

Skills for the Future
Youth Apprenticeship Program

WISCONSIN YOUTH APPRENTICESHIP PROGRAM
HEALTH SERVICES GUIDE

Sponsored by
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Rural Wisconsin Health Cooperative

Wisconsin Health and Hospital Association

Wisconsin Youth Apprenticeship Program

HEALTH SERVICES GUIDE

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The Youth Apprenticeship Program

The Link Between Education and Work

For years, employers have expressed concern that the education system has not prepared young people with the type of work readiness and technical skills that meet their business needs. The Youth Apprenticeship Program was approved by the State legislature in 1991 as a component of the state's School-to-Work/Skills For the Future Initiative to provide a direct link between businesses, schools and youth to meet the demands of technology, teamwork, communication and leadership. The Health Services program was developed in direct cooperation with The Wisconsin Health and Hospital Association. We are proud to mention that Wisconsin's health care industry and its leaders were among the first in the nation to implement a Youth Apprenticeship Program.

Preparing for the Future In Health Services

An estimated 37.5% increase in health service workers will be needed by the year 2005 in Wisconsin. By training youth apprentices, health service employers can play an active role in shaping the quality of their future workforce, improve the skill level of potential workers, and enhance their competitive positioning in the marketplace. This statewide program was designed to guide both employer and student toward these important goals and ultimately, a successful future in the health care industry.

Program Design Features

Many features of the Youth Apprenticeship Program distinguish it from similar youth oriented education and training programs. Among them are:

Youth apprenticeship is a two-year program for high school juniors and seniors with an interest in a particular field; i.e., health care.

Youth apprentices, parents, employers and school districts enter into a written agreement approved by The Governor's Work-Based Learning Board.

Statewide skill standards are established by the Wisconsin health services industry, making the work-based experience relevant to the state's employers.

Statewide competency based curriculum focuses on four major areas of skills and knowledge needed to find entry level employment in the health services industry. Upon successful completion of the program, a Certificate of Occupational Proficiency is issued to youth apprenticeship graduates, which encompasses a Certified Nursing Assistant (CNA) certification. The skills obtained in this program are transferable to other employers in the industry throughout the state.

Youth apprentices are trained at the workplace by skilled mentors and are paid minimum wage or better for their work. They can work 10-15 hours/week.

Youth apprentices receive a high school diploma and a skill certificate from the Wisconsin Department of Workforce Development.

Youth apprentices will receive advanced standing in Wisconsin technical college programs and may receive credit at some four-year colleges.

While the skills and competencies are set statewide, program implementation and oversight occurs through local committees to assure local needs are met.

The Health Services Youth Apprenticeship

Today's complex health care workplace demands workers who are more flexible and highly skilled than ever before. The Wisconsin Health Services Youth Apprenticeship has been developed for students enrolled in a youth apprenticeship program approved by the Governor's Work-Based Learning Board (GWBLB), and was designed to provide students with a working understanding of the core skill standards that serve as a foundation for occupations and services across the health care industry. Students who successfully complete the program and attain their high school diploma will receive a Certificate of Occupational Proficiency from the GWBLB.

A Bonus for the Health Care Employer

A unique opportunity and added incentive for participation in the Health Services Program for both employer and student, are that the competencies outlined in one portion of the program's curricula directly align with Wisconsin and national occupational skill standards for certification as a Certified Nursing Assistant. In addition, there are three other broad categories that the student will rotate through in this curriculum: therapeutic, diagnostic, and information services, which have all been endorsed by the National Health Care Skill Standards Project (NHCSSP). These competencies will be taught using a combination of related classroom instruction at the participating high school or technical college, and work-based instruction at the job site. Upon completion of the two year program, students will then have satisfied several important milestones for their future: a high school diploma, a Certificate of Occupational Proficiency from the Department of Workforce Development, and certification as a Certified Nursing Assistant. Yet another bonus is that the CNA certification and medical terminology courses will transfer as four credits toward a health care degree.

The Main Categories in the Curriculum

Youth apprentices rotate through the following major areas at the worksite and take related classroom instructions at the local high school, technical college, or at the worksite. The health services related instruction focuses on:

Fundamentals of Client Care I (Certified Nursing Assistant)

General policies and procedures, safety and universal precautions, basic equipment use, communications, interpersonal skills, and fundamental client care skills are covered in this section.

Youth apprentices are eligible to earn “Certified Nursing Assistant” certification.

Fundamentals of Client Care II and III

As a Certified Nursing Assistant under supervision, students will practice advanced care skills, isolation, use of specialized client care equipment, report/record care of clients, and emergency care (first aid/CPR).

Health Care Services I & II

Students will achieve skills used in these specialized health care areas: Therapeutic Services, Diagnostic Services, and Health Information Services.

Emphasis will be placed on students applying the competencies previously mastered (Client Care I-II-III), while they are learning new skills and providing assistance in client treatments, diagnostic tests, specialized therapies, advanced health services procedures, and records management.

Health Services Program

How the Program Works

The Health Services Program is a rigorous, two-year, elective program that combines academic and technical classroom instruction with mentored, on the job training for high school students. Students will apply and be interviewed by employers for positions in the program. All students who are on track for successfully completing the 10th grade academic requirements and have a good attendance record for that year are encouraged to apply their sophomore year. The student should have an expressed interest in the health care field, be self-motivated, and prove adaptable to new learning situations.

The state approved curriculum for the Health Services Program will be used in both the classroom instruction and work-based learning. If the local school district is not able to provide technical courses, the district may contract with their technical college to do so. During the school year, students may work 10-15 hours per week for their facility. Hours worked during the school day *do not* count toward the five hours a day limit in the child labor laws, which allow greater flexibility in scheduling for work-based learning. Flexibility in work schedules is necessary for both student and employer to allow students to continue to participate in special extra-curricular activities during the school year. During the summer between the junior and senior years, youth apprentices may work full-time for the business that is supporting them. The exact number of hours worked will be determined by mutual agreement of each work site and the youth apprentice. Over the *two-year* program, 360 hours of technical instruction and a minimum of 900 hours of worksite instruction and experience must be logged for completion of the program.

Benefits to the Employer

Involvement in the Health Services Program can benefit both employers and their staff.

