

# Pre-Apprenticeship Handbook

*Starting a Registered Pre-Apprenticeship Program*



**Los Angeles County  
Office of Education**  
*Career Technical Education Unit*

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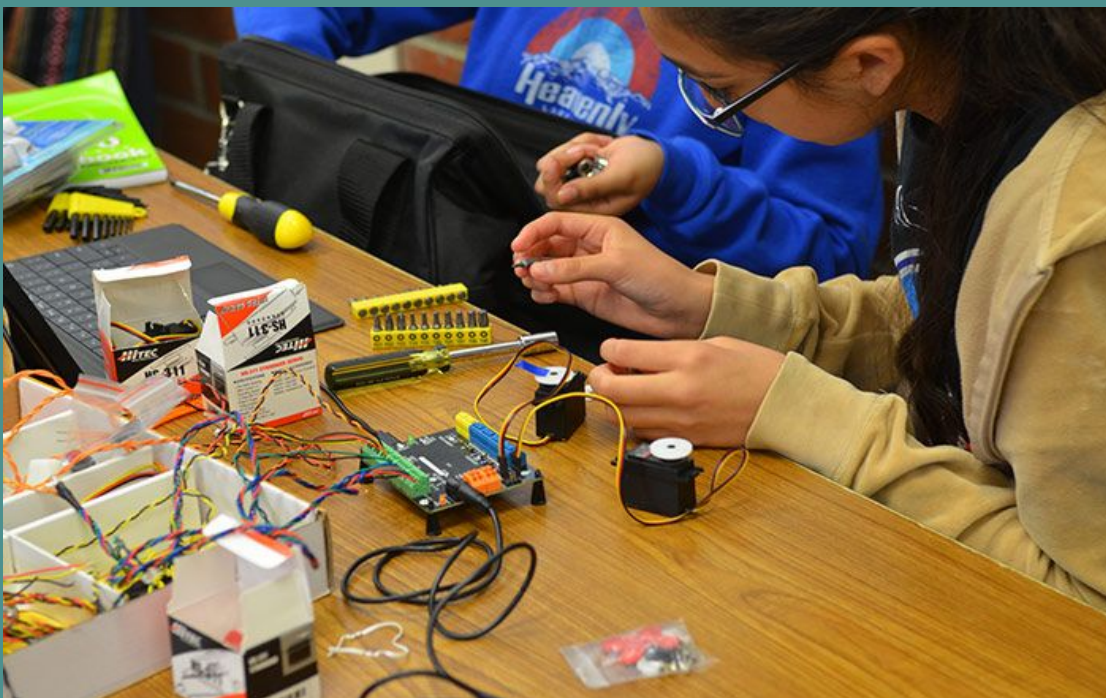
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# LACOE Mission

*Improving the lives of students  
and our educational community  
through service, leadership, and  
advocacy.*



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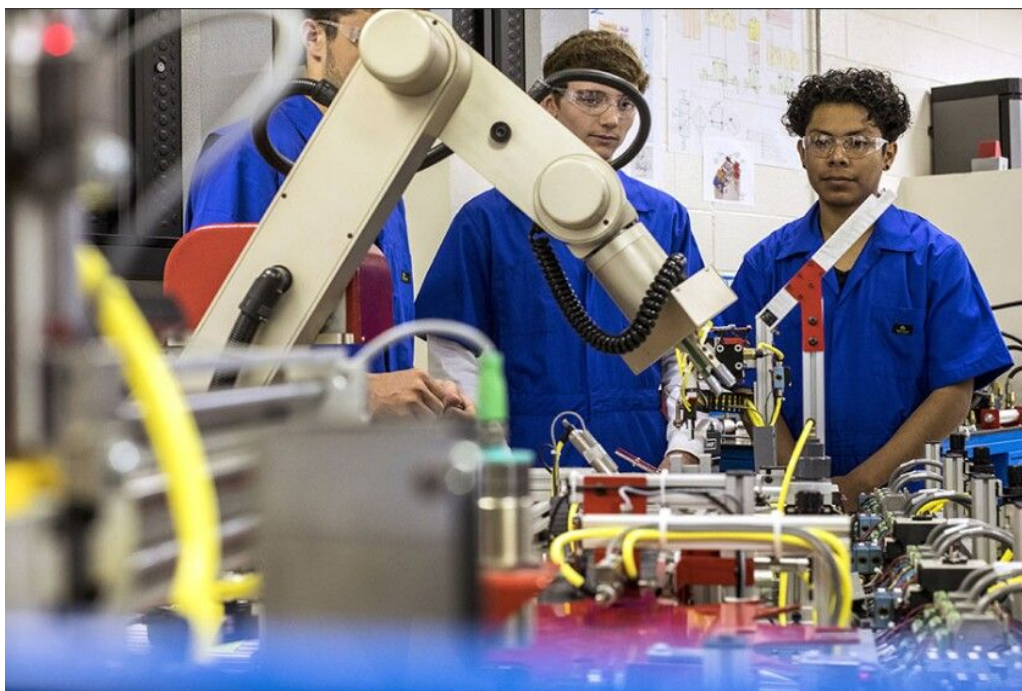
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# Introduction

