



Registered as part of the National
Apprenticeship Program in
Accordance with the basic

Standards of Apprenticeship established by
the Secretary of Labor.

Richard Madden

*Apprenticeship and Training Representative
USDOL - Office of Apprenticeship
210 Walnut Street, Room 715
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Registration Date:

Program Number:

Revision Date:

Approved by:

*Greer Sisson, State Director
USDOL - Office of Apprenticeship*

Registered Apprenticeship Program Standards

Sponsored by:

Emmetsburg School District
205 King Street
Emmetsburg, IA 50536

In Partnership with-

Palo Alto County Health Systems



Table of Contents:

1. Registration, Cancellation, And Deregistration of Program	1
2. Provisional Registration	1
3. Amendments and Modifications	1
4. Standards of Apprenticeship	1
5. Minimum Qualifications	2
6. Apprenticeship Agreement	2
7. Notice to Registration Agency	3
8. Supervision of Apprentices	3
9. Transfer of Apprentices	3
10. Periodic Review	3
11. Safety and Health	3
12. Credit for Prior Experience	3
13. Certificate of Completion	4
14. Maintenance of Records	4
15. Equal Opportunity Pledge	4
16. Affirmative Action Program	5
17. Selection Procedures	5
18. Complaint Procedures	5
19. Reciprocity of Apprenticeship Program	6
20. Registration Agency General Contact Information	6
21. Conformance with Federal Laws and Regulations	6
22. Veterans' Educational Assistance as Mandated by Public Law	9
23. Official Adoption of Apprenticeship Standards Signature	10

Appendices:

Appendix A1: On the Job Learning and Related Training Instruction – Nurse Assistant Certified

1. On-the-Job Learning Outline (work experience)– Competency Based
2. Term of the Apprenticeship Program
3. Probationary Period
4. Ratio of Professionals to Apprentices
5. Progressive Wage Schedule
6. Related Training Instruction (RTI)

Appendix B. Apprenticeship Agreement (Example)

Appendix C. Affirmative Action Plan (if Applicable)

Form- Voluntary Disability Disclosure

Form - Participating Employer Acceptance Agreement



Registered Apprenticeship Program Standards

Section 1 - Registration, Cancellation, And Deregistration of Program - 29 CFR 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)

1. These standards will, upon adoption by Emmetsburg School District, aka the Sponsor, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.
2. The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The sponsor will notify the Registration Agency, and participating employer(s) within 45 days in writing of any decision to cancel the program.
3. The sponsor will notify each apprentice of the cancellation of the program and the effect of the same. If the apprenticeship program is canceled at the sponsor's request, the sponsor will notify the apprentice(s) within 15 days of the date of the Registration Agency's acknowledgment of the sponsor's request. If the Registration Agency orders deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of 29 CFR § 29.8.
4. The Registration Agency may initiate deregistration of these standards for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Section 2- Provisional Registration- 29CFR § 29.3 (g)(1)&(2)

All new apprenticeship programs receive provisional registration for one year prior to moving into active program status. The provisional registration requires that the Office of Apprenticeship conduct a program quality assessment prior to the program's anniversary in order to determine whether the program is following its registered training plan and operating in accordance with the federal apprenticeship regulations. Pending the results of the quality assessment, the program will continue in provisional status, move to permanent active status, or be de-registered. Technical assistance will be available to assist the sponsor in improving the quality of their training program during the life of the program.

Section 3 - Amendments And Modifications - 29 CFR § 29.5(B)(18)

These standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each participating employer and apprentice to whom the amendment or modification applies.

Section 4 - Standards of Apprenticeship -29 CFR § 29.5

The Sponsor must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) parts 29 and 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The Sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document.

Section 5 - Minimum Qualifications - 29 CFR § 29.5(b)(10)

Applicants shall meet the following minimum qualifications:

1. **Age:** Applicants shall be at least 16 years. Applicants must provide evidence of minimum age respecting any applicable State Laws or regulations.
2. **Education:** Must have completed all prerequisite classes as identified by the sponsor.
3. **Physical/Mental:** Shall be physically capable of performing the essential functions of the occupation without endangering the health and safety of themselves and/or fellow workers. Applicants shall be allowed to request reasonable accommodation for a disability to meet this standard when applicable.
4. **Other:** Applicants will be drug free and agree to submit to random drug testing.



5. **Other:** All applicants must have the ability to read, write, and speak English.
6. **Other:** Shall have parental consent if below the age of 18.
7. **Other:** Cannot enter a registered apprenticeship prior to junior year.

Section 6 – Apprenticeship Agreement- 29 CFR 29.3 (d)&(e) - 29 CFR 29.5(b)(11)

1. Prior to signing the apprenticeship agreement, each selected applicant must be given an opportunity to read and review the sponsor's Apprenticeship Standards approved by the Office of Apprenticeship, the sponsor's/participating employer's written rules and policies, and the apprenticeship agreement.
2. After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice must be covered by a written apprenticeship agreement which must be submitted to the Office of Apprenticeship. Such submission can be done electronically through the Registered Apprenticeship Partner Information System ("RAPIDS"), using the Apprentice Electronic Registration process, or on ETA Form 671.
3. The Sponsor will receive their username and login information for RAPIDS upon registration. The Office of Apprenticeship must be advised within 45 days of the execution of each new apprenticeship agreement. The sponsor also must provide a copy of the completed apprenticeship agreement to the apprentice and the employer. An additional copy should be provided to a veteran's state approving agency for any veteran apprentice desiring access to benefits to which they are entitled.

Section 7 – Notice to Registration Agency of Apprenticeship Agreements - 29 CFR § 29.5(b)(19)

The Sponsor or its designated apprenticeship committee (*if established*) shall promptly notify the Registration Agency within 45 days of all new registration agreements, modifications, and amendments; credit granted to apprentices; suspensions for any reason; reinstatements; extensions; cancellations; transfers; and any requests for Certificates of Completion; and notice of transfers, suspensions, and cancellations and a statement of the reasons therefore.

Section 8 – Supervision of Apprentices - 29 CFR § 29.5(b)(14)

1. The Participating Employer will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the Sponsor and under the direct supervision of the Employer's professionals to whom they are assigned. The Program Coordinator of apprentice(s) designated by the employer will be responsible for the apprentice's work assignments, and will ensure the apprentice is working under the supervision of a skilled professional, evaluation of work performance, and completion and submittal of progress reports to Sponsor.
2. No apprentice shall work without proper or adequate supervision. For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified mentor or supervisor at all times who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

Note: To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor; but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary training, instruction and guidance to perform tasks safely, correctly, and efficiently.

Section 9 – Transfer of an Apprentice - 29 CFR 29.5(b)(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors and must comply with the following requirements:

1. The transferring apprentice must be provided a transcript of related instruction and OJL by the committee or program sponsor.
2. Transfer must be to the same occupation.
3. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors. The apprentice must receive credit from the new sponsor for the training already satisfactorily completed.
- 4.



Section 10 – Periodic Review - 29 CFR § 29.5(b)(6)

1. Each Apprentice shall be responsible for maintaining a record of his or her work experience/training on the job and in related training instruction and for having this record verified by the Sponsor/Participating Employer for inclusion in the Apprentice's record folder. This record will be included in each Apprentice's file maintained by the Sponsor.
2. Before each period of advancement, or at any other time when conditions warrant, the Sponsor shall examine the Apprentices to determine whether they have made satisfactory progress. If the Apprentices' related training or work progress is found unsatisfactory, they may be required to repeat a process or series of processes in which they are deficient, before advancing to the next step.
3. Consistent with the terms of the Apprenticeship Agreement, should it be found that the Apprentice does not have the ability or desire to continue the training to become a professional, the Sponsor will, after the Apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.
4. Written records of progress evaluations and corrective and final actions shall be maintained.