Employers that are enrolled in the program can play an active role in improving the quality of their current and future workforce in the following ways:

Help develop skill standards geared to health industry's needs

Improve community relations by helping local youth with employment and education

Recruit and screen potential employees

Reduce employee turnover by hiring program graduates

Provide employees who become mentors with a substantial added measure of job satisfaction. (3)

Raise the interest of other employees in education and training.

Increase the potential for teamwork and flexibility in work sharing.

Improve the skill level of workers

Overall, past employers view the Youth Apprenticeship Program in an extremely positive light:

More than 90% of the employers surveyed said they would “recommend the program to other employers” (1).

73% of graduate survey respondents were offered a full-time job by their Youth Apprenticeship employer at the completion of the program. (2)

The following are several quotes from previous employers:

“...programs such as this one are a win-win situation. We can mold new employees who will possess the skill sets we need.” (4)

“The students are very productive and increase the morale within the office”. (1)

“What started out as a civic duty turned out to be quite beneficial for us. Our apprentice was a big asset to our institution and we will be starting a new one this year.”

(1)

“I believe that this type of program is crucial and essential to resolving our societal shortage of skilled trades workers.” (4)

Referenced studies

1). Phelps, L.A., & Jin, M. (1997), November). *1997 Wisconsin Youth Apprenticeship employer survey*. Madison: Center on Education and Work, University of Wisconsin.

2). Heidenrich, W. (1999). *Exit survey of 1998 Youth Apprenticeship graduates*. Madison: Center on Education and Work, University of Wisconsin.

3). Phelps, L.A., Scribner, J., Wakelyn, D. & Weis, C. (1996), November). *Youth Apprenticeship in Wisconsin: A stakeholder assessment*. Madison: Center on Education and Work, University of Wisconsin.

4). Wright, C. (1999). *1998 Wisconsin Youth Apprenticeship employer survey*. Madison: Center on Education and Work, University of Wisconsin.

Role of the Employer

As an employer of a youth apprentice, you will be responsible for the following areas:

Student Selection

Employers review student employment applications, interview candidates and select the student(s) they wish to hire. Orientation of a newly hired youth apprentice is provided by the employer.

Work-based Training

Most employers provide youth apprentices a minimum of 10 hours of work per week. Employers must provide youth apprentices a total of 900 hours (450 hours for Level One) for the length of the apprenticeship. Youth apprentices may be shared and/or rotated among several participating departments in order to learn all required competencies. Just remember that any hours worked after school are subject to child labor law limits (see pages 12-15). Employers are strongly encouraged to hire youth apprentices during summer months or when they are free from school day restrictions.

Pay Rates

Youth apprentices must receive minimum wage or higher. A pay schedule is agreed upon by the employer, the local consortium and the youth apprentice. Most employers grant periodic raises dependent upon performance or length of employment.

Workers Compensation

All youth apprentices must be provided worker's compensation coverage (see pages 18-19).

Work Environment

Employers must ensure that the work of any student learner in the occupations or departments that may be hazardous (such as in x-ray) must be under direct and close supervision of a qualified and experienced person. All safety instructions and precautions must be provided. The employer also must ensure that the work of any student learner in the occupations declared hazardous are incidental to his/her training and shall be intermittent and only for short periods of time.

Training Agreement

A written agreement is signed by the student, employer, parents, school and the Governor's Work-Based Learning Board. The agreement specifies expectations and responsibilities for each party, their rate of pay, and the length of employment for the youth apprentice (see Education/Training Agreement Form in Appendix).

Training to Meet Curriculum Requirements

The employer provides training in the occupational cluster required in the state curriculum. The standards in the health curriculum have been established by state and national occupational skill standards for the portion that certifies students as Certified Nursing Assistants. The other sections of the curricula have all been endorsed by the National Health Care Skill Standards Project (NHCSSP). These standards are reviewed and updated every three years.

Mentors

Employers provide/assign a skilled mentor(s) to supervise and train the youth apprentice. They will also allow mentors to attend special training classes (provided by the local youth

apprenticeship consortium) on how to become successful mentors. Additional details on the role of the mentor and training are covered on pages 21-22. A mentor training program specifically for health care personnel is available from the Wisconsin Health and Hospital Association located at 5721 Odana Road, Madison, Wisconsin 53719, telephone number (608) 274-1820.

Organized Labor

If youth apprentices will be working in areas within the company that are covered by labor agreements, organized labor must be involved in designing and operating the program at the worksite. The program may not impinge upon existing labor agreements, although agreements may be modified to reflect mutually agreed upon policies and procedures for the youth apprentices. Usually the Youth Apprenticeship Healthcare program is considered an educational activity rather than a job classification/position status.

Job Performance

Employers review, evaluate and report on a youth apprentice's job performance approximately every nine weeks to ensure they are learning the required competencies. Mentors are expected to participate in progress reviews with the apprentice, school personnel and the parent(s).

Child Labor Laws

Employers must abide by state and federal child labor laws and regulations. Additional details on relevant child labor laws are covered more in depth in the following section of this packet.

Role of the Employer

Child Labor Laws

Youth apprentices enrolled in approved youth apprenticeship programs and their employers are subject to all state and federal child labor laws regarding the employment of minors. The Governor’s Work-Based Learning Board will review all statewide curricula for compliance with the child labor laws and will clarify the laws whenever necessary to allow for program implementation. Youth apprentices are allowed to work in some prohibited occupations because they meet the criteria of “student learner” as defined in the law (see “student learner criteria” at the end of this section). However, they are not exempt from child labor laws by virtue of being enrolled in the Youth Apprenticeship Program.

Hours of Work

All apprentices ages 16-17 and employers must comply with child labor laws cited below with regard to daily/weekly hours, and time of day employment. The hours an apprentice spends working in the program during the hours school is in session during the do not count toward these work hours.

