

As a WTCS Apprenticeship Coordinator, you are likely to be asked some variation of... “Where does it say the WTCS provides related instruction to apprentices?” The following citations begin at the State Statute level and reflect the order of authoritative reference in addressing common questions your peers have had regarding the provision of apprentice related instruction as well as policies affecting district (college) building projects. For specific WTCS “how to” questions consult the [Educational Services Manual](#) (ESM) for program development and approval procedures, and the [Financial Accounting Manual](#) (FAM) for fiscal reporting and contract requirements.

[Wisconsin Statutes](#) Chapter 38. Technical College System *also Chapter 106.01 Apprentice contracts; 106.01(6) Related instruction follows on next page*

- S. 38.001(1m) and (2a) Mission and Purpose – *direct references to training of apprentices*
- S. 38.14(3) – Specific authority for Contract for Services
- S. 38.18 – Construction contracts - *shall be let to lowest responsible bidder*
- S. 38.24 – Program and Material Fees – *program fees minimum 14% of operational cost*
- S. 38.27(3)(d) - Incentive grants - *may fund programs that foster the provision of related instruction for apprentices and the upgrading of journeymen.*

[Wisconsin Administrative Code](#) *also see DWD 295 Apprenticeship and & 296 Federal EEO and The Wisconsin Apprenticeship Manual from DWD-BAS*

- TCS 3 – Certification of Personnel (*in transition*)
- TCS 5 – Facility Development Procedures
- TCS 6 – General District Policies (includes 6.05 Procurement)
- TCS 8 – Contracts for Services
- TCS 8.05(5) *confirms any contract instructor teaching a credit course must be certified*
- TCS 10 – Residency, Admissions, and Fee Refunds

[WTCS State Board Policies \(WTCSB\)](#)

- #300 – Apprentice Related Instruction – *district point-of-contact, strongly promote equal access*
- #318 – Employment and Training Programs – *affirms WTCS focus on long term*
- #323 – Credit for Prior Learning - *minimum 2.0 grade point on a 4.0 scale*
- #400 – Full-time Equivalent (FTE) Calculation Methodology *30 credits = 1 FTE*
- #401 – Student Activity and incidental fees - *approved by local Board*
- #409 – Contracts to Provide Educational Services

[WTCSB Administrative Bulletin](#)

- AB 99-14 – Conversion of Non-standard length class periods
- AB 09-04 – Program Advisory Committees
- AB 10-07 – Land Acquisition, Construction, Renovation and Rentals
- AB 14-01 – FY 2014-2015 Material Fees
- AB 14-02 – FY 2014-2015 Program Fee Rates and Out-of-state Tuition

District Board Policies and Procedures: *developed for these areas, meet WTCS guidelines*

- Personnel - *including district director*
- Employee and district board member - *travel and expense reimbursement*
- Procurement Policy - *goods and services*
- Contract for Services Policy - *includes pricing policy and review of all contracts*
- Credit for Prior Learning Policy - *includes charges for assessment, accreditation*

From 38.001 WTCS Mission and purpose... (1) The legislature finds it in the public interest to provide a system of technical colleges...which enables eligible persons to acquire the occupational skills training necessary for full participation in the work force...which provides education through associate degree programs and other programs below the baccalaureate level; which functions cooperatively with other educational institutions and other governmental bodies; and which provides services to all members of the public.

(1m) The board shall be responsible for the initiation, development, maintenance and supervision of programs with specific occupational orientations below the baccalaureate level, including associate degrees, training of apprentices and adult education below the professional level.

(2) The principal purposes of the technical college system are to: (a) Provide occupational education and training and retraining programs, including the training of apprentices, that enable residents to obtain the knowledge and skills necessary for employment at a technical, paraprofessional, skilled or semiskilled occupation. Such programs include general education courses to facilitate student achievement in occupational skills training. The district boards should maintain courses at standards acceptable to national, regional and professional accrediting agencies and associations

from 106.01 DWD Apprentice contracts...

106.01(6) RELATED INSTRUCTION.

(a) An employer shall pay an apprentice for the time that the apprentice is receiving related instruction as provided in this paragraph. An employer shall pay an apprentice for not less than the number of hours of related instruction specified in par. (b) or the number of hours of related instruction specified in the apprentice contract, whichever is greater, at the same rate per hour as the employer pays the apprentice for services performed.

(b) During the first 2 years of an apprenticeship, the sponsor shall provide for the apprentice not less than 144 hours per year of related instruction. If the apprenticeship is for longer than 2 years, the sponsor shall provide for the apprentice not less than a total of 400 hours of related instruction over the term of the apprenticeship. If the apprentice is receiving classroom instruction, the sponsor shall provide for the apprentice not less than 4 hours of related instruction or the equivalent during each week that the school providing the classroom instruction is in session...

(c) This subsection does not prohibit an agreement between the parties requiring the apprentice to take additional instruction on the apprentice's own time in excess of the number of hours required under par. (b) or the apprentice contract, whichever is greater.

(d) The provider of related instruction to an apprentice shall submit reports on the grades and attendance of the apprentice to the department and the sponsor in accordance with standards set by the department.

106.01(6)(e) (e) All school officers and public school teachers shall cooperate with the department and employers and sponsors of apprentices to furnish, in a public school or any school supported in whole or in part by public moneys, any related instruction that may be required to be given apprentices.

(7) OVERTIME...

(8) NONPERFORMANCE OF APPRENTICE CONTRACT

(9) AUTHORITY OF DEPARTMENT. The department may investigate, fix reasonable classifications, issue rules and general or special orders, and hold hearings, make findings, and render orders upon its findings as necessary to carry out the intent and purposes of this section. The investigations, classifications, hearings, findings, and orders shall be made as provided in s. [103.005](#). Except as provided in sub. (8), the penalties specified in s. [103.005 \(12\)](#) apply to violations of this section. Orders issued under this subsection are subject to review under ch. [227](#).

(11) RULES. The department shall promulgate rules to implement this section, including rules providing for all of the following:

(a) The provisions that are required to be included in an apprentice contract.

(b) Procedures for approving and for rescinding approval of apprenticeship programs.

History: [1971 c. 228 s. 43](#); [1977 c. 29 s. 1651](#); [1977 c. 273](#); [1993 a. 492](#); [1995 a. 27](#); [1999 a. 83](#); [2001 a. 16](#); [2003 a. 33](#); [2009 a. 291](#).