Section 11 – Safety and Health Training - 29 CFR § 29.5(b)(9)

All apprentices must receive instruction in safe and healthful work practices both on the job and in related instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., or State standards that have been found to be at least as effective as the Federal standards.

Section 12 - Credit for Prior Experience - 29 CFR §§ 29.5(b)(12) and 30.4(c)(8)

The Sponsor/Participating Employer may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

1. Apprentice applicants seeking credit for previous experience gained outside the supervision of the Sponsor/ Participating Employers must submit the request at the time of application and furnish such records to the Sponsor/ Participating Employers to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by Sponsor/Participating Employers during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.
2. An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.
3. The granting of advanced standing will be uniformly applied to all apprentices.

Section 13 – Certificate of Completion of Apprenticeship - 29 CFR § 29.5(b)(15), and Circular 2015-02

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (*RAPIDS 2.0*) accompanied by the appropriate documentation for both on-the-job learning and the related training instruction as may be required by the Registration Agency.

Certificate of Training

A Certificate of Training may be requested from and issued by the U.S. Department of Labor's Office of Apprenticeship, Office of Apprenticeship (*the Registration Agency*), only for a registered apprentice who has been certified by the sponsor as having successfully met the requirements to receive an interim credential as identified in these standards. The Registration Agency may require that a record of completed OJL and related training instruction for the apprentice accompany such requests.



Section 14 – Maintenance of Records - 29 CFR 29.5(b)(6), 29.5 (b)(23), and 30.12 (a-d)

The Sponsor/Participating Employers are responsible for maintaining, at a minimum, the following records, and make those records available to the Sponsor and the Registration Agency:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice's OJL;
- related training instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship

The Sponsor/Participating Employers will also maintain all records relating to apprenticeship applications (*whether selected or not*), including, but not limited to, the sponsor's outreach, recruitment, interview, and selection process. All records retained pursuant to part 30 must clearly identify the race sex, ethnicity (Hispanic or Latino/non-Hispanic or Latino), and when known, disability status of each apprentice, and where possible, the race, sex, ethnicity, and disability status of each applicant for apprenticeship. For a complete list of records that each sponsor is required to maintain under 29 CFR § 30, please refer to 29 CFR § 30.12.

All such records are the property of the Sponsor and will be maintained for a period of 5 years from the date of last action. The records shall be made available upon request by the Office of Apprenticeship, U. S. Department of Labor for inspection.

Section 15 - Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

1. The Sponsor/Participating Employer will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex, including pregnancy, gender identity, and sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.
2. The Sponsor/Participating Employer will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

Section 16 - Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4, and 30.9

The Sponsor acknowledges that it will adopt an affirmative action plan in accordance with 29 Title CFR § 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

Section 17 – Selection Procedure 29 CFR § 30.10

The Sponsor has adopted the following selection procedures, consistent with the requirements set forth in 29 CFR § 30.10(b). The sponsor will select apprentices by any method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.10.

1. Students apply to join the Apprenticeship Program through an online application at this [link](https://pachs.applicantpro.com/jobs/2737826.html) (<https://pachs.applicantpro.com/jobs/2737826.html>).
2. Selected students will be interviewed by businesses.
3. The Sponsor and business will assign students to apprenticeship opportunities.

Note: Selection Procedures are required no matter how many apprentices are registered in the program.



Section 18 - Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues:

EEO Complaint Procedures

An apprentice, applicant for apprenticeship, or authorized representative of an apprentice or applicant may file a complaint with the Registration Agency if the apprentice or applicant believes that:

1. The apprentice or applicant has been discriminated against or harassed on the basis of race, color, religion, national origin, age (40 or older), genetic information, disability, sex or sexual orientation with regard to apprenticeship.
2. The apprentice or applicant has been retaliated against for the following:
 - Filing a complaint alleging a violation of 29 CFR § 30;
 - Opposing a practice prohibited by 29 CFR § 30 or federal or state equal opportunity law;
 - Furnishing information to, or assisting or participating in, an investigation or proceeding under 29 CFR § 30 or federal or state equal opportunity law;
 - Exercising any rights and privileges under 29 CFR § 30; or
 - Equal opportunity standards with respect to the apprentice's selection or any other benefit, term, condition, or privilege associated with apprenticeship have not been followed in the operation of an apprenticeship program.
3. Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Complaints must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

U.S. Dept. of Labor, Office of Apprenticeship

Attn: Chief, Division of Registered Apprenticeship and Policy

Address: 200 Constitution Ave, NW

Washington, DC 20210

(202) 693-2796

ApprenticeshipEEOcomplaints@dol.gov

The Sponsor must provide written notice to all applicants for apprenticeship and all apprentices of their right to file a discrimination complaint and the procedures for doing so. The notice must include the address, phone number, and other contact information for the Registration Agency that will receive and investigate complaints filed under this part. The notice must be provided in the application for apprenticeship and must also be displayed in a prominent, publicly available location where all apprentices will see the notice. The notice must contain the specific wording set forth at 29 CFR § 30.14(b).

Apprenticeship Complaint form: <https://www.dol.gov/sites/dolgov/files/ETA/apprenticeship/pdfs/ETAForm9039.pdf>

Other General Complaints

For complaints concerning issues covered by the apprenticeship agreement or standards but not covered by a CBA or concerning discrimination or other equal opportunity matter, the Sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings, as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with the Registration Agency for an interpretation of any provision of these standards over which differences occur. The appropriate authority to receive, process, and dispose of complaints covered by this paragraph is:

Sponsor Tracie Christensen

Address 205 King Street, Emmetsburg, IA 50536

Phone 712-852-2966, X200



Email tchristensen@e-hawk.org

Any complaint described that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency. Complaints may be filed with the Registration Agency at:

USDOL/Office of Apprenticeship
Greer L. Sisson
State Director
210 Walnut Room 715
Des Moines Iowa 50309
Sisson.greer@dol.gov

Section 19 -Reciprocity of Apprenticeship Programs - 29 CFR § 29.13 (a) (7)

1. States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.
2. Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

Section 20 - Registration Agency General Contact Information - 29 CFR § 29.5(b)(17)

The Registration Agency is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below.

USDOL/Office of Apprenticeship
Richard Madden
Apprenticeship and Training Representative
210 Walnut Street, Room 715, Des Moines, IA 50325
madden.richard@dol.gov

Section 21 – Conformance with Federal Laws and Regulations

Adhere to Federal, State, and Local Law Requirements -- The Office of Apprenticeship's registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.

The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the Office of Apprenticeship under 29 CFR § 29.8.

Section 22 – Veterans' Educational Assistance as Mandated by Public Law 116-134 (134 STAT.276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program standards, the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at:



<https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: *The aforementioned requirements of Public Law 116-134 shall apply to “any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act” (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.*



Section 23– Official Adoption of Apprenticeship Standards

Emmetsburg School district officially adopts these Standards of Apprenticeship on *this* _____ *day of* _____ 2023.

