

## APPRENTICE RELATED INSTRUCTION

The development process for apprentice related instruction programs is different than that of the Associate Degree, Applied Associate Degree and Technical Diplomas. Apprentices are employed workers and WTCS apprentice (paid) related instruction (PRI) is offered in cooperation with the Department of Workforce Development Bureau of Apprenticeship Standards (DWD-BAS) and the United States Department of Labor Office of Apprenticeship (USDOL-OA).

New Apprentice Programs not previously offered in the WTCS: Significant program capacity-building activity led by DWD-BAS must take place prior to formal submission of a WTCS district request for approval to deliver the related technical instruction portion of the program. Preliminary steps include the development by DWD-BAS of work process standards and the minimum number hours of (paid) related instruction (PRI) and extensive curriculum development may be required. Questions and criteria that are normally addressed within the WTCS' concept review procedures are addressed through the Interagency New Apprentice Program Need Assessment (TC-APP-NEW), while curriculum and instructional delivery are documented on the Apprentice Related Instruction Action Form (TC-APP-PRI). Local and WTCS State Board approval are required at the Concept Review stage. Actual program implementation is activated upon approval of the Apprentice Program Implementation form (TC-APP-IMP) in conjunction with the registration of new apprentices with DWD-BAS.

<b>Timetable</b>	<b>Responsibility</b>	<b>Action</b>
As industry need for apprentice related instruction arises	DWD-BAS, Apprenticeship Education Director, industry and district stakeholders	1. Collaborate on program development leading up to joint completion of the Interagency New Apprentice Program Needs Assessment (TC-APP-NEW) form.
After receiving a request for instruction for a new apprentice program from DWD-BAS	District	2a. Schedule and prepare materials for local Board review and approval. 2b. Submit signed Interagency Apprentice Program Needs Assessment (TC-APP-NEW) form to the system office Apprenticeship Education Director.
Within 10 working days of receipt of district request	Apprenticeship Education Director	3. Forward written recommendation of approval or disapproval of the request to the Associate Vice President, Office of Instruction; or, if necessary, request additional information needed from the applicant district and/or DWD-BAS.
	District and/or DWD-BAS	4. Submit requested information to the Apprenticeship Education Director.

Timetable	Responsibility	Action
	Associate Vice President, Office of Instruction	5. Review New Apprentice Program Approval and recommendation from Apprenticeship Education Director. Forward concept review approval request to the Associate Vice President of the Office of Instruction, stating agreement or disagreement with the recommendation of the Apprenticeship Education Director's recommendation.
	Provost and Vice President of Student Success	6. Disapprove or forward approval recommendation (Concept Review) to the next Wisconsin Technical College System Board (WTCSB) meeting.
As appropriate	WTCS Board	7. Approve/disapprove or take other action on the recommendation (Concept Review).
Within seven (7) working days of Board action	Provost and Vice President of Student Success	7a. Notify district president, by letter of WTCSB action.  7b. Apprenticeship Education Director notifies DWD-BAS
<b>PRIOR TO THE SEMESTER IN WHICH INSTRUCTION IS OFFERED:</b>		
Following notice of WTCS Board Approval of new apprentice program recommendation (Concept Review) and once there are sufficient apprenticeship contracts to ensure a viable program	District	8. Proceed to implement approved program by submitting forms TC-APP-PRI and TC-APP-IMP. Identify Occupational Experience for instructor certification. Upon WTCS office approval, the district will be notified that it can send its electronic course and curriculum record submissions to the system office.

**APPRENTICE PROGRAM IMPLEMENTATION  
District Request (TC-APP-IMP)**

**Wisconsin Technical College System**

District Board approval is required to offer a program of Apprentice Related Instruction (PRI Aid Code 50). Submit this form for approval to implement PRI programs that are new to the state, the replication of previously approved programs and the reinstatement of suspended PRI programs.

District: \_\_\_\_\_ Proposed Implementation Date: \_\_\_\_\_

WTCS Apprentice Related Instruction Program Title: \_\_\_\_\_

Program Number: 50-xxx-x

Type of approval requested:

\_\_\_ Implementation of program new to the System

\_\_\_ Replication of existing program at: \_\_\_\_\_

\_\_\_ Reinstatement of suspended program

**Estimated number of apprentices at implementation:** \_\_\_\_\_

**District minimum class size/contingencies:** \_\_\_\_\_

**Curriculum Documentation:**

\_\_\_ College curriculum aligns with approved WTCS curriculum standards model posted on the WTCS Apprenticeship Repository

\_\_\_ Replicates currently approved curriculum at \_\_\_\_\_  
Technical College