# Introduction:

This handbook offers guidance on establishing pre-apprenticeships tailored to assist high school students in gaining entry into Registered Apprenticeship Programs. In alignment with the [California State Plan for Career Technical Education](#), an emphasis on work-based learning and Registered Pre-apprenticeship Programs present an ideal opportunity for students to acquire practical experience while pursuing their education. An increasing array of emerging industry sectors, such as information technology, education, healthcare, and advanced manufacturing, are opening doors for individuals to become registered apprentices.



# Apprenticeships in California

## GOAL



500,000 Registered Apprentices by the year 2029

## FACTS



There are over 800 Apprentice Occupations approved in California

[apprenticeship.gov](http://apprenticeship.gov)

## US STATISTICS



Over 400,000 individuals taking part in Apprenticeship programs throughout the United States

[Senate Labor Committee](#)

## CA STATISTICS



California currently has over 90,000 registered apprentices and has a goal to reach 500,000 registered apprentices by the year 2029

[Governor's Goal](#)



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# Pre-Apprenticeship

# What is a Registered Pre-Apprenticeship?

The California Division of Apprenticeship Standards (DAS) officially recognizes and designates pre-apprenticeship programs as *registered*. Registered Pre-apprenticeship Programs provide work experience and the opportunity to explore trades and industries, preparing students for Registered Apprenticeships and future careers. DAS approves a Registered Pre-apprenticeship partnership with at least one Registered Apprenticeship program sponsor to provide industry-based training and classroom instruction. The establishment of a DAS-Registered Pre-apprenticeship Program requires a formal affiliation with a DAS-Registered Apprenticeship Program sponsor, as mandated by California law (AB 235-O'Donnell, 2018). This partnership aims to ensure training standards and outcomes of Registered Pre-apprenticeship Program participants are accomplished.





# Division of Apprenticeship Standards (DAS) Responsibilities

The role of the DAS is to:

- Process the pre-apprenticeship program and Registered Apprenticeship Program linkage agreement
- Guide the pre-apprenticeship committee as an advisor and provide appropriate program operational guidance
- Promote pre-apprenticeship programs at the state level and to employment groups, this includes promoting high school pre-apprenticeship programs

If you have any questions or concerns, please email [preapprenticeship@dir.ca.gov](mailto:preapprenticeship@dir.ca.gov).



# Pre-Apprenticeships Include:



## Approved Curriculum

CTE Model Curriculum Standards based on industry standards and approved by RAP partner



## Work-Based Learning

Hands-on training or volunteer opportunities that provide students with opportunities to learn from industry partners.



## Facilitated Entry

Build relationships with registered apprenticeship program participants to enter directly into a RAP



## Building Partnerships

Promote registered apprenticeship to employers



## Workforce Diversity

Promote Diversity, Equity, Inclusion and Access across all programs and services



## Student Support Services

Provide students with community resources, childcare referrals and transportation to ensure program completion success

# High School Registered Pre-Apprenticeship



A high school Registered Pre-Apprenticeship\* is a work-based learning measure on the College and Career Indicator (CCI). There are 12 types of work-based learning programs reported in California Longitudinal Pupil Achievement Data System (CALPADS), with pre-apprenticeship having its specific code (Code 25). Once approved, students who successfully complete a Career Technical Education (CTE) sequenced Registered Pre-apprenticeship Program and meet the agreed-upon grade criteria can be recognized as completers in the data submitted by high schools to CALPADS under the Work-Based Learning category.