Signature

Printed/Typed Name

Title

OA routinely makes public general information relating to Registered Apprenticeship programs. General information includes the name and contact information of the sponsor, the location of the program, and the occupation(s) offered. **OA routinely publicly releases the contents of applications for National Guidelines for Apprenticeship Standards.**

In addition, sponsors submitting National Program Standards or Local Standards have the option of allowing OA to share publicly the contents of a sponsor’s application for registration to assist in building a high-quality National Apprenticeship System. This may include a copy of the Standards, Appendix A, and Appendix D (as applicable), but not completed versions of ETA Form 671 or Appendix C “Affirmative Action Plan” because those documents are submitted after a sponsor’s application is approved and the program is registered. **Please note that OA will consider a sponsor’s application as releasable to the public unless the sponsor requests non-disclosure by signing below.**

I, Tracie Christensen, acting on behalf of Emmetsburg School District request that OA not publicly disclose this application, other than general information about the program, as described above as it is considered confidential commercial information and steps are taken to preserve it. Further, I understand that if OA receives a request for this application pursuant to 5 U.S.C. 552, we may be contacted to support OA’s withholding of the information, including in litigation, if necessary. I understand that my request that OA not publicly disclose this application will remain in effect, including with respect to subsequent amendments to this application, unless and until I notify OA otherwise.

Signature

Date



GLOSSARY OF TERMS

1. **APPRENTICE:** Means a worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation as provided in §29.4 under standards of apprenticeship fulfilling the requirements of §29.5.
2. **APPRENTICESHIP AGREEMENT:** Means a written agreement, complying with §29.7, between an apprentice and either the apprentice's program sponsor, or an apprenticeship committee acting as agent for the program sponsor(s), which contains the terms and conditions of the employment and training of the apprentice.
3. **APPRENTICESHIP APPROACHES:**
 - **COMPETENCY-BASED APPROACH:** Measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies.
 - **HYBRID APPROACH:** Measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.
 - **TIME-BASED APPROACH:** Measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.
4. **CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The credential issued by the Office of Apprenticeship to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.
5. **EMPLOYER:** Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.
6. **CERTIFICATE OF TRAINING:** A Certificate of Training may be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator to those registered apprentices that the Sponsor has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive an interim credential. (*if applicable*)
7. **EMPLOYER ACCEPTANCE AGREEMENT:** Means an agreement between the sponsor and an undersigned participating employer which agrees to carry out the intent, purpose, rules and decisions of the sponsor established under an approved set of Registered Apprenticeship Standards.
8. **JOURNEYWORKER:** Means a worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.)
9. **TRAINING REQUIREMENTS:**
 - **ON-THE-JOB LEARNING (OJL):** Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.
 - **RELATED INSTRUCTION:** Means an organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the



Office of Apprenticeship.

10. **WORK PROCESS SCHEDULE:** An outline of the tasks in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate amount of time to be spent in each major process.
11. **REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS):** A Federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.
12. **SPONSOR:** Means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.



<i>Occupation</i>	<i>O*Net Code</i>	<i>RAPIDS Code</i>
Certified Nurse Assistant	311014.00	0824

Section 1 – On-the-Job Learning (Work Experience) - 29 CFR § 29.5(b)(4)

1. Every apprentice is required to participate in on the job learning in the occupation or industry in which the apprentice is to be trained.
2. The sponsor/participating employer must ensure Apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the Apprenticeship, and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job learning shall be carried on under the direction and guidance of a qualified professional.

The following identifies the major work processes in which Apprentices will be trained.

Apprenticeship Competencies – Technical

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

Level	Specialty
1	Pre-Nursing Aide
2	Certified Nursing Assistant I
3 (select at least one)	Certified Nursing Assistant Advanced
	Dementia Specialty
	Geriatric

Ratings are:

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.

Apprentices need to be “proficient in task” in each category, by each of their twelve month reviews during the apprenticeship in order to be considered for any merit increases or to have successfully completed the apprenticeship. **The evaluation will be conducted in accordance with the employer’s competency-based performance evaluation system.**



Apprentice Name: _____

Start Date _____

Core Competencies	Initial/date in the box when complete			
Pre-Nursing Aide				
	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
Orientation				
Housekeeping				
Additional Facility Duties				
Certified Nursing Assistant I				
I. Organizational/Problem Solving Ethics	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
Organizational				
Prepares all equipment and supplies prior to performing a care activity				
Manages time effectively				
Demonstrates teamwork				
Problem Solving				
Recognizes problem, seeks assistance appropriately				
Provides and applies customer service behaviors				
Identifies and reports changes in resident conditions promptly				
Ethics				
Demonstrates respect and cooperation				
Follows productivity guideline, is punctual and complies with attendance guideline				
Demonstrates professional demeanor and work appearance				
Demonstrates professional behavior according to community standards and guidelines.				



Interprets, explains and applies the Resident Rights and right to self-determination.				
Provides for client privacy and dignity at all times.				
Maintains client confidentiality and adheres to HIPAA regulations.				
Promotes the resident's right to make personal choices and accommodates their needs.				
Gives assistance in resolving grievances and disputes.				
Maintains care and security of residents' personal possessions.				
Promotes the resident's right to be free from abuse, mistreatment, and neglect.				
Reports any instance of potential abuse, mistreatment, or neglect immediately to the appropriate supervisor.				
Promotes client independence.				
Assists clients to participate in activities of their choice.				
II. Maintains a Clean and Safe Environment	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
<i>Infection Control</i>				
Hand washing				
Uses OSHA and CDC guidelines (such as handling Blood Borne Pathogens)				
Utilizes the Exposure Control Plan as needed				
Properly disposes sharps (e.g., razors, needles in sharps container)				
Uses personal protective equipment (PPE) and devices including gloves, gown, mask, and goggles				
Cleans and maintains equipment according to standards				
<i>Physical Environment Maintenance</i>				



Performs visual check of resident's living area and resolves potential safety Issues (secure hazardous materials, clear pathways, etc.)				
Checks resident's alarm, makes sure call light is within resident's reach, secures patient's bed				
Takes care of cleaning needs in resident's room				
Follows isolation procedures in the disposal of soiled linen and clothing				
Makes unoccupied bed				
Makes occupied bed				
Checks resident environment for hazards for slips, trips and falls				
Safety Procedures				
Understands organization's safety and emergency protocol and procedures (e.g., how to respond to safety drills)				
Properly uses safety tools (such as an ABC fire extinguisher)				
Discusses fire safety. Explains RACE and PASS.				
Maintains and operates back up equipment as needed				
Applies and monitors safety devices				
Is able to administer the Heimlich Maneuver and other lifesaving assistance				
Identifies measures to promote safety of residents with special needs or issues (e.g., dementia, injuries, illnesses)				
Demonstrates safe evacuation procedures and explains role as part of the disaster response team				
Handles oxygen safely				



III. Communicates Effectively while Following Regulations with Residents, Family, Medical Team, and Other Authorized Persons	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
Interacts with residents in a respectful way regarding their culture, their needs, and their preferences, while respecting their privacy				
Utilizes skills in conflict management, working with difficult people, and other communication issues that may arise				
Describes rules for effective communication				
Utilizes appropriate communication methods for working with sensory input or cognitive impairment				
Writes report and documents issues and events in clear concise language, within regulatory requirements				
Reports physical changes, mental changes, abuse, any changes to the medical team or authorized persons that they should be aware of				
Understands and follows legal requirements on reporting and documentation (HIPAA)				
Understands who is an authorized person and what information is allowed to be provided				
Maintains resident/client confidentiality and privacy according to organizational guidelines and HIPAA				
Communicates in non-judgmental manner				
IV. Basic Nursing Assistant Skills	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
Measures/records respiration and obtain other vital signs				