\_\_\_ Proprietary curriculum owned by \_\_\_\_\_

\_\_\_ For a program that is new to the system or differs from an approved curriculum model:

Please provide WIDs Program Design or the following documentation:

1. Program outcomes, courses, and course competencies
2. Course descriptions and curriculum configuration
3. Documentation of industry support: (i.e. advisory committee minutes, letters of support)
4. Documentation of DWD-BAS support e-mail from the bureau director or chief of field operations

Date approved by local WTCS Board: \_\_\_\_\_

District President or ISA Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Interagency New Apprentice Program Need Assessment:

TC-APP-NEW

DWD-BAS Title: \_\_\_\_\_

DWD/BAS number: \_\_\_\_\_

O-NET/SOC Code/Title: \_\_\_\_\_

State Committee Jurisdiction: \_\_\_\_\_

Proposed Start of Apprentice Registrations: \_\_\_\_\_

Proposed Related Instruction Program  
Title/Number: \_\_\_\_\_

CIP Code: \_\_\_\_\_

Career Cluster and Pathway: \_\_\_\_\_

Proposed Start of Related Instruction: \_\_\_\_\_

List Individuals attending Initial Assessment Meeting & Date of meeting:

DWD-BAS NEEDS DEMONSTRATION WORKSHEET	Initial Assessment (Y/N/TBD)	Comments	Date of Final Review (anticipated)
1. Who recognizes this as an apprenticeable occupation?			
2. Have DWD-BAS standards been approved for this trade?			
3. Is this a unique single sponsor request, closed to others?			
4. Have program sponsors demonstrated sufficient labor market need for apprentices?			
5. Have program sponsors demonstrated commitment to long-term apprenticeship training?			
6. Is there documented support from advisory committee/ industry champions? (minutes, letters of support)			
7. Are there formal links or articulation agreements with other programs or groups?			
8. Has program request raised objections from other stakeholders?			
9. Expected number of apprentices for this location	Start-up:	Annual starts:	Ongoing capacity:
10. Skilled wage rate: Apprentice entry % (or wage):			

11. Appropriate Advisory Committee (Name): \_\_\_\_\_

12. DWD-BAS Departmental Approval: \_\_\_\_\_

Provisional Approval Date: \_\_\_\_\_

Apprentice Related Instruction Action Form (PRI)

TC-APP-PRI

Action: (circle one)    New    Expansion    Consolidation    Change in Delivery/Curriculum

WTCS PRI Program Number and Title: \_\_\_\_\_  
Number of Apprentices Affected: \_\_\_\_\_

College Initiating Action: \_\_\_\_\_

Other colleges affected: \_\_\_\_\_

Advisory Committee: \_\_\_\_\_

Implementation date: \_\_\_\_\_

(new) school assigned as per BASIS (DWD): \_\_\_\_\_

Term of Apprenticeship/Hours Provided		Type of Apprenticeship:	
Years:		Time-based:	
Hours:		Competency-based:	
OJL:		Hybrid:	
PRI:		License or Certification:	
URI:		Interim Credentials:	
Special Provisions:	Per contract:	Job Book:	

Part II. RELATED INSTRUCTION: PROVISIONS FOR DELIVERY AND APPROVED CURRICULUM (circle, highlight or fill in blanks as appropriate)

Who is responsible for providing Paid Related Instruction?

Registration

Grade Reports

Transcript

Who is responsible for daily attendance records? \_\_\_\_\_

Location/site for PRI: \_\_\_\_\_

Scheduling:    weekly    every other week    block    stacked/ slotted in shared class

5. Delivery mode:    Classroom    100% online    blended

6. Instructor(s) employed by: \_\_\_\_\_

7. Is supplemental/unpaid related instruction (URI) included in approved curriculum? Provider / recordkeeper for URI: \_\_\_\_\_

8. Source of curriculum:

WTCS Aligned

WTCS Non-aligned

Proprietary

Instructor Generated

9. Does a course outline of subjects covered each year exist? \_\_\_\_\_

10. Please list any contingencies affecting this program: (enrollment, access, contractual arrangements) \_\_\_\_\_

Reviewed by DWD-BAS Administrative Office Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Representative of Related Instruction Provider: \_\_\_\_\_

