

# ADMINISTRATIVE PROCEDURE

## REGISTERED APPRENTICESHIP PROGRAM

6191

Procedure No.

December 20, 2019

Date

### I. PURPOSE:

To provide enrollment criteria, participation expectations, and removal procedures from the Prince George’s County Public Schools (PGCPS) Career and Technical Education (CTE) Registered Apprenticeship Program (Apprenticeship Program). The Apprenticeship Program is a Registered Apprenticeship with the Maryland Department of Labor.

### II. BACKGROUND:

Multiple PGCPS Departments came together to create the PGCPS Registered Apprenticeship Program to address the challenge of establishing a workforce pipeline. PGCPS’ Career and Technical Education Department (CTE) Construction Trades students receive the associated training and are eligible for employment opportunities with PGCPS after graduation.

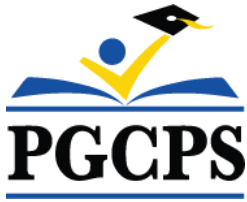
As the Apprenticeship Program expands, other CTE trades and PGCPS Departments will be included in the Registered Apprenticeship Program. A Registered Apprenticeship includes both classroom instruction and On-the-Job Training (OJT). Registered Apprentices receive related instruction through CTE Programs which includes the successful completion of classroom instruction in the theoretical and technical subjects as specified and approved by the Maryland Department of Labor. Registered Apprentices may also receive training from higher education and/or business partners. Each year, PGCPS will report the number of hours worked, pay rate, number of instructional hours, among other metrics, to the Maryland Department of Labor.

Registered Apprentices receive OJT by working with staff in PGCPS Departments and Offices. Registered Apprentice work hours are full-time during the summer and part-time during the school year.

Upon graduation, Registered Apprentices will be connected to employment either with PGCPS or an employer partner. In addition, Registered Apprentices will continue their training in Levels 3 and 4 of their trade area with Prince George’s Community College.

### III. DEFINITIONS:

A. Registered Apprentice: A student in Grades 11 and 12 recommended by the PGCPS Department of CTE and other PGCPS Departments who is approved and accepted by the Maryland Department of Labor.



# ADMINISTRATIVE PROCEDURE

## REGISTERED APPRENTICESHIP PROGRAM

6191

Procedure No.

December 20, 2019

Date

- B. Program Department: Any PGCPS Department/Office that is responsible for implementing/providing On-the-Job Training (OJT) for the Registered Apprenticeship Program.
- C. Work Hours: Tour of duty including transportation to and from work locations in PGCPS vehicles.

#### IV. SPECIAL CONSIDERATIONS:

PGCPS Registered Apprentices are designated as PGCPS Temporary Employees while engaged in all OJT activities, to include transportation to and from work locations. This designation extends to all PGCPS facilities, grounds, and vehicles. During work hours, Registered Apprentices shall be afforded all the rights and responsibilities of PGCPS Temporary Employees.

This Administrative Procedure shall apply to Registered Apprentices while enrolled as students in PGCPS.

#### V. PROCEDURES:

##### A. Entrance Requirements

Applicants for a Registered Apprenticeship must be enrolled in an approved PGCPS CTE program of study prior to applying to be an apprentice. Applicants can apply and be considered using the following procedure:

1. Submit a completed PGCPS CTE Registered Apprenticeship Program Student Application Form.
2. Submit a resume and current transcript. Additional school records may be requested and reviewed.
3. Submit a letter of recommendation from the applicant's current CTE high school teacher.

All documentation will be submitted to the CTE Department. Applications will be reviewed and scored according to a rubric which is included in the application to determine eligibility and acceptance.

##### B. Requirements to Remain in the Apprenticeship Program



# ADMINISTRATIVE PROCEDURE

## REGISTERED APPRENTICESHIP PROGRAM

6191

Procedure No.

December 20, 2019

Date

1. Registered Apprentices must remain enrolled in their CTE program of study (in which they were when they applied) until graduation.
2. Registered Apprentices must adhere to all CTE Grade Point Average (GPA) and attendance requirements as found in Administrative Procedure 6142.1.
3. During the Registered Apprentice's work hours, Registered Apprentices must adhere to all PGCPS Employee Administrative Procedures.
4. Registered Apprentices' accumulation of OJT hours will be determined through the PGCPS Payroll Office and the accumulation of training hours through PGCPS' Student Information System. Documentation of OJT and attendance will also be received from higher education and/or employer partner(s), if applicable.
5. As a PGCPS employee, Registered Apprentices will be supervised and evaluated by the OJT provider.

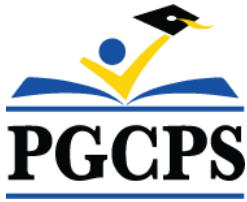
### C. Withdrawal

1. Registered Apprentices will be removed from the Apprenticeship Program if they fail to meet CTE Program requirements as found in Administrative Procedure 6142.1.
2. Registered Apprentices will be removed from the Apprenticeship Program if the OJT provider terminates employment, in accordance with PGCPS Employment policies and procedures.

### D. Appeals

1. A Registered Apprentice's removal from the Apprenticeship Program shall be effective upon the recommendation of the CTE Director or Director of Building Services to the Chief Academic Officer (CAO). Upon submission of the recommendation for removal to the CAO, the Registered Apprentice may not return to work. The CAO or designee will render a decision on the recommendation within 10 school days.

If the CAO or designee approves the recommendation for removal,



# ADMINISTRATIVE PROCEDURE

## REGISTERED APPRENTICESHIP PROGRAM

6191

Procedure No.

December 20, 2019

Date

the CAO or designee will notify the applicable school principal and OJT provider of the withdrawal of the Registered Apprentice. If the CAO or designee denies the recommendation for removal, the Registered Apprentice may return to work.

2. If the Registered Apprentice is removed from the Registered Apprenticeship Program, the Registered Apprentice and their parent may submit a written appeal to the Office of Appeals who serves as the Chief Executive Officer (CEO's) designee, within 10 calendar days of the written decision. The decision of the CEO's designee shall be final.

### **VI. MONITORING AND COMPLIANCE:**

The Division of Academics will be responsible for monitoring compliance with this procedure. Each year, the CTE Department will report the number of hours worked, pay rate, number of instructional hours, demographics, among other metrics, to the Maryland Department of Labor.

### **VII. RELATED PROCEDURES:**

Administrative Procedure 6142.1 Technical Academy;  
Administrative Procedure 10101, Student Rights and Responsibilities Handbook;  
Employee Code of Conduct

### **VIII. MAINTENANCE AND UPDATE OF THESE PROCEDURES:**

This procedure originates with the Division of Academics, Department of Career and Technical Education, and will be updated as needed.

- IX. CANCELLATIONS AND SUPERSEDURES:** None. This is a new procedure.

- X. EFFECTIVE DATE:** December 20, 2019