:** Accurately maintain logs for animal births, deaths, health treatments, and production data such as milk yields or egg counts. Good record-keeping supports compliance and herd/flock management decisions.
10. **Biosecurity and Disease Prevention:** Follow established protocols to limit disease spread, such as disinfecting boots and equipment, controlling animal movement, and safely disposing of sick or dead animals.
11. **Animal Welfare Knowledge:** Recognize the needs of each animal for food, clean shelter, comfort, and proper socialization. Take proactive steps to reduce stress and ensure humane handling in every procedure.
12. **Regulatory Compliance:** Abide by animal welfare, environmental, and workplace safety laws and regulations. Understand proper reporting, labeling, and documentation procedures for animal transport and medication use.
13. **Teamwork and Communication:** Work productively with supervisors and coworkers to complete daily tasks efficiently. Clearly communicate issues or observations concerning animal health, supplies, or facility conditions.
14. **Physical Stamina and Work Ethic:** Maintain the endurance and work habits required for repetitive, physically demanding outdoor labor, often in varying weather conditions. Demonstrate punctuality, reliability, and a positive attitude in all assigned duties.

15. Adaptability and Problem-Solving: Adjust rapidly to changing tasks or conditions, such as weather events, animal emergencies, or new farm technology. Assess problems and make practical suggestions or solutions when faced with unexpected challenges.

Article IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 144 hours per year. Related and supplemental instruction will be provided by Davis Joint Unified School District.

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

<u>Course Title</u>	<u>Hours</u>
Animal Science	180
<ul style="list-style-type: none"> Course Description: This one-semester course introduces students to the principles of entrepreneurship and business ethics as they examine all the major steps involved in starting a new business, including the marketing, financing, managing, and legal aspects. Students will develop a business plan and learn what is required to get an entrepreneurial venture off to a good start. Using real-life examples to which students can relate, topics that are covered include market research, budgeting, selecting a business location, and financing the business venture. 	
Total Hours	180

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise three (3) apprentice(s)

Attachment B-9

Training Schedule and Working Conditions

Open Source Agriculture Apprenticeships

Occupation

Occupation: Veterinary Assistants and Laboratory Animal Caretakers

O*Net Code: 31-9096.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 180 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 3 months.

Article II Wage Schedule

Professional Worker Wage:

\$ 25.00 per hour effective 10/6/2025.

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% Competencies	\$ 21.42 /hour
2nd period	50% Competencies	\$ 22.50 /hour
3rd period	100% Competencies	\$ 23.50 /hour

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:

Competency Check List

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

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Competencies:

1. Animal Handling and Restraint: Learn safe and effective animal restraint techniques for a variety of species and sizes, always prioritizing the welfare of both the animal and clinic staff.

2. **Basic Husbandry (Feeding, Watering, and Housing):** Feed and water pets and laboratory animals following veterinary instructions and species-specific guidelines. Regularly check enclosures to ensure cleanliness, comfort, and compliance with health standards.
3. **Monitoring Health and Reporting:** Observe animals for signs of illness, distress, pain, or injury and promptly relay concerns to veterinary staff. Accurately recognize changes in condition and know when to escalate for rapid intervention.
4. **Assisting with Examinations and Procedures:** Support veterinarians and technicians during physical exams, diagnostic testing, surgeries, and minor treatments. Prepare animals, instruments, and exam rooms before and after procedures.
5. **Administering Medications and Treatments:** Safely give prescribed injections, oral medications, topical treatments, or enemas as directed by a veterinarian. Record times and dosages, observing for adverse effects or complications.
6. **Infection Control and Environmental Cleaning:** Maintain strict cleaning and disinfection protocols for animal areas, surgical tools, and equipment to control infection risk.
7. **Specimen Collection and Laboratory Assistance:** Collect samples such as urine, feces, or blood for diagnostic testing and assist in basic laboratory procedures. Correctly label and store specimens to maintain sample integrity and avoid cross-contamination.
8. **Medical Records Management:** Accurately update and maintain digital or paper records, including animal history, treatment notes, and client communications.
9. **Inventory Monitoring and Supplies Management:** Track inventory of medicines, food, cleaning supplies, and clinic materials; alert supervisors when restocking is required.
10. **Client Communication and Education:** Greet clients, answer phones, and communicate pet care instructions in a compassionate and professional manner. Provide updates on patient status and help pet owners understand home care tasks and follow-up needs.
11. **Teamwork and Collaboration:** Cooperate with veterinarians, technicians, and other support staff to ensure efficient workflow and a positive clinical environment. Share observations clearly, help with time-sensitive tasks, and support team morale.
12. **Emotional Resilience:** Cope with emotionally demanding situations, such as euthanasia, serious illness, or distressed pet owners. Maintain a calm and supportive demeanor during challenging interactions and prioritize self-care to prevent burnout.
13. **Attention to Detail:** Accurately complete instructions and double-check dosages, patient identification, and cleanliness standards.