\*Only officially Registered Pre-Apprenticeship programs will be recognized by the California Department of Education as an indicator of career readiness for the state accountability system.

# What is the definition of a Youth Apprentice?

The [Department of Labor \(DOL\)](#) and the [National Governors Association](#) define a youth apprentice as a student between 16 and 24 years old who participates in paid on-the-job learning under the guidance of skilled industry mentors. This program typically falls under the purview of the Workforce Innovation and Opportunity Act (WIOA), providing training and employment services that allow employers to meet their current and future workforce needs through collaborations with industry, education, and government agencies. Within youth apprenticeships, a specific category is Registered Pre-apprenticeships. The ultimate goal of Youth Apprenticeship Programs is to culminate in attaining industry-recognized credential and postsecondary credit.





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# Registered Pre-Apprenticeship Process

# Registered Pre-Apprenticeship Program Process

To establish a Registered Pre-Apprenticeship Program in California, it is essential to collaborate with a community college's Apprenticeship Program designee and engage with the DAS. DAS is essential in promoting Apprenticeship Programs and will guide program development. DAS representatives assist in setting pre-apprenticeship program standards and offer support to high schools and community colleges. DAS representatives are listed on the [DAS Contact webpage](#). Additionally, DAS serves as the approval authority for Registered Apprenticeship Programs in the state.

The process of registering a pre-apprenticeship program requires the following steps:

1. Identify program sponsor and complete linkage agreement
2. Contact DAS [[DAS Contact webpage](#)]
3. Register pre-apprenticeship program here: [https://www.dir.ca.gov/das/das\\_contactUS.html](https://www.dir.ca.gov/das/das_contactUS.html)
4. Establish the pre-apprenticeship committee
5. Define pre-apprenticeship program standards
6. Recruit students to apply to the program
7. Support the pre-apprenticeship program by ensuring continuous improvement
8. Assign responsibilities to the LEA and high school

# REGISTERED PRE-APPRENTICESHIP PROCESS



# Step 1: Identify Program Sponsor and Create Linkage Agreement

Partnering with a DAS Registered Apprenticeship program sponsor is essential for designing and implementing a high-quality pre-apprenticeship program according to the U.S. Department of Labor’s Pre-apprenticeship Framework. Pre-apprenticeship programs should partner with employers, unions, intermediaries, and public workforce systems that are Registered Apprenticeships to provide work-based learning opportunities. Once a partnership is established, a [Linkage Agreement](#) between the pre-apprenticeship program and the DAS Registered Apprenticeship must be completed. A database of [Registered Apprenticeship Programs](#) is available on the [ApprenticeshipUSA](#) website.





# Step 2: Contact the Division of Apprenticeship Standards (DAS)

It is crucial to work with your apprenticeship contact who oversees the community college Apprenticeship Program. The Division of Apprenticeship Standards (DAS), that is charged with fostering and promoting apprenticeship programs in California can also help guide you. The DAS representative will assist in the development of pre-apprenticeship program standards, while providing guidance to the high school and community college. The DAS is also the approval agency for Registered Apprenticeship Programs in California.

A list of Registered Apprenticeship Programs associated with the 19 Los Angeles Community Colleges can be found [here](#).



# Step 3: Pre-Apprenticeship Program Registration

Approved by DAS, a pre-apprenticeship program is connected to a Registered Apprenticeship Program by the completion of a formal “linkage agreement” with a designated Registered Apprenticeship Program and/or a “sponsor-designated” apprenticeship program. A pre-apprenticeship program must be registered by submitting a signed [agreement](#) with a Registered Apprenticeship Program willing to support the pre-apprenticeship program to [preapprenticeship@dir.ca.gov](mailto:preapprenticeship@dir.ca.gov).

In order to register for the pre-apprenticeship or on-the-job training for the DAS web registration system, the LEA must complete the form [here](#) and email the form to [Daswebagr@dir.ca.gov](mailto:Daswebagr@dir.ca.gov)

Additional information on apprenticeship and pre-apprenticeship labor code can be found [here](#) at CA Labor Code Section 3100 - pre-apprenticeship.