Date: \_\_\_\_\_

REPLICATION OF EXISTING PROGRAMS OR CHANGES  
IN PROVISION OF APPRENTICE RELATED INSTRUCTION

<b>Timetable</b>	<b>Responsibility</b>	<b>Action</b>
As need for change in provision of apprentice related instruction arises	District Apprenticeship Coordinator, designated advisory committee industry sponsors, BAS-ATR	Collaborate with stakeholders regarding need changes (i.e., expansion to another district, change in delivery mode and document proposed changes on ESM form (TC-APP-PRI))
If change involves an existing program that is new to the district or program discontinuance	District	1a. Schedule and prepare materials for local Board review and approval.  2. Send email describing proposed changes, and advisory committee/sponsor acceptance to the WTCS office Apprenticeship Director and the DWD Director of Bureau of Apprenticeship; attach The Apprentice Related Instruction Action Form TC-APP-PRI for review and concurrence.
After partners reach consensus on new arrangements for current and new apprentices		
Within 10 working days of receipt of completed TC-APP-PRI	Apprenticeship Education Director	3. Consult with DWD Director for concurrence on proposed changes. Forward written recommendation of approval or disapproval of the request to the Vice President, Office of Instruction; or, if necessary, request additional information needed, i.e. minutes, from the applicant district and/or DWD-BAS.
If change involves an existing program that is new to the district or program discontinuance		3b. Maintain records of changes not included in Program System database (site, scheduling, mode of instruction)
	Vice President, Office of Instruction	Review and approve request that impact Program System database, as appropriate (program expansion to a new district, suspension, discontinuance)
		4b. Record the action within the Management Information System, enter action (approval, suspension, discontinuance) into program system, database.
		4c. Notify DWD-BAS, district Apprenticeship Coordinator
Upon receipt of notice of approval of program expansion	District	4d. Proceed to implement approved program. Submit course and curriculum files.

**APPROPRIATE OCCUPATIONAL EXPERIENCE AND ACADEMIC PREPARATION FOR  
APPRENTICESHIP INSTRUCTORS IN THE WISCONSIN TECHNICAL COLLEGE SYSTEM**

<b>INSTRUCTIONAL AREA:</b>	<b>PREPARED:</b>
<b>PROGRAM:</b> (All Aid Code 50 Programs and Courses)	<b>REVISED:</b>
<b>EDUCATION DIRECTOR:</b>	<b>REVIEWED:</b>
<b>DISTRICT(S): All Districts</b>	

**EDUCATIONAL REQUIREMENTS**  
A Bachelor's degree or equivalent as determined under TCS 3.04 (1) or (2): (1) Employment as an apprentice or journeyworker, or both in the skilled trades for a total of 7 years. (2) Occupational experience (including registered apprenticeship), combined with education and training to prepare a person for the occupation which totals 7 years or 14,000 hours. Each academic credit or equivalent credit shall be equal to 110 hours of occupational experience. At the discretion of the district, additional criteria may be required beyond the minimum certification requirements.

**OCCUPATIONAL REQUIREMENTS**  
An occupational instructor shall have 24 months (4,000 hours) of verifiable occupational experience as a fully qualified worker in each occupational area where certification is requested.

**I. WORKING TITLES WHICH PROVIDE THE OCCUPATIONAL EXPERIENCE NECESSARY TO FUNCTION AS AN INSTRUCTOR**

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•	•

**II. JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR**

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•	•

**III. WORKING TITLES WHICH DO NOT PROVIDE THE OCCUPATIONAL EXPERIENCE NECESSARY TO FUNCTION AS AN INSTRUCTOR AND WHICH MIGHT CAUSE CONFUSION IN THIS AREA**

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•	•

**IV. REQUIREMENTS FROM OTHER GOVERNMENTAL AGENCIES, ASSOCIATIONS, OR OTHER SIGNIFICANT GROUPS**

- Requires an apprenticeship completion certificate from the Wisconsin Bureau of Apprenticeship Standards (BAS) OR a federally registered program OR a signed letter from a representative of an appropriate apprenticeship advisory committee.

**V. ADDITIONAL INFORMATION**

- DWD (Department of Workforce Development) 295.02(2)(b)6 states "... Apprenticeship instructors shall meet the educational and occupational requirements of the Wisconsin Technical College System Board, or be a subject matter expert, which is an individual, such as a journeyworker, who is recognized within an industry as having expertise in a specific occupation; and have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction."

Chapter TCS3.01 of the Wisconsin Administrative Rule establishes standards and procedures pursuant to s. 38.04(4)(a), Stats., for the approval of minimum academic, occupational, and teaching requirements for district educational personnel and non-district personnel designated in s. TCS 3.03 (9) who provide instruction for which district credit may be granted. Information about the certification process is available at the following links:  
<http://systemattic.wtcsystem.edu/certification/Cert/code/codemenu.htm>  
<http://systemattic.wtcsystem.edu/certification/Cert/code/code3-03.HTM>