Measures/records oral temperature (non-digital thermometer)				
Measures/records rectal temperature (non-digital thermometer)				
Measures/records radial pulse				
Measures/records height				
Measures/records weight (balance scale/chair scale)				
Collects urine specimen				
Recognizes risks of urinary tract infections and implements appropriate peri-care, toileting, fluids, and other interventions to minimize risk.				
Measures, calculates, and records fluid intake and output.				
Collects stool specimen				
Reinforces bowel and bladder training and implements scheduled toileting plans according to plan of care.				
Uses appropriate interventions and adaptations to maintain normal bladder and bowel routine such as high-rise toilet seat, toileting per normal routine while allowing privacy.				
Provides care for client with supra-pubic catheter.				
Assists with proper care of leg bags and down drain bags.				
Measures/records food and fluid intake				
Measures/records urinary output				
Provides post-mortem care				
Assists nursing staff with any additional duties as assigned within scope of practice				



Recognizes and reports changes in resident/client condition				
Geriatric Specialty				
V. Personal Care Skills and Activities of Daily Living	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
Assists resident with bathing or dressing if needed				
Gives complete bed bath				
Gives partial bed bath				
Provides AM and PM care				
Gives shower				
Gives bath/whirlpool bath				
Provides hair care including shampooing, grooming, brushing, combing				
Provides mouth care for residents with natural teeth				
Provides mouth care for residents with no natural teeth				
Provides denture care				
Shaves resident				
Provides hand and nail care				
Provides foot care				
Dresses resident, including care of eyeglasses and hearing aides				
Perineal care – female				
Perineal care – male				
Perineal care – incontinent resident				
Assists with bedpan (offer/remove/clean)				
Assists with urinal (offer/remove/clean)				
Uses bedside commode				
Urinary catheter care				



• Care of/emptying of urinary drainage bag				
• Provides ostomy care				
• Feeds resident, including set-up tray, partial assistance, total assistance, adaptive devices, residents with dysphasia, and alternative feeding methods				
• Demonstrates adapting the dining experience to resident care plan to maximize nutritional intake (i.e. offering small servings, introducing foods one at a time, etc.)				
• Demonstrates provision of finger foods, frequent meals, snacks, and fluids in a way the cognitively impaired resident will accept.				
• Provides skin care, including back rub				
• Positions resident in chair				
• Moves resident up in bed				
• Positions resident on side in bed				
• Transfers resident: one assist, two assist, mechanical lift, transfer belt, and lift sheets				
• Uses knowledge of common nutritional problems of the elderly and chronically ill to assist with proper nutrition and fluid balance				
• Verifies diet order food, type and consistency for residents/clients				
• Serves and assists with meals according to dietary guidelines				
• Promotes optimal level of nutrition hydration related to use of assistive devices and the plan of care				
VI. Promotes Resident's Developmental, Mental Health, and Social Service Needs	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A



Is able to effectively and supportively deal with abusive residents				
Respects patient privacy (knock before entering)				
Promotes resident's social interaction, recreation				
Encourages self-advocacy and promote resident's self-esteem				
Demonstrates techniques for communicating effectively to residents				
Provides companionship; assist resident with correspondence				
Encourages health eating choices,				
De-escalates disputes between residents				
Coordinates resident's appointments				
Encourages family and friends as a source of emotional support of resident				
Recognizes developmental tasks associated with the aging process				
Orients resident/client to facility				
Recognizes signs and symptoms of pain/discomfort and report appropriately				
Promotes optimal level of wellbeing for residents/clients experiencing loss/grief				
Promotes optimal level of sensory stimulation (visual, auditory and tactile)				
VII. Care of Cognitively-Impaired Residents Field	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
Is able to effectively communicate with cognitively impaired residents				
Provides appropriate assistance with ADLs to maximize				



independence and well-being, understanding impairment issues and client preference				
• Incorporates expanded knowledge of resident's issues and understanding of what to observe and report with changes in behavior or physically				
VIII. Basic Restorative Skills/Services	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
• Encourages patient self-care as appropriate and safe				
• Assists with ambulation using gait belt				
• Demonstrates organization's Universal Fall Precautions and additional standards based on the resident/client				
• Utilizes ambulation assistive devices and adaptive equipment correctly and safely				
• Assists resident with feeding adaptive equipment as needed				
• Under nurse's care, assists with improving the resident's range of motion to upper extremities and to lower extremities				
• Assists the resident in the use of positioning devices in bed and in chair				
• Assists residents in the proper use of prosthetic/orthotic devices				
• Applies hand splint				
• Uses all transfer and other equipment in a manner to make the resident feel safe				
• Implements turning, repositioning, and other preventative and restorative measures to prevent skin breakdown and promote healing of skin injuries				



Provides exercise program and other activities with residents that are trying to restore strength and healing as directed by nursing staff				
Provides bowel and bladder training as needed				
Identifies the complications of immobility and importance of exercise to health and well being				
Recognizes contractures, reports and follows plan of care to prevent or minimize them.				
Demonstrates the use of assistive devices in ambulation such as crutches, walker, cane, and wheel chair.				
Reinforces the use of assistive devices in transferring clients—gait belt, mechanical lifters, slide board, lift sheet.				
Recognizes need for and implements appropriate use of footboards, hand rolls, bed cradles, and abductor pillows.				
Identifies complications of immobility and follows through with appropriate interventions according to the plan of care.				
Promotes resident independence in the activities of daily living.				
IX. Resident's Rights	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
Responds to resident's call lights promptly or promptly forward requests if unable to take care of the request				
Recognizes and respects resident/clients individuality and preferences for services and care.				
Provides privacy doors or pulling curtain around resident when providing care				



Respects resident individuality, preferences as much as safely possible				
Respects and maintains the confidentiality of the resident always adhering to HIPAA and other guidelines				
Notifies nurse, family member, or other team members of the resident of needed equipment or personal supplies				
Avoids the need for restraints if possible				
Is able to define abuse, neglect, assault, battery, and malpractice				
Identifies organization and professional standards related to the use of restraints				
Discusses resolving grievances and disputes.				
X. Perform Administrative Tasks	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
Completes all required reports and documentation				
Understands and implements all policies and procedures, including new ones				
Participates in agency/staff/medical team meetings				
Maintains all professional licensing up to date, including requirements for vaccinations				
Identifies the essential functions of the health care community and states the differences between acute care, long-term care, assisted living, and home care.				
Identifies the essential functions of care team members and all community staff.				
Explains the essential duties of the nursing team.				



Performs and completes assignments related to workload, education, and other duties within the established community guidelines.				
Intervenes in situations involving unsafe or inadequate care.				
Demonstrates knowledge of and reinforces community policy and safety procedures.				
Demonstrates ability to review care plan, implement interventions, and communicate needed changes to charge nurse in support of resident's preferences.				
Completes tasks promptly without "rushing" resident.				
Serves as a resource person to new nursing assistants.				
Participates in care planning process.				
Promotes resident independence in the activities of daily living.				
Participates in admission/discharge and transfer of resident; gathering and identifying personal items and documenting according to guidelines.				
Documents in electronic records according to community guidelines, using objective information.				
Dementia Specialty				
XII. Incorporate Interventions for the Cognitively Impaired Resident to Facilitate Quality Care as a Member of the Healthcare Team (<i>Dementia Specialty</i>)	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
Utilize care plan for interventions and report successful interventions to charge nurse and document accordingly.				