- 14. Physical Stamina: Perform repetitive tasks, stand for long periods, and safely lift animals and equipment as needed.
- 15. Problem-Solving in Emergencies: Quickly recognize urgent issues such as sudden respiratory distress, severe bleeding, or equipment malfunctions. Take appropriate initial actions while seeking help, following established emergency protocols.

Article IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 144 hours per year. Related and supplemental instruction will be provided by Davis Joint Unified School District.

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

<u>Course Title</u>	<u>Hours</u>
Veterinary Science	180
<ul style="list-style-type: none"> • Course Description: This one-semester course introduces students to the principles of entrepreneurship and business ethics as they examine all the major steps involved in starting a new business, including the marketing, financing, managing, and legal aspects. Students will develop a business plan and learn what is required to get an entrepreneurial venture off to a good start. Using real-life examples to which students can relate, topics that are covered include market research, budgeting, selecting a business location, and financing the business venture. 	
<u>Total Hours</u>	<u>180</u>

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise three (3) apprentice(s)

Attachment B-10

Training Schedule and Working Conditions

Open Source Agriculture Apprenticeships

Occupation

Occupation: Robotics and Mechatronics Technician

O*Net Code: 17-3024.01

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 180 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 3 months.

Article II Wage Schedule

Professional Worker Wage:

\$ 28.00 per hour effective 10/6/2025.

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% Competencies	\$ 21.42 /hour
2nd period	50% Competencies	\$ 22.50 /hour
3rd period	100% Competencies	\$ 23.50 /hour

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:

Competency Check List

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

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Competencies:

1. Electrical Theory and Application: Understand the principles of AC/DC circuits, Ohm's Law, wattage, resistance, voltage, and current. Apply these essentials to practice troubleshooting or installing new equipment to ensure safety and optimal function.

2. Mechanical System Fundamentals: Demonstrate knowledge of gears, pulleys, bearings, hydraulics, and pneumatics common in automated and robotic systems. Apply mechanical principles when diagnosing or repairing machinery to ensure reliable operation.
3. Blueprint and Schematics Reading: Interpret blueprints, electrical diagrams, and mechanical schematics. Support accurate installation, modifications, and troubleshooting of electromechanical systems.
4. Instrumentation and Calibration: Use voltmeters, oscilloscopes, calipers, and other test instruments to verify equipment conditions or detect faults—practice calibrating devices following manufacturer protocols or standard operating procedures.
5. Machine Installation and Setup: Install and configure new machinery, control systems, or production lines according to technical specifications. Test startup sequences and practice adjusting for smooth, safe operation before handing over to operators.
6. Preventive and Corrective Maintenance: Perform routine inspections and scheduled servicing on motors, conveyor systems, and automated equipment. Respond quickly to breakdowns, practice using root-cause analysis to prevent recurrence.
7. Troubleshooting and Problem Solving: Rapidly diagnose electrical, mechanical, or programming faults using a logical, step-by-step process. Propose and support lasting solutions to restore system performance.
8. PLC and Control Systems: Understand and program programmable logic controllers (PLCs), relays, and sensor systems. Modify control logic for automation processes and troubleshoot programming or wiring issues as they arise.
9. Robotics Systems Assistance: Assist in the assembly, testing, or repair of robotics components and control networks. Bring together electrical and mechanical skills to practice and support complex mechatronics applications.
10. Computer and Network Integration: Install or configure industrial computers, networks, and associated software for machine monitoring or diagnostics. Ensure seamless communication between devices and troubleshoot common connectivity problems.
11. Workplace Safety Practices: Consistently adhere to lock-out tag-out protocols and other electrical and mechanical safety standards. Identify hazards and contribute to maintaining a safe, compliant work environment.
12. Total Quality Management: Support continuous improvement initiatives by monitoring system performance and participating in quality audits. Report nonconformities and help implement corrective actions to enhance reliability and efficiency.