Maximum Hours of Work

Daily:

School days (except last school day of week)	5 hours
Last day of the week and non-school day	8 hours
Day during non-school week	unlimited

Weekly:

School week	26 hours
School week less than 5 days	32 hours
Non-school week	50 hours

Permitted Time of Day

School Day	7 am- 11 pm
Last school day of school week	7am-12:30p
Non-school day preceding school day	5 am- 11 pm
Non-school day preceding non-school day	Unlimited
Maximum days per week	6 days

Please note these additional child labor laws regarding length and time of work:

If a youth apprentice is under 16 years old at the end of their sophomore year, work with your local youth apprenticeship coordinator to determine allowable hours and work activities.

Following the end of work, 8 hours of rest is required before the start of work the next day.

Work must be directly supervised by an adult between the hours of 12:30am-5am.

Minors are limited to the maximum hours and time of day restrictions even though they may work for more than one employer.

All minors must have a ½ hour meal period after 6 consecutive hours of work.

DEPARTMENT OF WORKFORCE DEVELOPMENT
EQUAL RIGHTS DIVISION

Hours and Times of Day Minors May Work in Wisconsin

State and federal laws permit minors to work up to seven days per week in agriculture and newspaper delivery. In most other types of labor, minors may only work six days a week.

Maximum Hours of Work	After Labor Day through May 31						June 1 st through Labor Day					
	14 - 15 years olds			16-17 year olds			14 - 15 year olds			16 -17 year olds		
	Federal	State		Federal	State		Federal	State		Federal	State	
Daily Hours												
Days in Non-School Week	8 hours	8 hours		Unlimited	Unlimited*		8 hours	8 hours		Unlimited	Unlimited*	
Non-School Days in School Week	8 hours	8 hours		Unlimited	8 hours		8 hours	8 hours		Unlimited	8 hours	
School Days except Last School Day of Week	3 hours	4 hours		Unlimited	5 hours		3 hours	4 hours		Unlimited	5 hours	
Last School Day of the Week	3 hours	8 hours		Unlimited	8 hours		3 hours	8 hours		Unlimited	8 hours	
Weekly Hours												
Non-School Week	40 hours	40 hours		Unlimited	50 hours		40 hours	40 hours		Unlimited	50 hours	
Full School Week	18 hours	18 hours		Unlimited	26 hours*		18 hours	18 hours		Unlimited	26 hours*	
Partial School Week	18 hours	24 hours		Unlimited	32 hours*		18 hours	24 hours		Unlimited	32 hours*	
Permitted Time of Day												
Days in Non-School Week	7am-7pm	7am-11pm		Unlimited	Unlimited*		7am-9pm	7am-11pm		Unlimited	Unlimited*	
Non-School Days in School Week	7am-7pm	7am-11pm		Unlimited	5am-12:30am*		7am-9pm	7am-11pm		Unlimited	5am-12:30am*	
Non-School Day that Precedes a School Day	7am-7pm	7am-8pm		Unlimited	5am-11pm		7am-9pm	7am-8pm		Unlimited	5am-11pm	
School Day except Last School Day of Week	7am-7pm	7am-8pm		Unlimited	7am-11 pm		7am-9pm	7am-8pm		Unlimited	7am-11 pm*	
Last School Day of Week	7am-7pm	7am-11pm		Unlimited	7am-12:30am*		7am-9pm	7am-11pm		Unlimited	7am-12:30am*	

Employers subject to both federal and state laws must comply with the more stringent section of the two laws.

State child labor laws prohibit work during times that minors are required to be in school, except for students participating in work experience and career exploration programs operated by the school.

Minors are limited to the maximum hours and time of day restrictions even though they may work for more than one employer during the same day or week.

For further information about the Federal child labor laws call (608) 264-5221, or write to U.S. D.O.L., Wage & Hour, 740 Regent St, Suite 102, Madison, WI 53715. **For** further information about the State child labor laws, call Madison (608) 266-6860 or Milwaukee (414) 227-4384.

* Ages 16 & 17 must be paid time and one-half for work in excess of 10 hours per day or 40 hours per week, whichever is greater. Minors 14-17 working in agriculture, must be paid time and one-half for work over 50 hours per week during peak periods.

* Following the end of work, 8 hours of rest is required before the start of work the next day. Work must be directly supervised by an adult between the hours of 12:30am-5am.

* Minors age 16 & 17 who are Emancipated, Living Independently, Head of Household, Enrolled in a GED Program at a Vocational or Technical College, may work 40 hours per week when public schools are in session, and up to 50 hours per week during non-school weeks. The daily hours and time of day restrictions do not apply.

* Minors age 16 & 17 who are enrolled in Home School may only work 26 hours per week when public schools are in session, 32 hours if less than 5 days of school, and up to 50 hours per week during non-school weeks. The daily hours and time of day restrictions do not apply.

<http://www.dwd.state.wi.us/er/>

The Department of Workforce Development is an equal opportunity service provider. If you need assistance to access services or need material in an alternate format, please contact us. Deaf, hearing or speech-impaired callers may call us at Madison (608) 264-8752 or Milwaukee (414) 227-4081.

*To ensure you have the updated information regarding child labor laws, contact the Equal Rights Division at (608) 266-6860.

Work Permits

Students and employers participating in an approved youth apprenticeship program who have a signed Education/Training Agreement (ETA) on file with both the school and the employer do not need to obtain a separate work permit for the work to be performed as a part of the youth apprenticeship program although it is encouraged. Employers of youth apprentices must have either a work permit or ETA for each youth apprentice. Employers without a valid work permit or ETA may be assessed (a) double compensation in the event of injury on the job, and/or (b) fines ranging from \$25 to \$1,000 for every day without a permit for a first offense, to \$250 to \$5,000 for every day without a permit for a second offense within a five year period. If employers hire the youth apprentices to perform other work duties outside of their youth apprenticeship duties, a work permit will be required.

Minors and Health Services Regulations

Ind 70.06(15) Radioactive substances and ionizing radiations

Students are prohibited from the actual taking of radiographs, but may perform other functions such as assisting the patient, taking orders, helping the technician, etc. They may work in the area where X-rays are being taken providing they have certified supervision and all normal precautionary measures are taken for protection from the effects of the radiation.

Ind 70.06(7m) Infectious agent

Youth apprentices must meet the student learner criteria (see following criteria) if they will be involved in duties relating to exposure to bacterial, mycoplasmic, fungal, parasitic or viral agents identified by the department by rule as causing illness in humans or human fetuses or both, which

is introduced by an employer to be used, studied, or produced in the workplace. “Infectious agent” does not include such an agent in or on the body of a person who is present in the workplace for diagnosis or treatment.

