## YA AGREEMENT FORM INSTRUCTIONS

All LEAs will be required to use the new Apprenticeship Maryland Agreement Form. While most of the information is the same, there are new sections and fields for which guidance to complete them is below.

Please reach out to the CTE office for assistance with completing this form or view the model YA Agreement form <u>linked here</u>.



APPLICANT INFORMATION	PARENT/GUARDIAN INFORMATION		
Name:Address:	Name:Address:		
Cell Phone:  Email:  School:  Date of Birth:  Race/Ethnic Group (X One)  White (Not Hispanic)  Black (Not Hispanic)  Hispanic  American Indian or Alaska	Cell Phone: Home:  Email:  EMPLOYER REPRESENTATIVE  Name: Title: Company Name: Address:		
APPRENTICSHIP MARYLAND COORDINATOR	Cell Phone: Fax:		

- **Applicant Information** does ask for demographic information not present on the previous version
- Parent/Guardian Information & Employer Representative no changes
- Apprenticeship Maryland Coordinator WBL coordinator's information to be completed by school based WBLC.

RI CONCURRENCE AGREEMENT							
Are Related Instruction and On the Job Learning delivered							
concurrently (if no, explain below) yes no							

- **RI Concurrence Agreement** Effective this year, there is the expectation that related instruction will be delivered concurrently with the youth apprenticeship placement.
  - The CTE Office will develop and share a <u>general list of related instruction courses</u> for historical YA postings. WBL coordinators will be asked to review the RI list most closely associated with the placement and compare it to the student's schedule & transcript.
  - o Indicate "yes" if related instruction will be provided concurrently during the placement
  - Indicate "no" if related instruction was completed before. If no, provide a brief explanation of when related instruction was completed.
  - If related instruction will not be completed concurrently, please make contact with the CTE office to explain the circumstances, and we will submit an <u>Apprenticeship</u> <u>Related Instruction Waiver</u> on the student's behalf, if required. Should cogent reasons exist, we can expect waivers to be approved.
  - The state does anticipate a number of waivers will be submitted as this new guidance takes effect, but they should taper off over time.

STUDENT SCHEDULE AND EMPLOYER SITE INFORMATION								
Start Date:/ End Date:/	/	Job Title:						
Related InstructionDescription:				min. wage or higher:				
Description:								
	Related InstructionDescription Wage/hour:							
	Monday	Tuesday	Wednesday	Thursday	Friday			
On the job training								
Related to Instruction								
High School Grad coursework								

## Student Schedule and Employer Site Information

- Start Date enter anticipated start
- o End Date may be left blank but could use the last day of school
- Job Title enter from posting to which student applied
- Related Instruction Description enter satisfying course name & number from student schedule or transcript
- Description enter method & location of delivery
- Minimum Wage or Higher enter "yes"
- Wage/Hour enter hourly rate from posting
- On the Job Training enter the number of hours student anticipates to work each day, may be a range (ex- 3-5 hours)
- Related Instruction enter the number of hours students will spend in the course satisfying related instruction daily
- High School Grad Coursework enter the number of hours students will spend in classes outside of related instruction during the school day