- 13. Record-Keeping and Documentation: Maintain detailed logs of troubleshooting steps, maintenance tasks, part replacements, and modifications.
- 14. Project Planning and Process Improvement: Participate in project planning, layout work, and suggest process improvements. Provide feedback from hands-on practice to help streamline installation, upgrade, or maintenance projects.
- 15. Teamwork and Communication: Collaborate with engineers, operators, and technicians to accomplish shared goals efficiently. Share technical observations and provide support during high-stress troubleshooting or emergency repairs.

Article IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 144 hours per year. Related and supplemental instruction will be provided by Downey Unified School District or Davis Joint Unified School District.

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

Course Title	Hours
Forming and Machining I	180
<ul style="list-style-type: none"> • Course Descriptions: In this course, students will learn how to use traditional machine tool technologies, including an engine lathe, milling machine, drill press and more. Students will calculate set-up speeds and feeds for the machines and convert engineer drawings into finished products. Towards the end of the course, students will explore careers available to them if they continue down the Advanced Manufacturing path. This course meets the University of California G-Elective requirements. 	
Total Hours	180

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise three (3) apprentice(s)

Attachment B-11

Training Schedule and Working Conditions

Open Source Agriculture Apprenticeships

Occupation

Occupation: Producers and Directors

O*Net Code: 27-2012.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 180 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 3 months.

Article II Wage Schedule

Professional Worker Wage:

\$ 27.00 per hour effective 8/5/2025.

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% Competencies	\$ 21.42 /hour
2nd period	50% Competencies	\$ 22.50 /hour
3rd period	100% Competencies	\$ 23.50 /hour

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:

Competency Check List

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

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Competencies:

1. Plan Content and Production Details: Prepare detailed outlines for video, audio, or live content, covering camera work, sound, scene order, and key messaging to meet business goals.

2. **Communicate Direction Clearly:** Explain expectations and creative concepts to on-camera talent, presenters, and team members to ensure a smooth, efficient production process.
3. **Direct Various Content Types:** Lead the creation of live streams, recorded segments, product demos, tutorials, webinars, and branded events tailored to audience needs.
4. **Conduct Research for Content Accuracy:** Research topics thoroughly using digital archives, the internet, or subject experts to ensure information and presentation are credible and relevant.
5. **Review and Ensure Quality Standards:** Watch or listen to recorded or live content to check for accuracy, clear messaging, and alignment with organizational quality or compliance standards.
6. **Study Scripts and Messaging Needs:** Read and analyze scripts, outlines, or briefing documents to deliver content that achieves training, branding, or informational objectives.
7. **Supervise Production Crews:** Coordinate technical and creative staff (camera operators, sound techs, designers) to execute the project plan effectively and on schedule.
8. **Collaborate Across Departments:** Work with marketing, management, sales, and technical teams to align content with company strategies and project requirements.
9. **Manage Budgets and Schedules:** Organize resources, tracks spending, and maintains timelines to keep productions on budget and meet deadlines.
10. **Review and Approve Production Elements:** Select and approve locations, props, graphics, and other production assets to ensure every element fits the intended message and brand.
11. **Edit and Assemble Final Content:** Oversee or participate in editing video and audio to produce clear, engaging, and professional final products suited for digital platforms.
12. **Draft and Edit Scripts:** Write or adapt scripts and key messages, collaborating with subject experts to meet communication and instructional needs.
13. **Solve Production Challenges:** Troubleshoot problems that arise during the planning, recording, or editing process, ensuring a positive atmosphere and quick resolution.
14. **Comply with Legal and Ethical Standards:** Ensure rights and permissions for scripts, images, footage, or music, and uphold ethical standards in public communication.
15. **Develop and Execute Marketing Plans for Content:** Participate in creating strategies to promote finished products, increase content reach, and properly distribute through digital channels.