New Caregiver Law

On October 1, 1998 Wisconsin initiated the New Caregiver Law. This law mandates stringent background checks of persons who provide care for others or have access to people who receive care. For more detail regarding this law contact the Department of Health and Family Services Regulation and Licensing directly, either through their website at www.dhfs.state.wi.us or by telephone at (608) 266-5511.

Background Information Disclosure Form

The Background Information Disclosure (BID) form gathers information as required by the Wisconsin Caregivers Background Check Law to help employers and government regulatory agencies make hiring, licensing, certification or registration decisions. Under the new law all youth apprenticeship students must complete a BID Disclosure form for a child. Completed forms must be submitted to and reviewed by the employer prior to the student beginning at the worksite.

If the BID form **does not** indicate that the student is **ineligible** to be employed no further action is taken by the employer (applies to students under 18 years of age).

If the BID form indicates potential ineligibility (acts, crimes and/or offenses that are substantially related to the job or activity the student will be engaged in) the employer will be required to obtain additional information that would include a criminal history search.

Employers are required to have a BID form on file for all students who will be at their site either as a paid employee or during their clinical experience. When completing the BID form, please note there are two questions that require an answer **only** if the individual will be working for a group family day care center or camp.

In Summary...

All students must complete a BID form.

The form must be on file with the worksite before the student can start.

Background checks will not be automatically conducted on students under 18.

The DHFS website on the new caregiver law covers every aspect of this law and is an excellent resource.

Student Learner Criteria

In order to be considered a student learner, youth apprentices must meet the following criteria:

1. They are enrolled in a youth apprenticeship program approved by GWBLB.
2. They are enrolled in a school and receiving school credit for the program.
3. They receive appropriate safety instruction at the school and at the workplace.
4. The work performed is under direct and close supervision of a qualified and experienced person.
5. The work performed is incidental to their training and is for intermittent and short periods of time (i.e. the worksite is following the required state curriculum in which job assignments are rotated throughout the two years of the program).
6. There is a schedule of organized and progressive work processes to be performed on the job (i.e. the worksite is following the state curriculum).

Liability and Insurance

Questions regarding liability and insurance frequently arise with sponsors of youth apprentices. The following areas generate the most common questions.

General Liability

An employer is liable for the service provided at their business. In general, if an employer has adequate general liability and workers compensation coverage, no additional liability is required as a result of the Youth Apprenticeship program. Before participating in the program, employers may wish to consult with their insurance carrier.

Transportation

In general, the party responsible for transportation is liable in case of an accident.

For example:

- Youth apprentices who are responsible for their own transportation to and from work are responsible for their own insurance.
- Schools that provide transportation to and from work are responsible for providing insurance coverage while in transit.
- If the business provides transportation to and from work the business is responsible for insurance coverage.

Workers Compensation

Once youth apprentices become actively involved in work (for example, begins to operate equipment, or are paid by the employer), they are considered employees of the firm. They must then be covered by the employer's workers compensation coverage.

Unemployment Compensation

If a youth apprentice is enrolled full-time in a public educational institution and receives school credit for their participation in the youth apprenticeship program, they are not eligible to file for unemployment compensation from the youth apprenticeship employer. Youth apprenticeship students who do not meet this criteria may be eligible for unemployment compensation benefits.

Worker Displacement

No employer may hire a youth apprentice who will *displace* any currently employed worker (including a partial displacement, such as reduction in the hours of non-overtime work, wages, or employment benefits).

Layoffs/Strikes

No employer may hire a youth apprentice when:

- Any other individual is on temporary layoff, with the clear possibility of recall, from the same or an substantially equivalent jobs, or
- The employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy with a youth apprentice

Local bargaining units should determine the status of youth apprentices already working in the company in the event of layoffs. Youth apprentices may be laid off or transferred to work areas to take the place of laid off workers.

Child labor laws prohibit youth apprentices from working in a company where a strike or lockout is in active progress.

Collective Bargaining Agreements

No youth apprenticeship program shall impair existing contracts for services or collective bargaining agreements.

Role of the Mentor

One of the most critical elements which often determines the success of a youth apprenticeship is the involvement of the workplace mentor. Employers participating in the program are required to assign a skilled mentor to each youth apprentice. One mentor may work with more than one youth apprentice in a workplace, and the mentor may assign multiple “trainers” to instruct the youth apprentice while they rotate among the various workstations.

Qualifications of an effective mentor

- ✓ Experience working with adolescents, either on the job or through family or outside activities
- ✓ Effective teaching/training skills with adults and/or youth
- ✓ Highly skilled in the area in which the youth apprentices will be trained
- ✓ Good communication skills in the workplace
- ✓ Knowledge of and commitment to the principles of apprenticeship and the Youth Apprenticeship Program

Responsibilities of the mentor

- Develop a cooperative training plan for the youth apprentice which will ensure that she/he will learn the required work-based skills during the course of the program
- Provide encouragement, support and direction about workplace culture and skills
- Help the youth apprentice build self-confidence and self-esteem
- Demonstrate tasks to the youth apprentice and explain the importance of them
- Be alert to personal problems that might affect the apprentice’s work performance and guide him/her to seek help from appropriate sources
- Evaluate the youth apprentice’s progress on a regular basis and document student achievements/skills on their checklist
- Work with school instructors to coordinate the application of skills learned in the classroom to the workplace
- Communicate regularly with the school liason, the youth apprenticeship coordinator and the instructor to ensure the overall work-based learning objectives are being met
- Meet with the student’s parents/guardian and school personnel at least once each grading period to review and update them on the student’s progress
- Identify other trainers as appropriate to train youth in the required competencies
- Attend mentor training workshops and regularly scheduled mentor meetings
- A valuable resource for mentorship and guidance, “Mentoring Youth For Success”, is available through DPI by calling 1 (800) 243-8782 and asking for Bulletin #00054.