Demonstrate the use of activities and as redirection technique.				
Monitor episodes of targeted behaviors and/or new behaviors according to community guidelines and report to appropriate supervisor.				
XIII. Demonstrate Effective Communication & Interaction with Cognitively Impaired and Their Families (<i>Dementia Specialty</i>)	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
Demonstrate redirecting a resident.				
Verbalize and demonstrate various approaches for a resident who is resisting personal care that will maintain resident dignity and respect.				
Demonstrate appropriate interventions for resident who is yelling or screaming.				
Demonstrate use of distraction strategies as a therapeutic intervention.				
Demonstrate use of activities from resident care plan to de-escalate a resident who is anxious.				
Demonstrate effective communication with significant others.				
XIV. Provide Assistance with ADL's, Mobility, and Therapeutic Activities that will Maximize Functional Well Being (<i>Dementia Specialty</i>)	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
Demonstrate use of activities/exercises from resident care plan to maintain joint function for the cognitively impaired resident/client.				
Implements care strategies that encourage ADL's without increase resident anxiety and				



respects the resident's dignity and desire for control.				
• Demonstrates strategies for promoting independence in all ADL's.				
• Responds appropriately to the behavior of cognitively impaired residents.				
• Utilizes interventions to reduce the effects of cognitive impairments, incorporating therapeutic interventions according to plan of care.				
XV. Maintain a Safe Environment for Cognitively Impaired (<i>Dementia Specialty</i>)	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
• Demonstrate maintaining a safe environment for wandering residents.				
• Demonstrate/verbalize actions to take for a resident who is striking out at another resident.				
• Describe protocol/policy to monitor resident location/criteria for use of elopement alarms, frequency of egress door checks, and other actions to prevent elopement.				
• Demonstrate maintaining safety from potential toxic substances that the confused resident may attempt to ingest.				
• Implement appropriate interventions to minimize environmental stimuli that may increase a confused resident's agitation, i.e., noise levels, large groups, television, radio, etc.				
• Maintain a safe environment for residents and staff while de-escalating combative behavior.				



Certified Nursing Assistant Advanced				
XVI. Assists with treatments, procedures, and specimen collection (Advanced)	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
Recognizes dangers of oxygen therapy and safety issues.				
Applies warm moist compress under the direction of a licensed nurse.				
Applies cold compress under the direction of a licensed nurse.				
Applies anti-embolism stockings/devices correctly with concern for resident skin integrity.				
XVII. Assists with treatments, procedures, and specimen collection (Advanced)	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
Demonstrates ability to recognize discomfort/pain and report to licensed nurse.				
Implements non-medicinal interventions according to plan of care.				
XVIII. Medical Surgical and OB (Advanced)	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
Observation Skills: Recognizes and understands the patient needs and change of condition. Reports any changes to attending nurse.				
Implementation of Plan of Care: Works under the direction of nursing staff to implement the appropriate interventions within their scope of practice. Uses appropriate technique in transfer and transporting patients.				
Collaboration: Demonstrates the ability to anticipate the needs of other health team members and impacts relationships in a positive manner. Supports the goals of each member of the team in the provision of the plan of care.				
Responsiveness: Demonstrates ability to respond to patient and family				



needs, answering call lights/alarms, in a timely manner.				
Documentation: Documents vital signs, intake and output, physical care, and ADLs appropriately via computer/flowsheet in a timely manner. Use of the Admission and Assessment Record. Uses military time.				
Performs accurate and timely order entry, prioritizing well, and communicates appropriately with providers regarding orders.				
Cleanliness of Environment: Ensures equipment is properly taken care of after patient use. Performs tasks to maintain a clean and healthy patient care environment in a timely manner. As assigned, maintains cleanliness of staff/supply areas.				
Demonstrates the ability to perform the following: TPR, BP, height, weight, intake/output, and other measurements within scope of practice in the department.				
Provide assistance with ADLS and other general care routines in accordance with set protocols.				
Collects and prepares specimens accurately and promptly.				
Demonstrates competency in use of department specific equipment.				
Demonstrates the ability to organize his/her time effectively and to manage a typical work assignment. Is able to manage multiple tasks, prioritize work assignments, and completes assigned duties within scheduled hours. Completes other duties as assigned. Not wasting time with idle conversation.				
Reports to work on time and as scheduled. Utilizes time efficiently by not abusing breaks or meal periods.				



• Observation Skills: Recognizes and understands the resident/patient needs and change of condition. Reports any changes to attending nurse.				
• Implementation of Plan of Care: Works under the direction of nursing staff to implement the appropriate interventions within their scope of practice.				
• Collaboration: Demonstrates the ability to anticipate the needs of other health team members and impacts relationships in a positive manner.				
• Responsiveness: Demonstrates ability to respond to patient and family needs, answering call lights/alarms, in a timely manner.				
• Documentation: Documents vital signs, intake and output, physical care, and ADLs appropriately via computer/flow sheet in a timely manner. Use of the Admission and Assessment Record. Uses military time.				
• Communicates and works cooperatively with management, staff members and patients				
XIX. Emergency Department (Advanced)	Demonstrates Fundamentals	Proficient in Task	Completion Date	N/A
• Demonstrates the ability to perform accurately and efficiently point of care testing, specimen collection, and quality controls.				
• Demonstrates the ability to perform monthly cleaning list, daily stocking, room checks for supplies and equipment, and cart checks for supplies and equipment.				
• Assists with duties related to transfer or admission of the patient.				
• Performs timely EKG's.				



• Completes his/her work assignments independently, works efficiency and responds proactively to requests. Able to work under stressful situations				
XX. Lab (Advanced)				
• Recognizes acceptable specimens for reference labs and knows how to package/ship them correctly.				
• Assists in clerical duties for the department, i.e. answering phone, providing messages, run errands, etc.				
• Operates monitors, maintains instrumentation, and performs laboratory procedures, in the disciplines of Hematology, Chemistry, Coagulation, Microbiology, Blood Bank, Urinalysis, Immunology, etc. to obtain data for use in diagnosis and treatment. Recognizes equipment malfunction and deviations from expected results and ensures accuracy and precision of testing through quality control data.				
• Assists in evaluation of new techniques, procedures.				
• Incorporates expanded knowledge of geriatrics in care delivery, makes observations in the care of residents with complex clinical needs and alerts nursing and medical staff to changes in condition				

Date Completed: _____
Apprentice _____

Mentor: _____

Supervisor: _____

Sponsor: _____

Participating Employer must return this form to the Sponsor

Apprenticeship Competencies – Behavioral

In addition to mastering all of the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies in order to complete the apprenticeship.



Ratings are: (4) Exceeds targets; (3) consistently achieves targets; (2) Meets some targets; (1) Not meeting targets; or (N/A) Not applicable.

Apprentices need to receive at least a "3" ranking in each category in order to be considered for any merit increases or to have successfully completed the apprenticeship.

Apprentice Name: _____ **Ranking:** _____

Item #	Behavioral Competencies	4	3	2	1	N/A
	A. Communication					
1.	Address resident properly – calls by proper name					
2.	Smiles – uses friendly voice when talking with Residents & Staff					
3.	Communicates properly with residents with Communication disabilities – hearing, speaking					
4.	Explains procedures that they will be performing with resident.					
5.	Leaves resident comfortable and informed.					
6.	Reports appropriate observations to supervisory nurse					
	a. Physical condition/symptoms					
	b. Behavioral observations					
7.	Is friendly, courteous to resident's family and visitors.					
	B. Interacts appropriately with residents, health care staff and family/visitors					
1.	Identifies special needs of residents for whom you are caring – physical and cognitive problems					
2.	Uses information on care plans.					
3.	Defends patient's rights					
	a. Provides privacy and confidentiality					
	b. Provides residents with personal choices					
	c. Cares for resident's personal property					
4.	Assists other health care team members when needed.					
5.	Accepts suggestions from other health care personnel					
	C. Safety Measures					
1.	Uses correct handwashing techniques. (Process and frequency)					
2.	Uses CDC Guidelines when providing care.					
3.	Maintains a safe, clean resident environment.					
4.	Uses correct body mechanics when providing care.					
5.	Follows precautions for preventing resident from falling.					
6.	Helps residents maintain good body alignment.					
7.	Keeps resident call light within reach					
8..	Transports resident in wheelchair					
	D. Uses ethical and legal principles in providing care.					
1.	Reports to clinical on time*					
2.	Completes work on time.					
3.	Cane work independently					
4.	Follows directions, learns new skill within acceptable time.					