# Step 4: Establish the Pre-Apprenticeship Committee

- Establishing a Pre-apprenticeship Committee is essential for coordinating and overseeing pre-apprenticeship programs to address workforce shortages and skill gaps.
- This committee comprises a diverse group of educational partners, including teachers, employers, labor unions, education providers, government agencies, and members with varied perspectives and backgrounds reflecting the school community.
- Together, committee members define the committee's mission, secure funding, develop program curricula, and implement recruitment strategies.



# Step 5: Define Pre-Apprenticeship Program Standards

Pre-apprenticeship program standards defined by DAS are a vital framework that defines key components of registered pre-apprenticeship programs. These standards:

- Encompass specifying the targeted occupation, outlining the curriculum with educational components, and detailing work-based learning opportunities
- Ensure a program's focus on industry-specific skills, alignment with CTE Model Curriculum Standards, and emphasize hands-on experience, ultimately maintaining program quality and preparing students to articulate to a Registered Apprenticeship Program.

Please find information on pre-apprenticeship program standards and elements [here](#). A sample DAS School Apprenticeship document with program standards can be accessed [here](#).



# Step 6: Recruit Students to Apply to Pre-Apprenticeship Programs

Recruiting students for pre-apprenticeship programs is flexible, with each LEA devising its approach. Recruiting students for pre-apprenticeship programs involves creating an inclusive environment and ensuring interested students meet the minimum qualifications. This approach ensures that interested individuals have access to information about these programs and can pursue their career goals in a welcoming and supportive environment. LEAs can also recruit students at career and college events. Field trips to apprenticeship programs can provide students with a real-life perspective into the both traditional and non-traditional apprenticeship programs. Another effective strategy is to work with teachers and schools who want to establish pre-apprenticeship programs and write program curriculum as a team.



# Step 7: Support Accountability; Define Continuous Support Measures

In creating a pre-apprenticeship program, accountability and continuous support are crucial elements. This involves collaboration with advisory committee, CTE teachers, and industry partners to establish up metrics to monitor and assess the program's effectiveness, focusing on ongoing improvement and potential expansion. Student feedback is integral to this process, providing valuable insights for refinement.

## Program Completion:

Program completion is recognized through industry certification and a transcript with the pre-apprentices' program grade. LEA's may choose to issue certificates to acknowledge successful completion. These measures ensure the program maintains quality and helps students prepare for future career paths.



# Step 8: Assign Local Education Agency and High School Responsibilities

A successful high school pre-apprenticeship program starts with the district, school, or county office of education agreeing to hire or assign a coordinator/liason staff member to oversee the program and assist the students. These responsibilities include, but are not limited to:

- Assisting students with career guidance on areas such as job applications, resumes, and letters of recommendation
- Increasing awareness of the skilled trades in K-12 education
- Encouraging school counselors to guide students that are likely apprenticeship candidates, to explore careers in skilled and technical trades and crafts.
- Bringing pre-apprenticeship and CTE programs into the schools
- Asking an apprenticeship consultant to speak with school counselors and staff in the classroom and at job fairs. ([Department of Industrial Relations Website](#))

## Costs Associated with a High School Pre-Apprenticeship Program

Costs related to pre-apprentices programs will vary depending on the agreements in place, grant dollars available to support the program, and business and industry program support. Find grant resources [here](#).



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## Registered Pre-Apprenticeship Documents

- [DAS Linkage Agreement](#)
- [Request for Application \(cccco.edu\)](#)
- <https://www.dir.ca.gov/DAS/Grants/California-Youth-Apprenticeship-Grant.html>

## Helpful Links:

- [Division of Apprenticeship Standards \(DAS\)](#)
- [Apprenticeship.gov](#)
- [The Road to 500,000 Apprenticeships](#)
- [Advancing Apprenticeship in California](#)
- [California Youth Apprenticeship Grant \(CYAG\)](#)
- [California Apprenticeship Innovation Funding for Non-Traditional IACA Programs](#)
- [Apprenticeship Innovation Funding \(AIF\)](#)
- [High School Apprenticeships: A Guide For Starting Successful Programs](#)
- [Getting Started with Pre-Apprenticeship Partnerships](#)
- [Centers of Excellence on Labor Market](#)
- [Apprenticeship Programs at Los Angeles County Community Colleges](#)
- [Registered Apprenticeship Database](#)