Responsibilities of the Student

The Youth Apprenticeship Program is designed to provide a positive, cooperative experience for the student, employer, and mentor. Students who have decided to become a part of the program have been informed of both the benefits and the requirements for success in the program. They will be held responsible for:

- Attending the interview by the employer
- Maintaining adequate academic standing and acceptable attendance in school
- Maintaining acceptable performance on the job
- Observing the rules and requirements established by the company
- Mastering the skills/competencies in the youth apprenticeship curriculum

Responsibilities of the School District

The local school district participating in the youth apprenticeship program is responsible for the following:

- Recruiting students for the youth apprenticeship program
- Assessing interested students, either by administering the Wisconsin Knowledge and Concepts Exam, whose website is:
<http://www.dpi.state.wi.us/dpi/oea/kce.html>, or otherwise determining the student's ability to successfully complete the youth apprenticeship curriculum.
- Assigning a school coordinator to oversee student enrollment in the program
- Integrating the youth apprenticeship program into the student's overall educational program
- Developing curriculum maps for each youth apprenticeship to ensure that all graduation requirements will be met
- Issuing credit toward graduation for the youth apprenticeship program experience
- Signing the Education/Training Agreement for each student and complying with the conditions and requirements identified in the agreement

Frequently Asked Questions

The following are questions frequently asked by employers who are thinking about starting a Youth Apprenticeship Program. If you have further questions, please call your local youth apprenticeship coordinator who will be happy to assist you.

How does this program differ from coop education (Youth Options Program, School to Work Program)?

Coop Education and Youth Apprenticeship are similar in that they are both components of Wisconsin's overall School-To-Work Transition program. An important difference, however, is that students in the Youth Apprenticeship Program are exposed to an occupational cluster versus a specific job. The skills the student learns are recognized and endorsed on a state and national level. Another difference is that these programs serve different industry areas, and the programs vary in length.

Will the mentor have to spend his/her entire time at work teaching the student?

No. Apprentices need to be supervised, but you are not required to "shadow" the youth apprentice at all times. However, someone should be available for guidance as necessary.

Will the student do productive work?

Yes. After appropriate training, youth apprentices can become productive employees of the company. However, since they are rotated throughout different departments they will require more training time than other employees. It is important to remember the youth apprentice is in a training program. Students complete the general unit orientation of the organization at the time of hire. Upon completion of the probationary period, students are expected to meet the requirements of the position.

Will there be a lot of paperwork for me to complete?

Employers are required to sign an agreement at the beginning of the program. During the program, employers are expected to verify the youth apprentices' skills on the job. Mentors must fill out a simple form, known as the "Skill Standards Checklist" to ensure all of the required skills are taught on the job.

What happens if I cannot provide all of the skills required by the state at my facility?

In order to successfully complete the program and receive a Certificate of Occupational Proficiency, a youth must demonstrate proficiency in all levels specified in the Youth Apprenticeship Program Skill Standard Checklist. If your business does not provide the full range needed for certification, the local youth apprenticeship coordinator may be able to arrange for the missing skills to be provided by another company. This arrangement should be discussed with the coordinator before you hire the youth apprentice.

What costs will my business incur and will I be reimbursed?

Primary costs to the employers are the wages paid to the youth apprentice, and the mentor during the training period. Employer incentives of limited amounts may be available from the local YA Consortium to help offset some of the costs for the first year apprentices. Discuss this with your local coordinator.

Will I have to treat the youth apprentice differently than my other employees?

It is important to remember youth apprentices are placed in businesses primarily to learn. Patience and guidance are required while they learn responsible work habits as well as the

required skills. However, they are expected to follow the company's work rules (i.e., dress code, behavior, discipline, etc.,) just like any other employee. Part of the mentor's role is to help the apprentice avoid problems in the work place.

What is the typical time frame for activities over the course of a youth apprentice's stay with a business?

Most program activities follow a similar two-year cycle. There may be variances in the timing of activities that are made to accommodate local and seasonal needs.

If I have any questions, who can I call?

Call your local youth apprenticeship coordinator.

For additional information you can contact:

Governor's Work-Based Learning Board

P.O. Box 7891

Madison, WI 53707-7891

(608) 266-0223

TDD/Voice Relay 1 (800) 947-3529

APPENDICES

Checklist For Implementation

The following checklist will help you start a Youth Apprenticeship Program and guide you through the steps that will ensure that it is a worthwhile experience for both the employer and the apprentice. Most programs follow a similar two-year cycle. There may be variances in the timing of activities that accommodate Health Services Programs but in general, an employer can expect to fulfill the following requirements for implementation:

Discuss the program with the local partnership that offers Youth Apprenticeship Programs

Consult with the management team of your organization and union officials (if applicable)

Obtain approval from appropriate company officials to hire youth apprentices

Identify mentors and arrange for mentor training through your local Youth Apprentice Coordinator. Additional resource materials for mentor training are available through the Wisconsin Health Association and Rural Wisconsin Health Cooperative.

Interview candidates for the program

Select youth apprentices

Sign training agreement

Secure work permit

Orient new youth apprentice to the workplace, provide safety training, etc.

START-UP FORM

The following form entitled “Education/Training Agreement Wisconsin Youth Apprenticeship” is a written agreement that must be signed by student, employer, parents and school. This agreement specifies the expectations and responsibilities for each party, as well as the terms of employment, including pay rate.

This form must be completed, signed and filed with the employer and school for each youth apprentice before he/she can begin the program (per DWD-270.03(3)(a)(b). See your local YA coordinator for assistance.

You can download other current forms by clicking on the appropriate links on the Governors’ Work-Based Learning Board website at www.dwd.state.wi.us/gwblb/ya.htm . If you have problems viewing any of these forms, please contact Aaron Apel by direct link on the above website, or by calling (608) 261-4592.

Education/Training Agreement Wisconsin Youth Apprenticeship

Checklist for Program Continuation

This agreement is between _____
Youth Apprentice

and _____
Primary Employer

and _____
Secondary Employer Name (if applicable)

The undersigned parties agree to enter into a youth apprenticeship authorized by Chapter 106.13 of the Wisconsin statutes for the purpose of educating the student named above in the industry area of:

_____ Starting wage for the youth apprentice will be \$_____ per hour.
Program Area

The apprenticeship will begin on _____ and be completed by _____.
Month/Day/Year *Month/Year*

The Employer and School must have a completed copy of this Education/Training Agreement on file (which includes the signatures of the student, parent, employer, and the school principal or designee).

