

# A PROGRAM SPONSOR'S GUIDE TO CREATING A NEW APPRENTICESHIP PROGRAM WITH CLPCCD

## 1. Announce Intention

- Program Sponsor
  - Send Request to Serve as Local Education Agency (LEA) letter to Chabot-Las Positas Community College District (CLPCCD)
  - Notify Dept. of Apprenticeship Standards (DAS), collaborate with DAS Consultant to complete standards template - keep DAS apprised as to progress throughout
- CLPCCD as Local Educational Agency (LEA)
  - Send acceptance to serve as LEA to Program Sponsor
  - Notify California Comm. College Chancellor's Office (CCCCO) of intention to create new program, keep CCCCCO apprised as to progress throughout

## 2. Develop DAS Program Standards

- Apprenticeship program must have an organized written plan (referred to as Program Standards)
- Program Sponsor works with a DAS consultant to develop the Program Standards
- Program Sponsor:
  - Identifies the occupation(s)
  - Oversees the Advisory Committee
  - Recruits employers and apprentices/Places apprentices with employers and tracks them
  - Collaborates with all entities involved

## 3. Create Contract between Program Sponsor & CLPCCD

- Information needed:
  - Length of the Program (months or years), total number of classroom hours per year
  - Total number of on-the-job-training (OJT) training hours per year
  - Total number of apprentices projected for initial cohort

## 4. Curriculum

- DAS approves curriculum
- Program Sponsor and CLPCCD
  - Create course outlines for each course, submit to host college
  - Approval by College's Curriculum Review Committee (College faculty must do submission)
  - Submit course request to CLPCCD Board of Trustees for approval
  - Information entered into Meta database (College faculty does this after Board approval)
- Faculty sends approved New Program package to CCCCCO for approval and to be incorporated into CCCCCO Curriculum Inventory list

*Once this has been accomplished, program has been approved into the system and classes can begin to be scheduled.*

## 5. Setting Up Program with College

- Hiring instructors (at \$0.00) requires the following:
  - Completed faculty application
  - 3 letters of recommendation
  - Supporting documentation
  - Phone interview with CLPCCD administrator
- Registration of apprentices

## 6. On-Going Requirements for Classroom Instruction

- Work with CLPCCD to get Course Registration Numbers (CRNs)
- Submit student roster each semester to CLPCCD for processing
- Track student hours, report roster changes
- Turn in attendance and grade reports to CLPCCD after each semester

## 7. RSI Collection and Distribution

- CLPCCD reports apprenticeship classroom attendance hours to CCCCCO 3 times/year
- CLPCCD will inform Program Sponsor of total hours reported to State and advise amount of RSI funds to be distributed
- RSI distributions to Program Sponsors happen 2 times per year

***Please Note: The approval process can take 2 years from design to implementation***