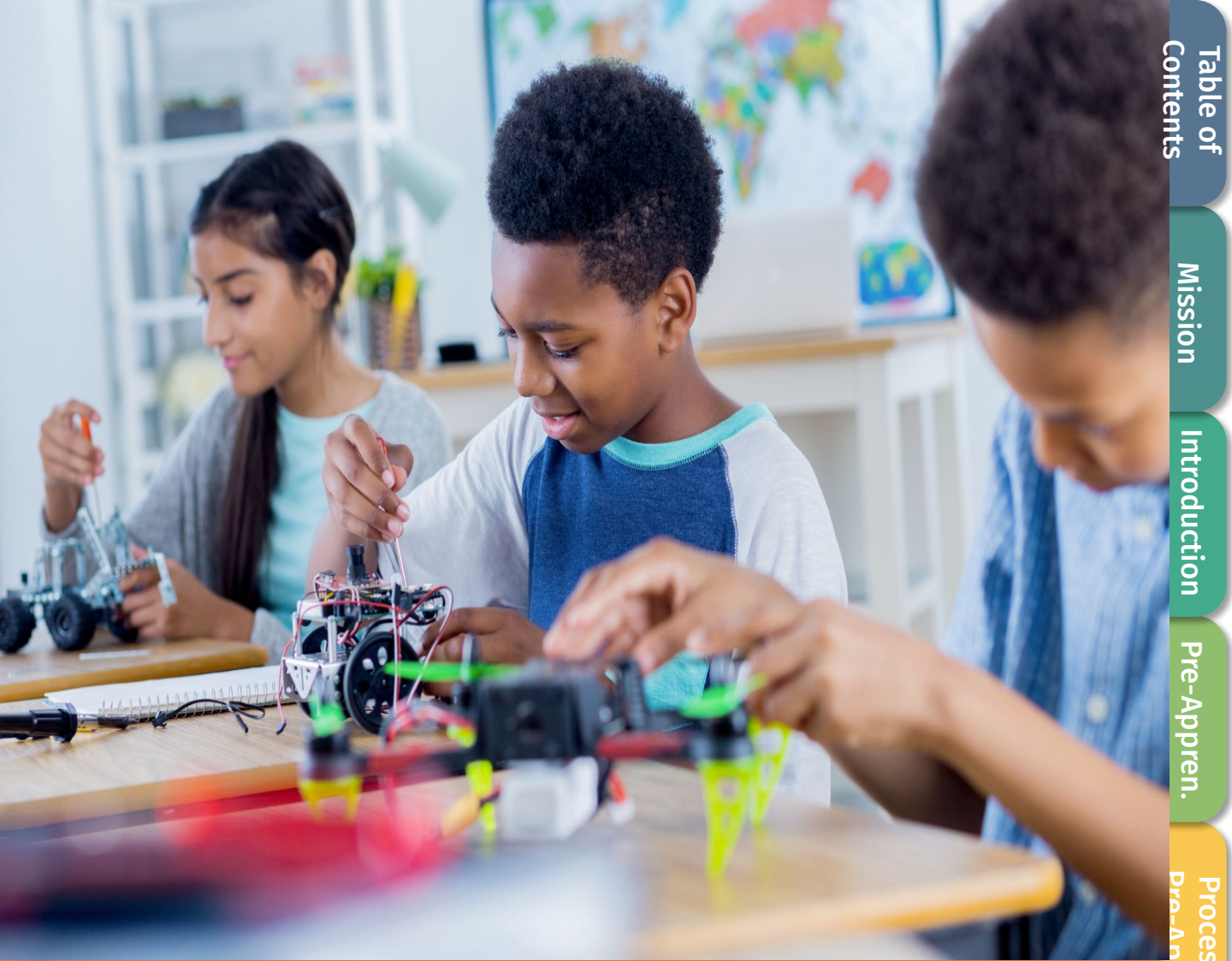


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