The parties agree to the following responsibilities in the implementation of this agreement:

The Youth Apprentice agrees to:

- maintain the academic and attendance requirements required by the youth apprenticeship consortium;
- observe company rules and other requirements identified by the employer; and
- participate in progress reviews scheduled with mentors, school personnel and parent(s) or guardian(s).

Youth Apprentice

Printed Name *Signature* *Date*

The Youth Apprentice's Parent or Guardian agrees to:

- assist the youth apprentice in meeting the academic and attendance requirements of the program;
- ensure transportation to and from the work site is provided; and
- participate in progress reviews scheduled with mentors, school personnel and the youth apprentice.

Parent or Guardian

Printed Name *Signature* *Date*

The Employer agrees to:

- provide a work based learning experience for the length of the agreement (or as specified if one of multiple employers);
- pay the youth apprentice for all work performed during the program at no less than minimum wage;
- provide worker's compensation for the youth apprentice for all hours worked;
- instruct the youth apprentice in the required competencies provided for this program;
- comply with all applicable state and federal child labor laws;
- ensure that any work performed in occupations declared hazardous shall be under the direct and close supervision of a qualified and experienced person;
- ensure that the work of any student learner in the occupations declared hazardous are incidental to his/her training, shall be intermittent and only for short periods of time;
- ensure that safety instruction will be provided;

- OVER -

- authorize the mentor to attend training related to the program;
- authorize the mentor to participate in progress reviews scheduled with the youth apprentice, the youth apprentice's parent or guardian, and school personnel.

Employer Representative

<i>Printed Representative Name</i>	<i>Signature</i>	<i>Date</i>
<i>Mailing Address</i>	<i>City, State, Zip Code</i>	<i>Telephone Number</i>

The School District agrees to:

- ensure the youth apprentice will meet high school requirements and the student will have the opportunity to successfully complete all requirements of the youth apprenticeship program;
- participate in progress reviews scheduled with mentors, the youth apprentice, and youth apprentice's parent or guardian;
- award credit toward graduation for the school-based/work-based related instruction; and
- provide safety instruction for work considered hazardous under child labor laws.

School Principal (or designee)

<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
<i>Title</i>	<i>Telephone Number</i>	

The parties to this agreement also agree to comply with the following assurances:

- A. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any youth apprenticeship program on the basis of race, color, religion, sex, national origin, age, handicap, political affiliation or belief, or sexual orientation.
- B. Youth apprentices will be provided with adequate and safe equipment and a safe and healthful workplace in conformity with all health and safety standards of Federal and State law.
- C. The local youth apprenticeship consortium will establish and maintain a grievance procedure for youth apprentices, a copy of which will be given to and explained to the youth apprentice at the beginning of the program.
- D. Youth apprentices will not displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).
- E. The youth apprenticeship program will not impair existing contracts for services or collective bargaining agreements. Any youth apprenticeship program that would be inconsistent with the terms of a collective bargaining agreement shall be approved only with the written concurrence of the labor organization and employer involved.
- F. An employer will not hire a youth apprentice when:
 - 1. Any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent jobs, or
 - 2. The employer has terminated the employment of any regular employee or otherwise reduced its work force with the intention of filling the vacancy so created with a youth apprentice.
- G. A work permit is recommended for youth apprentices for work performed as a part of this program.

Youth Apprenticeship Coordinator

<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>

The youth apprentice's signature and that of his/her parent or guardian authorizes the school to release progress, grades and attendance reports to all parties of this agreement and the Governor's Work-Based Learning Board while this agreement is in effect.

Checklist for Program Continuation

As an employer, your input is valued and respected. We highly recommend that you participate in the following steps to provide successful, ongoing facilitation of the youth apprentices' progress, which will ensure a positive work experience at your facility:

- Provide training according to the state skills standards checklist
- Participate in progress reviews with youth apprentice, local coordinators and parents
- Meet regularly with students to discuss their performance and other issues
- Employ youth apprentices during school breaks, either part-time or full-time
- Continue to provide training per skills standards checklist
- Participate in recognition events organized by school for program graduates
- Consider hiring new first-year youth apprentices!

Resource Guide For Your Area

The following is a list for all the youth apprentice coordinators for the state of Wisconsin. It is divided by consortia, or designated sections of the state, which may be named according to CESA groups, counties, or other geographical areas. Find your local school district from the list in your area, and call the coordinator for that region. In the event there is more than one person listed for your area, your call will be directed to the proper coordinator for the health service field.

Northwest Wisconsin

Northwest CEP

School District:	Coordinator	Phone Number
Ashland	John Chara	(715) 682-9141
Bayfield		
Bruce		
Drummond		
Flambeau		
Hayward Community		
Hurley		
Ladysmith-Hawkins		
Mellen		
Mercer		
ParkFalls		
Prentice		
Solon Springs		
South Shore Community		
Superior		
Washburn		
Weyerhauser Area		
Winter		

St. Croix

School District	Coordinator	Phone Number
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Hudson
New Richmond
St. Croix Central
CESA II

Daniel J. Reis

(715) 386-4226

School District

Coordinator

Phone Number

Amery
Baldwin-Woodville Area
Barron Area
Birchwood
Boyceville
Cameron
Chetek
Clayton
Clear Lake
Colfax
Cumberland
Elk Mound Area
Ellsworth
Elmwood
Frederic
Glenwood
Grantsburg
Luck
Osceola
Pepin Area
Plum City
Prairie Farm
Prescott
Rice Lake Area
River Falls
Shell Lake
Siren
Somerset
Spring Valley
St. Croix Falls
Turtle Lake
Unity
Webster

Gary Edwards
Nancy Graese
Patricia Graves

(715) 896-2020
(715) 896-2021
(715) 896-2022

Chippewa Valley

School District	Coordinator	Phone Number
Altoona	Candyce J. Lund	(715) 720-2037
Augusta		
Bloomer		
Cadott Community		
Chippewa Falls Area		
Cornell		
Durand		
Eau Claire Area		
Eleva-Strum		
Fall Creek		
Gilman		
Gilmanton		
Lake Holcome		
Menomonie Area		
Mondovi		
Neillsville		
New Auburn		
Osseo-Fairchild		
Owen-Withee		
Stanley-Boyd		
Thorp		
Weyerhauser Area		