Article IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 144 hours per year. Related and supplemental instruction will be provided by Downey Unified School District.

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

<u>Course Title</u>	<u>Hours</u>
Multimedia Video Production	180
<ul style="list-style-type: none"> Course Description: In this hands-on course, students learn how to plan, shoot and edit a video using Adobe Premiere Pro. In addition, the course covers a five-step design process, camera fundamentals and how to make a professional portfolio. This course meets the University of California F-VPA requirements. 	
<u>Total Hours</u>	<u>180</u>

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise two (2) apprentice(s)

Attachment B-12

Training Schedule and Working Conditions

Open Source Agriculture Apprenticeships

Occupation

Occupation: Accountants and Auditors

O*Net Code: 13-2011.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 180 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 3 months.

Article II Wage Schedule

Professional Worker Wage:

\$ 28.00 per hour effective 8/5/2025.

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% Competencies	\$ 21.42 /hour
2nd period	50% Competencies	\$ 22.50 /hour
3rd period	100% Competencies	\$ 23.50 /hour

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:

Competency Check List

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

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities: Initial and date each task when Competency Check List has been completed.

Competencies:

1. Assist with preparing and analyzing detailed reports to help identify areas needing improvement or corrective action.

2. Collect and organize data to detect mistakes, duplicated work, fraud, or non-compliance with regulations and management policies. Examine data to identify potential errors or rule violations.
3. Practice utilizing financial and information systems designed to ensure reliability and data integrity.
4. Review and reconcile accounts for accuracy, efficiency, and compliance with standard accounting procedures.
5. Prepare and analyze accounting records and financial reports to practice accuracy and adherence to procedural standards. Verify that financial documents are complete, clear, and properly formatted.
6. Assist with adjusting journal entries and assigning transactions to proper accounts to maintain accurate financial statements. This includes correcting errors and classifying entries so that financial statements reflect true business results.
7. Examine inventory, payroll, and personnel records to verify accuracy, compliance, and proper recording of transactions.
8. Practice and support computing taxes owed, preparing tax returns, and assessing compliance with local, state, and federal tax laws.
9. Assist with the development and documentation of recordkeeping and accounting systems, using current technologies. Support the setup and tracking of accounting systems to ensure records are accurate and secure.
10. Develop and maintain budgets; prepare reports comparing actual costs to budgeted costs and analyze trends and financial obligations. Assist with tracking spending and providing useful analysis to support decision-making.
11. Review accounts for discrepancies, investigate differences, and assist with account reconciliations. Identify mismatched records and help resolve them for accurate reporting.
12. Support the work of others involved in filing, recording, and transmitting financial data.
13. Communicate with supervisors or company officials about financial, regulatory, and operational matters. Works as part of a team to solve problems, ask questions, and report concerns.
14. Protect sensitive financial information and follow ethical standards in all aspects of accounting and data handling. This includes maintaining confidentiality, following procedures, and acting with integrity.

15. Stay up to date with current accounting regulations, software, and best practices through ongoing learning.

Article IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 144 hours per year. Related and supplemental instruction will be provided by Downey Unified School District.

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

Course Title	Hours
Accounting I	180
<ul style="list-style-type: none"> Course Description: Accounting I introduces students to the field of accounting as a possible vocation. This course equips the student with a working knowledge of the basic principles of accounting that will be of value in adult life. Students will have the opportunity to work some problems on the microcomputer. This course is also approved on the 2+2+2 Articulation Program with Cerritos College. 	
Total Hours	180

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise three (3) apprentice(s)