5.	Seeks assistance when needed.					
6.	Sees what needs to be done.					
7.	Dresses neatly – appropriate make-up, jewelry					
8.	Has good personal hygiene, clean, no odors					

Supervisor/Trainer: _____

Section 2 –Apprenticeship Approach and Term – 29 CFR § 29.5(b)(2) 29.5(b)(16)

1. The term of Apprenticeship shall be a period of reasonably continuous employment, including the probationary period as stated on this “On-the-Job” Learning outline, plus the required hours of “Related Training Instruction”.
2. The program is premised on 2000 hours’ time based. Title 29, CFR Part 29 requires programs be no less than 2000 hours.
3. An Apprentice, who, by exceptional aptitude or as a result of past education and/or practical experience, achieves the desired level of competency in a phase of the Apprenticeship Program in less than the time designated or illustrates existing competency on the initial assessment, may be advanced to the appropriate level.

Section 3- Probationary Period – (29 CFR § 29.5 (b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period of 500 hours, which may not exceed 25 percent of the length of the program or 1 year, whichever is shorter. This period will be credited toward completion of the apprenticeship program.

Section 4 – Apprentice to Professional Ratio – 29 CFR § 29.5(b)(7)

1. A numeric ratio of apprentices to fully skilled professionals in the occupation consistent with proper supervision, training, safety, and continuity of employment except where such ratios are expressly prohibited by collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, employer’s total workforce, department, or plant.
2. The ratio of apprentices employed to fully skilled professionals in the employers’ total workforce will be 1:1.

Section 5 – Apprentice Wage Progression – 29 CFR § 29.5(b)(5)

1. Apprentices shall be paid a progressively increasing schedule of wages for on the job learning during their apprenticeship based on the acquisition of increased skill and competence as the training progresses.
2. Before an apprentice is advanced to the next segment of training or to fully proficient professional, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in RTI courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and Related Training Instruction records and reports.



3. At no time will the starting wage rate be less than that required by any minimum wage law which may be legally applicable.

Example

Level	Specialty	Starting Wage
1	Pre-Nursing Aide	\$11.50
2	Certified Nursing Assistant I	\$12.00
3 (select one)	Certified Nursing Assistant Advanced	\$12.50
	Dementia Specialty	
	Geriatric	

The current minimum Wage Rate for an employee at the full performance level will be no less than for this occupation which is **\$13.00 per hour**.

Note: Participating Employers will annotate wages on the Company Participation Agreement.

Section 6 – Related Training Instruction-29 CFR § 29.5(b)(4)

Provider(s): Emmetsburg School District and Iowa Lakes Community College
Address: 205 King Street
Emmetsburg, IA 50536

Method: Classroom

- During the term of apprenticeship, each Apprentice is required to complete approximately 257 hours of related training instruction.
- Each Apprentice's attendance and progress in related training instruction must be tracked and appropriate records maintained.
- Time devoted to the related training instruction shall not be considered as part of the on-the-job learning (OJL).
- Failure on the part of the Apprentice to fulfill their obligation as to the related training and instruction and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their Apprenticeship Agreement.
- Related Training Instruction courses supplement the on-the-job learning and lists courses that provide technical ability.
- The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored.
- The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction.
- Each Apprentice's attendance and progress in related training and instruction must be tracked and appropriate records maintained.
- Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.
- To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The sponsor will monitor and document the apprentice's progress in related instruction classes.
- Time devoted to the Related Training Instruction shall not be considered as part of the on-the-job learning (OJL).
- The sponsor will inform each apprentice of the availability of college credit through the Registered Apprenticeship College Consortium (RACC).
- Apprentices will not be paid for hours spent attending related training instruction.

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

Federal and State Certification: Authorizing Statute: Code of Iowa 441, Chapter 81



Requirements for License: Though not licensed in Iowa, an individual wishing to become a CAN must either enroll themselves or be sponsored by their employer to take the 80-hour course and competency tests provided by a testing site (usually the community colleges). After they have completed the course and passed both the skills and written competency tests, their name is automatically placed on the Iowa Nurse Aide Registry and they are issued a 6-digit ID number.

Related Training and Instruction
Math and Numeracy Skills
Arrange, add, subtract, multiply and divide whole numbers
Solve practical problems using addition, subtraction, multiplication and division of whole numbers
Solve practical problems involving fractions
Solve problems using operations with decimal fractions
Analyze problems to determine whether they are direct or inverse proportions, set up proportions and solve for unknowns
Solve practical applied customary length, area, volume, capacity and weight problems
Solve practical applied metric length, , area, volume, capacity and weight problems
Compute areas of more complex figures that consist of two or more common polygons
Solve practical applied problems involving tolerances and limits (customary and metric)
Read and interpret data from given vertical and horizontal bar graphs
Draw and label vertical and horizontal bar graphs using given data
Read and interpret data from given circle graphs
Read and interpret data from given broken-line, straight-line and curved-line graphs
LANGUAGE ARTS and COMMUNICATIONS SKILLS
Prepare and deliver an informative speech
Give and accept constructive criticism
Identify strategies for different types of conflict
Define the term nonverbal communication and explain how it differs in each of the three cultural levels: technical, formal and informal
Create a resume appropriate for a high school student going to the next steps of their life
Define the term small group and list the uses and values of small group communication in an effective organization
Actively participate in small group, problem-solution process and present the results to an audience
Summarize the communication skills needed by effective team members in a leadership position and why these skills are so important
Identify the leader's responsibilities during a team meeting
Formulate a message while writing a business letter
Demonstrate proficiency in a job interview
FINANCIAL LITERACY
Explain the three basic reasons for saving money
Develop a plan for spending and saving that has both long-term and short-term components
Evaluate investment alternatives: money markets, bonds, single stocks, mutual funds, annuities and real estate
Identify the costs of using various credit
Understand that integrity and honesty are important when it comes to negotiating with others
Analyze the components of an employer benefits package
Differentiate between term and cash life insurance
Describe factors affecting take-home pay
HEALTH
CPR instruction



Understand the characteristics of positive mental, social, and physical wellness	
Identify stress management techniques	
Recognize how a person's choices can affect our environment and what we individually and collectively can do to improve our environment.	
Describe how the skills of communication, cooperation and compromise are essential for healthy relationships	
Identify what is and is not sexual harassment	
Registered Apprenticeship Specific Skills	
	Hours
Health Education – Semester, 60 hours	60
Introduction to Healthcare and Careers/Intro to Health Occupations – Semester	60
One Advanced Health Course (Medical Terminology, or Advanced Health Concepts, or Anatomy and Physiology)	60
CNA Program - (Clinical included)	75
Dependent Adult Abuse Certificate (Embed while taking CNA)	2
Total	257

On the Job Learning Experiences

Junior Year Entrance

	Incoming Summer	1st Semester	2nd Semester
11th Grade		-Related Training *Registered as an apprentice if OJL opportunity arises. (Level 1)	- Related Training *Registered as an apprentice if OJL opportunity arises. (Level 1)
12th Grade	40 Hours per Week (LEVEL 1-2) *Registered as an apprentice	Average 20 hours per week (LEVEL 2) *Registered as an apprentice	Average 20 hours per week Possible Completion of Program (LEVEL 2) *Registered as an apprentice
Post-High School	40 hours per week (Level 3) Complete any additional coursework required by Apprenticeship and OJL until competencies are met. When competencies are met, apprentice is eligible for regular full time employment.		