North Central Wisconsin

North Central

School District	Coordinator	Phone Number
Abbotsford	Mark Borowicz	(715) 675-3331
Antigo	Laurie Sager	(715) 675-3331
Athens		
Colby		
D.C. Everest Area		
Edgar		
Loyal		
Marathon City		
Medford Area		
Merrill Area		

Mosinee
Park Falls
Phillips
Rib Lake
Wausau
Wittenburg-Birnamwood

Northwoods

School District	Coordinator	Phone Number
Crandon	Jolene Johnson	(715) 365-4526
Elcho		
Lakeland UHS		
Laona		
Mercer		
Northland Pines		
Phelps		
Rhineland		
Three Lakes		
Tomahawk		
Wabeno		

Northeast Wisconsin

Northeast

School District	Coordinator	Phone Number
Beecher-Dunbar-Pembine	Jan Dooley	(715) 528-3215
Florence	Deb Gerard	(715) 251-1330
Niagra	Melanie Olson	(715) 324-5314

CESA 8

School District	Coordinator	Phone Number
Crivitz	April A. Konitzer	(920) 855-2114

Gillett
Oconto Falls
Peshtigo
Wausaukee
White Lake

Door/Kewaunee

School District	Coordinator	Phone Number
Algoma	Leanne Schinkten	(920) 743-3113
Gilbaltar Area	Ellie L. Vanderneuse	(920) 388-5755
Kewaunee	Anne Quail	(820) 743-6915
Sevastopol		
Southern Door		
Sturgeon Bay		

Wolf River

School District	Coordinator	Phone Number
Bonduel	Patircia Warmenhoven	(715) 526-4760
Bowler		
Clintonville		
Marion		
Menominee Indian		
Shawano-Gresham		
Tigerton		

Western Wisconsin

Western Wisconsin *

School District	Coordinator	Phone Number
Alma Center-Humbird-Merrilan	Cheryl Hanson	(608) 786-4833
Alma		
Arcadia		
Bangor		
Black River Falls		
Blair-Taylor		

Cochrance-Fountain City
 Galesville-Ettrick-Trempealeau
 Hillsboro
 Holmen
 Independence
 LaCrosse
 Melrose-Mindoro
 Norwalk-Ontario
 Onalaska
 Sparta Area
 Tomah Area
 West Salem
 Whitehall

*There are no Health Services Youth Apprenticeship Programs in the “Western Wisconsin” division of school districts as of this printing (March, 2001).

Mauston/NL/R

School District	Coordinator	Phone Number
Mauston New Lisbon Royall (Elroy)	Ann Brandau Hynek	(608) 462-2602

Central Wisconsin

Central Wisconsin

School District	Coordinator	Phone Number
Granton Area Greenwood Marshfield Spencer Stratford	Darla Dielmann Cathy Wingert	(715) 389-7587 (715) 384-3454

Mid-Wisconsin

School District	Coordinator	Phone Number
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Adams-Friendship Area	Jessica Hatfield	(715) 389-2701
Almond-Bancroft		
Auburndale		
Nekoosa		
Pittsville		
Port Edwards		
Rosholt		
Stevens Point Area		
Tomorrow River		
Tri-County Area		
Wautoma Area		
Wild Rose		
Wisconsin Rapid		

Eastern Wisconsin

Green Bay

School District	Coordinator	Phone Number
Ashwaubenon	Amy Young	(920) 437-8704
Denmark	Nancy E. Schopf	(920) 437-8704
DePere		
Green Bay Area		
Howard-Suamico		
Luxemburg-Casco		
Pulaski Community		
Seymour Community		
West DePere		
Wrightstown Community		

Fox Cities *

School District	Coordinator	Phone Number
Appleton Area	Matt Rentmeyer	(920) 734-7161
Hortonville		
Kaukauna Area		
Kimberly Area		
Little Chute Area		
Menasha		
Neenah		
Freeport Area		

*There are no Health Services Youth Apprenticeship programs in the "Fox Cities" division of school districts as of this printing (March, 2001).

Manitowoc

School District	Coordinator	Phone Number
Manitowoc	Rose Ellinger	(920) 683-4861
Mishicot		
Reedsville		
Two Rivers		
Valders		

Lakeshore

School District	Coordinator	Phone Number
Elkhart Lake-Glenbeulah	Linda Fitch	(920) 693-1233
Howards Grove		
Kiel Area		
Kohler		
Oostburg		
Plymouth		
Sheboygan Area		
Sheboygan Falls		

CESA 6

School District	Coordinator	Phone Number
Beaver Dam	Carrie Simon	(920) 921-9500
Berlin Area	Gina Mangan	(920) 424-7701
Campbellsport	Jody Jensen	(920) 867-3301
Dodgeland	Jim Derivan	(920) 485-0538
Fond du Lac		
Green Lake		
Horicon		
Hustiford		
Iola-Scandinavia		
Lomira		
Markesan		

Mayville
North Fond du Lac
Oakfield
Omro
Oshkosh Area
Princeton
Ripon
Shiocton
Waupaca
Waupun
Weyauwega-Fremont

Southwest Wisconsin

Southwest Wisconsin

School District	Coordinator	Phone Number
Argyle	Rick Hugill	(608) 822-3276
Barneveld	Marie Gjovig	(608) 822-3276
Belmont	Sandra Gonsiorowski	(414) 529-9090
Benton		
Blackhawk		
Boscobel Area		
Cassville		
Cuba City		
Darlington Community		
Dodgeville		
Fennimore Community		
Highland		
Iowa-Grant		
Ithaca		
Kickapoo Area		
Lancaster Community		
Mineral Point		
North Crawford		
Pecatonica Area		
Platteville		
Potosi		
Prairie du Chien Area		
Richland		

River Ridge
River Valley
Riverdale
Seneca
Shullsburg
Southwestern WI
Wauzeka-Steuben
Weston

Southwest *

School District	Coordinator	Phone Number
Greendale Greenfield St. Francis Whitnall	John Hedstrom (temp)	(414) 529-9090

*There are no Health Services Youth Apprenticeship programs in the "Southwest" division of school districts as of this printing (March, 2001).