Senior Year Entrance

	Incoming Summer	1st Semester	2nd Semester
12th Grade	40 Hours per Week (LEVEL 1-2) *Registered as an apprentice	-Related Training Average 20 hours per week (LEVEL 1-2) *Registered as an apprentice	-Related Training Average 20 hours per week (LEVEL 1-2) *Registered as an apprentice
Post-High School	Full Time Employment which may include overtime (LEVEL 3) Complete any additional coursework required by Apprenticeship agreement and OJL until competencies are met. When competencies are met, apprentice is eligible for regular full time employment.		

** Completion of the Apprenticeship (Post-Secondary Workplace Experience) = Community College
Credits to be determined based on competencies and/or hours completed.*

Appendix B

ETA-671 APPRENTICESHIP AGREEMENT

(This is an example only. ETA 671 Generated by RAPIDS. Contact your ATR for assistance)

<https://dol.appiancloud.com/suite/>

Program Registration and
Apprenticeship Agreement

U.S. Department of Labor
Employment and Training Administration
Office of Apprenticeship



APPRENTICE AGREEMENT AND REGISTRATION – SECTION II OMB No. 1205-0223 Expiration Date: 06/30/2024

PART A: APPRENTICE'S INFORMATION

1. First Name	Last Name	Answer Both 4a. and 4b. below 4. a. Ethnicity (Select One) ☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Participant Did Not Self-Identify b. Race (Select One or More) ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American	5. Veteran Status (Select All That Apply)
Middle Name (Optional)	Suffix (Optional)		☐ Non Veteran ☐ Veteran ☐ Non Veteran, Other Eligible Individual ☐ Veteran, Eligible ☐ Participant Did Not Self-Identify
Address (No., Street, City, State, Zip Code)			



Telephone Number (Optional)	E-mail Address (Optional)	☐ Native Hawaiian or other Pacific Islander ☐ White ☐ Participant Did Not Self-Identify	6. Education Level (Select One) ☐ Not High School graduate ☐ High School graduate (including equivalency) ☐ Some College or Associate's degree ☐ Bachelor's degree ☐ Master's degree ☐ Doctorate or professional degree
*Social Security Number - -	2. Date of Birth (Mo., Day, Yr.)		3. Sex (Select One) ☐ Male ☐ Female ☐ Participant Did Not Self-Identify

7. Employment Status of Apprentice (Select One)

☐ New Employee ☐ Current Employee

8. Did the apprentice complete a pre-apprenticeship program prior to their registration in this apprenticeship program?

☐ Yes ☐ No

If yes, please provide the Pre-Apprenticeship Program Name and Address:

PART B: PROGRAM SPONSOR'S INFORMATION				
1. Program Number Sponsor's Name and Address (No., Street, City, State, Zip Code, County) Telephone Number Cell Phone Number (Optional) E-mail Address a. Sponsor's Principal Place of Business Address (If different from Sponsor's address above) b. Employer's Name and Address (If different from Sponsor's address above)		2. Occupation (The work processes listed in the standards are part of this agreement.) a. RAPIDS Code: b. O*NET Code: c. Interim Credentials Offered (i.e., Career Lattice Occupation)? ☐ Yes ☐ No		
		3. Occupation Type (Select One) a. ☐ Time-based b. ☐ Competency-based c. ☐ Hybrid	4. Term Length (Hrs., Mos., Yrs.)	5. Probationary Period (Hrs. or Wks.)



	6. Credit for Previous On-the-Job Learning Experience (Hrs. Mos., Yrs.): a. Term Remaining (Hrs., Mos., Yrs.)	7. Credit for Previous Related Instruction Experience (Hrs., Mos., Yrs.)	8. Date Apprenticeship Begins a. Expected Completion Date
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9. Related Instruction Provider(s) Name and Address

a. Total Length of Related Instruction

b. Are Wages Paid During Related Instruction?

☐ Yes ☐ No

c. Hours When Related Instruction Is Provided

- ☐ During Work Hours
☐ Not During Work Hours
☐ Both During and Not During Work Hours

10. Progressive Wage Schedule:

a. Apprentice's Entry Wage \$_____

b. Journeyworker's (i.e., Experienced Worker's) Wage \$_____

c. Wage Rate Units

d. Wage Rate (Select One)
☐ % of Journeyworker (i.e., Experienced Worker) wage
☐ \$ amount of wage
☐ Both % and \$ amount of wage

Period	1	2	3	4	5	6	7	8	9	10
Duration (If Applicable)										
Competencies (If Applicable)										
Wage Rate										

11. Name and Contact Information of the Individual Designated by the Program Sponsor to Receive Complaints

PART C: AGREEMENT AND SIGNATURES



The program sponsor's Apprenticeship Standards, which the sponsor certifies are in conformity with the requirements for program registration contained in 29 Code of Federal Regulations (CFR) part 29, subpart A and 29 CFR part 30, are attached and are hereby incorporated into this agreement. The program sponsor and apprentice hereby agree to the terms of the Apprenticeship Standards that are incorporated as part of this agreement, as those Standards existed on the date of the agreement.

These Apprenticeship Standards may be amended during the period of this agreement with the consent of the parties to the agreement, provided that such amendments are also in conformity with the requirements for program registration contained in 29 CFR part 29, subpart A and 29 CFR part 30.

The apprentice will be accorded equal opportunity in all phases of apprenticeship employment and training by the program sponsor, without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, or disability.

This agreement may be canceled by either of the parties, citing cause(s), with written notice to the registration agency, in compliance with 29 CFR part 29, subpart A.

During the probationary period described in Part B above, this apprenticeship agreement may be cancelled by either party upon written notice to the registration agency. After the probationary period, this agreement may be cancelled at the request of the apprentice, or suspended or cancelled by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Registration Agency of the final action taken.

This apprenticeship agreement does not constitute a certification under 29 CFR part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency.

1. Signature of Apprentice	Date	2. Signature of Parent/Guardian (If minor)	Date
3. Signature of Sponsor's Representative(s)	Date	4. Signature of Sponsor's Representative(s)	Date
5. Signature of Employer's Representative(s) (If Applicable)	Date	6. Signature of Employer's Representative(s) (If Applicable)	Date

PART D: TO BE COMPLETED BY REGISTRATION AGENCY

1. Registration Agency and Address	2. Signature (Registration Agency)	3. Date Registered
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4. Apprentice Identification Number:

NOTE: The collection and maintenance of the data on ETA-671, Apprentice Agreement and Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and 29 CFR part 29, subpart A. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a), in a systems of records entitled, DOL/ETA-31, The Enterprise Business Support System (EBSS) (encompassing RAPIDS), at the U.S. Department of Labor, Office of Apprenticeship. Data may be disclosed to Federal, state, and local agencies and community-based organizations, including State Apprenticeship Agencies, to facilitate statistical research, audit, and evaluation activities necessary to ensure the success, integrity, and improvement of employment and training programs. Data may also be disclosed to these organizations to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Definitions / Instructions

Part A: Apprentice's Information

Item 4a. Ethnicity

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4b. Race

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicate their race as "American Indian or Alaska Native" or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. This includes people who reported detailed Asian responses such as: "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian" or provide other detailed Asian responses.

Black or African American: A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black or African American," or report entries such as African American, Kenyan, Nigerian, or Haitian.



Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who reported their race as "Fijian," "Guamanian or Chamorro," "Marshallese," "Native Hawaiian," "Samoan," "Tongan," and "Other Pacific Islander" or provide other detailed Pacific Islander responses.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

Item 5. Veteran Status

A **Veteran** is a person who has served in the active military, naval, or air service of the United States, and who was discharged or released therefrom under conditions other than dishonorable.

A **Non Veteran, Other Eligible Individual** is a person who is a dependent spouse or child—or the surviving spouse or child—of a Veteran, and who is eligible for certain G.I. Bill and other VA-administered educational assistance benefits provided under Title 38 of the U.S. Code.

A **Veteran, Eligible** is a Veteran who is eligible for certain G.I. Bill and other VA-administered educational assistance benefits provided under Title 38 of the U.S. Code.

Item 8.

Pre-Apprenticeship: A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s).

Part B: Program Sponsor's Information

- Item 1.** A **Program Number** is a generated number assigned to a program sponsor when a program is registered in the Office of Apprenticeship's Registered Apprenticeship Partners Information Data System (RAPIDS).
- Item 1.** A **Sponsor Name** is any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.
- Item 1b.** An **Employer** is any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.
- Item 2.** An **Occupation** refers to the occupation an apprentice will be trained in, and the occupation will be listed in the sponsor's program standards.
- Item 2a.** A **RAPIDS Code** is the numeric code of the occupation in the apprenticeable occupation list.
- Item 2b.** An **Occupational Information Network (O*NET) Code** is an 8-digit code in the O*NET data system (<https://www.onetonline.org/>).
- Item 2c.** **Interim Credentials** (Certificate of Training) applies to career lattice occupations. These credentials are issued by the Registration Agency upon request by the program sponsor. Interim credentials provide certification of competency attainment by an apprentice, but does not necessarily indicate completion of the program.
- Item 3.** **Occupation Type** refers to the following three training approaches listed below.
- Item 3a.** A **Time-based Approach** measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.
- Item 3b.** A **Competency-based Approach** measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies. An apprentice must be registered in an approved competency-based occupation for 12 calendar months of on-the-job-learning.
- Item 3c.** A **Hybrid Approach** measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.
- Item 4.** A **Term Length (Hrs., Mos., Yrs.)** of the occupation is based on the program sponsor's training approach as approved by the Registration Agency.
- Item 5.** A **Probationary Period (Hrs. or Wks.)** is the number of hours or weeks of on-the-job learning during the apprentice's probationary period. A probationary period cannot exceed 25 percent of the term length of the occupation or one year, whichever is shorter.
- Item 6.** **Credit for Previous On-the-Job Learning Experience** (Hrs., Mos., Yrs.) is granted by the program sponsor based upon documented evidence provided by the apprentice. An apprentice must complete a minimum of six months on-the-job learning regardless of credits for previous experience awarded.
- Item 6a.** The **Term Remaining (Hrs., Mos., Yrs.)** is the difference between the term length of the on-the-job learning and the credits for previous experience awarded.
- Item 7.** **Credit for Previous Related Instruction Experience** (Hrs., Mos., Yrs.) is granted by the program sponsor based upon documented evidence provided by the apprentice.
- Item 9a.** **Total Length of Related Instruction** is the duration spent in related instruction in technical subjects related to the occupation, which is recommended to be not less than 144 hours per year.
- Item 10.** **Progressive Wage Schedule:**
- Item 10a.** **Apprentice's Entry Wage** (dollar amount paid): A sponsor enters this apprentice's entry wage.
- Item 10b.** **Journeyworker's (i.e., Experienced Worker's) Wage:** A sponsor enters the wage per unit (i.e., hourly, weekly, monthly, quarterly, semi-annually, or annually).
- Item 10c.** **Wage Rate Units:** A sponsor enters the apprentice schedule of pay for each advancement period based on the program sponsor's training approach (i.e., hourly, weekly, monthly, quarterly, semi-annually, annually, or competencies).
- Item 10d.** **Wage Rate:** Sponsor selects either percent of journeyworker (i.e., experienced worker) wage, dollar amount of wage, or both the percent of journeyworker wage and dollar amount of wage. If the sponsor selects "Both the percent of journeyworker wage and \$ amount of wage," the sponsor can enter a percentage or dollar amount for the wage in each period.
- Item 11.** **Complaints:** Identifies the individual or entity responsible for receiving complaints (29 CFR 29.7(k)).

Part D: To Be Completed By Registration Agency

- Item 4.** **Apprentice Identification Number:** RAPIDS encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.



*The submission of the apprentice's social security number is requested. The apprentice's social security number will be used for program management purposes, such as verification of the apprentice's period of employment and earnings to align with Department of Labor's job training and employment program performance indicators for measuring performance outcomes. The Office of Apprenticeship will use wage records through the State Wage Interchange System needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR part 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that the apprentice is a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of the occupational classification. Failure to disclose an apprentice's social security number on this form will not affect the right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of social security numbers, which is prohibited.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 U.S.C. 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room C-5321, Washington, D.C. 20210 (OMB Control Number 1205-0223).

Voluntary Disability Disclosure
06/30/2024

OMB No. 1205-0223 Expiration Date:

Please check one of the boxes below:

- ☐ YES, I HAVE A DISABILITY (or previously had a disability)
- ☐ NO, I DON'T HAVE A DISABILITY
- ☐ I DON'T WISH TO ANSWER

Your name: _____

Date: _____



Why are you being asked to complete this form?

Because we are a sponsor of a registered apprenticeship program and participate in the National Registered Apprenticeship System that is regulated by the U.S. Department of Labor, we must reach out to, enroll, and provide equal opportunity in apprenticeship to qualified people with disabilities.^[1] To help us learn how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for apprenticeship, any answer you give will be kept private and will not be used against you in any way.

If you already are an apprentice within our registered apprenticeship program, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our apprentices at the time of enrollment, and then remind them yearly, that they may update their information. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV/AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring the use of a wheelchair, and intellectual disability (previously called mental retardation).

^[1] Part 30 – Equal Employment Opportunity in Apprenticeship. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor’s Office of Apprenticeship website at <https://www.doleta.gov/OA/eo/>.



Participation Agreement

1. Nurse Assistant (Certified) 2. _____ 3. _____ 4. _____

The undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by Emmetsburg School District and agree(s) to carry out the intent and purpose of said Standards for and accompanying Appendices and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. The undersigned employer further agrees to allow the Sponsor to access the employer's records to confirm compliance with the terms of the Apprenticeship Standards and requirements of 29 CFR Part 29, subpart A, and Part 30. *The Employer confirms they have been furnished* a copy of the Standards and have read and understood them, and request certification to train apprentices under the provisions of these Standards. On-the-job, the apprentice is hereby assured qualified training personnel and adequate supervision during the apprenticeship. The training should follow the approved Work Process Schedule and Related Instruction Outline including the rotation of tasks. The employer further agrees to follow the selection procedures per the approved Standards consistent with the requirements set forth in 29 CFR § 30.10(b). This employer acceptance agreement will remain in effect until canceled voluntarily or revoked by the Sponsor, Employer, or the Registration Agency.

Company Name _____

Employer Name _____

Title _____

Federal Tax ID Number (EIN): _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

E-mail: _____

Journeyworker/Mentor Wage (Apprentice Completion Wage) \$ _____

Signature _____ **Date:** _____

Reviewed and Approved by:

Emmetsburg School District

Signature _____ **Date:** _____

Title: _____

All Employer Participation Agreement must be uploaded in RAPID's 2.0 by the Sponsor