Vernon County

School District	Coordinator	Phone Number
Cashton DeSoto Area Kickapoo Area LaFarge Viroqua Area Westby Area	Robert Greene	(608) 637-1339

Southcentral Wisconsin

Dane County

School District	Coordinator	Phone Number
Belleville Cambridge Deerfield community DeForest Area	Diane K. Kraus	(608) 232-2863

Madison Metropolitan
Marshall
McFarland
Middleton-Cross Plains
Monona grove
Mount Horeb Area
Oregon
Sauk Prairie
Stoughton Area
Sun Prairie Area
Verona Area
Waunakee Community
Wisconsin Height

CESA 5

School District	Coordinator	Phone Number
Baraboo	Julee Dredske	(608) 742-8811
Cambria-Friesland	Shelly Drescher	(608) 742-8814
Columbus	Pamela Hilleshiem-Setz	(608) 742-8814
Fall River		
Lodi		
Montello		
Necedah Area		
Pardeeville Area		
Portage Community		
Poynette		
Randolph		
Reedsburg		
Rio Community		
Westfield		
Wisconsin Dells		

Green County

School District	Coordinator	Phone Number
Albany	Wendy Horbinski	(608) 328-9237
Brodhead		
Juda		

Monroe
Monticello
New Glarus
Parkview

Rock County

School District	Coordinator	Phone Number
Beloit	Al Halkey	(608) 364-6371
Beloit Turner	Jeff Beardsley	(608) 361-3031
Clinton community	Alice Holm	(608) 676-2223
Edgerton	Jim Schultz	(608) 884-9402
Janesville	Steve Huth	(608) 643-5037
Milton	Sandy Douglas	(608) 8688-9300

Southeast Wisconsin

Washington County *

School District	Coordinator	Phone Number
Germantown Hartford UHS Kewaskum Slinger West Bend	Marlyss K. Thiel	(262) 644-0422

*There are no Health Services Youth Apprenticeship programs in the "Washington County" division of school districts as of this printing (March, 2001).

Workforce 2010

School District	Coordinator	Phone Number
Cedarburg Grafton Mequon-Thiensville Northern Ozaukee Port Washington-Saukville Random Lake	Terrie Salzer	(262) 284-6125

Jefferson County

School District	Coordinator	Phone Number
Fort Atkinson	Cyndy Sandberg	(920) 206-3319
Jefferson	Donna Essock	9920) 563-7803
Johnson Creek		
Lake Mills Area		
Waterloo		

Waukesha County

School District	Coordinator	Phone Number
Arrowhead UHS	Mariann White	(262) 691-5557
Elmbrook	Steve Kostka	(262) 367-3611
Hamilton	Sandy Swanson	(262) 244-8444
Kettle Moraine	Doug Parker	
Menomonee Falls	Dennis Skurulsky	(262) 970-3148
Mukwonago		
Muskego-Norway		
New Berlin		
Oconomowoc Area		
Palmyra-Eagle Area		
Pewaukee		
Waukesha		

Milwaukee

School District	Coordinator	Phone Number
Milwaukee	Claude Beale (temp)	(414) 475-8082

Wauwatosa

School District	Coordinator	Phone Number
Wauwatosa	Bradley R. Haag	(414) 773-2890

St. Francis

School District	Coordinator	Phone Number
St. Francis	Terry Benka	(414) 481-2840

*There are no Health Services Youth Apprenticeship programs in the “St. Francis” division as of this printing (March, 2001).

Franklin *

School District	Coordinator	Phone Number
Franklin Public	Christine Kueger	(414) 423-4640

*There are no Health Services Youth Apprenticeship Programs in the “Franklin” division as of this printing (March, 2001).

East Troy *

School District	Coordinator	Phone Number
East Troy Area	Judith A. McFarlane	(262) 642-6710

*There are no Health Services Youth Apprenticeship Program in the “East Troy” division as of this printing (March, 2001).

South Shore

School District	Coordinator	Phone Number
Cudahy	Lori Esenberg	(414) 769-2310
Oak Creek-Franklin	Marilyn J. Stuckey	(414) 768-6388
South Milwaukee		

Southern Lakes

School District	Coordinator	Phone Number
Elkhorn Area	Greg Wright	(262) 348-2000
Lake Geneva-Genoa City		

Racine

School District	Coordinator	Phone Number
Burlington Area	Kristin Schmidt	(262) 643-1931
Union Grove UHS	William J. Ratzburg	(262) 631-7088
Waterford UHS		

Kenosha

School District	Coordinator	Phone Number
Kenosha	Birge Whitmore	(262) 605-1100
Wilmot UHS	Sally Osenga	(262) 653-6304
	Susie Fountain	(262) 653-7661

Important Phone Numbers/Contacts

Website for the Governor's Work-Based Learning Board/Youth Apprenticeship Program:

www.dwd.state.wi.us.gwblb/ya.htm

Address: Governor's Work-Based Learning Board
P.O. Box 7946
Madison, WI 53707-7946
(608) 266-0223
TDD/Voice Relay 1 (800) 947-3529

Questions about the Youth Apprenticeship Program :

Cathy Crary
Youth Apprenticeship Consultant
(608) 267-7944
craryc@dwd.state.wi.us

Start-up/termination forms for the Youth Apprenticeship Program:

Julie Tyznik
(608) 261-6538
tyzniju@dwd.state.wi.us

For a copy of the administrative code for the employment of minors :

Equal Rights Division
Department of Workforce Development
(608) 266-6860

Questions about allowable activities for youth apprentices:

Joyce Christee
Youth Apprenticeship Coordinator
Division of Connecting Education and Work

(608) 266-6860

Questions regarding the health care industry:

Wisconsin Health and Hospital Association
5721 Odana Road
Madison, Wisconsin 53719-1289
(608)274-1820

Rural Wisconsin Health Cooperative
880 Independence Lane
PO Box 490
Sauk City, Wisconsin 53583
(608)643-2343