APPLICATION AND OVERVIEW OF THE

Registered Teacher Apprenticeship



KANSAS STATE DEPARTMENT OF EDUCATION

Kansas leads the world in the success of each student.

April 30, 2026

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APPLICATION AND OVERVIEW OF THE REGISTERED TEACHER APPRENTICESHIP

General Information

A registered teacher apprenticeship is a program that combines the rigor and training of a registered apprenticeship with specialized education for individuals aspiring to become teachers. This innovative approach to teacher training aims to provide high-quality, practical instruction and on-the-job learning experiences to equip future educators with the skills and knowledge they need to excel in the classroom.

In a registered teacher apprenticeship program, aspiring teachers work alongside experienced educators, serving as apprentice teachers in real classroom settings. They actively participate in lesson planning, curriculum development, instruction delivery, and student assessment under the guidance of a mentor teacher. This hands-on experience allows apprentices to develop a deep understanding of effective teaching practices, classroom management techniques, and strategies for supporting diverse learners.

The apprenticeship model emphasizes the importance of experiential learning and mentorship. Apprentices receive ongoing support and feedback from their mentor teacher, who serves as a guide and role model throughout the program. They observe experienced educators in action, collaborate with colleagues, and gradually take on increasing responsibilities as they progress through the apprenticeship. This layered approach ensures a gradual transition into the teaching profession, providing a solid foundation for long-term success.

The Registered Teacher Apprenticeship model also incorporates structured coursework that complements the practical experiences. Apprentices engage in relevant coursework, either through traditional college-based programs or alternative pathways, to deepen their understanding of educational theories, child development, pedagogy, and subject-specific content. This integration of theory and practice helps apprentices make connections between classroom experiences and the underlying principles of effective teaching.

Documents included in the application which need to be read and completed:

- ☐ **Kansas State Department of Education (KSDE) Application** (this document): Agreement between KSDE and district
- ☐ **Registered Teacher Apprenticeship Standards and Requirements**
- ☐ **Appendix D – Employer Acceptance of Agreement**: Establishes district as an apprenticeship sponsor and they agree to the apprenticeship standards established by KSDE and approved by the Kansas Apprenticeship Council.
- ☐ **Affirmative Action Plan and Equal Opportunity Pledge**: Federal USDOL requirement – 29 CFR 30.3 and 29 CFR 30.4

Registered Teacher Apprenticeship

DISTRICT INFORMATION

District Name

USD

Mailing Address

City

State

Zip

Primary Point of Contact Name

Title

Phone

Email

Secondary Point of Contact

Title

Phone

Email

APPRENTICE INFORMATION

Last 4 digits of Social Security Number

Birthdate (MM/DD/YYYY)

LEGAL NAME

First Name

Middle Name

Last Name

Mailing Address

City

State

Zip

Phone

Alt phone

Email

APPRENTICESHIP COMPONENT 1

On-the-Job Learning

In a Registered teacher apprenticeship, on-the-job training is a crucial component of the program, offering aspiring teachers valuable real-world experience in educational settings. The on-the-job training should be conducted through a collaborative and hands-on approach, allowing apprentices to actively engage in classroom instruction, lesson planning, student assessment, and other teaching responsibilities under the guidance and mentorship of experienced teachers. This training should provide apprentices with opportunities to apply theoretical knowledge, develop effective instructional strategies, manage classroom dynamics, and build strong relationships with students, all while receiving ongoing feedback and support to refine their teaching skills and abilities. Through this immersive and experiential training, apprentices gain the practical experience necessary for successful teaching careers.

The Kansas Teacher Apprenticeship is competency-based, meaning the model is built on the apprentice's ability to demonstrate competencies in an observable and measurable way. On-the-Job Learning Competencies, as required and approved by Kansas Apprenticeship Council, detail the necessary job-based learning an apprentice must demonstrate (see apprenticeship standards and requirements).

The district **will employ the individual full-time during the school year** and **provide any work opportunities over the summer** as the districts schedule dictates in order to provide all the on-the-job training opportunities for the apprentice as possible.

> The **apprentice will have a probation period of up to one year** and either party can end the apprenticeship agreement without state cause; cancellation during the probationary period will not have an adverse impact on the sponsor's completion rate (29 CFR 29.5 (b)(20).

Please provide a description of the on-the-job training the apprentice will receive in your district:

APPRENTICESHIP COMPONENT 2

Apprentice Mentor

MENTOR SELECTION PROCESS

Every apprenticeship program includes structured on-the-job learning, and apprentices receive hands-on training from an experienced mentor at the job site. Quality mentoring and feedback are foundational components of effective teacher preparation in the Kansas Teacher Apprenticeship model. Mentor teachers are asked to assess and verify mastery of the competencies for apprentices to move to completion. Apprentices must meet "proficient in task" for each category before completing the apprenticeship. Apprentices can have multiple mentors throughout the program, however, they need one official apprenticeship program coordinator who will be overseeing all the training and assessing of competencies on an ongoing basis.

Please provide a narrative description of the preparation, training, and ongoing support the mentor will provide to the apprentice.

MENTOR

Name

_____

Position in District:

_____

Phone _____ Email _____

Educator ID (license number)

_____

APPRENTICESHIP COMPONENT 3

Related Technical Instruction (RTI)

Related Technical Instruction: Educator Preparation Programs (EPPs) that provide related technical instruction in the Registered Teacher Apprenticeship are of utmost importance as they deliver a comprehensive curriculum, align instruction with state standards, promote instructional excellence, facilitate practical application, offer continuous assessment and feedback, and foster ongoing professional development. Their expertise and guidance ensure that apprentices receive a solid foundation in pedagogical knowledge and skills, preparing them to excel in the teaching profession. EPPs bridge the gap between theory and practice, shaping apprentices into competent and reflective educators who are equipped to meet the diverse needs of students in the Kansas educational system.

District has **verified apprentice** is enrolled in a Kansas accredited teacher preparation program:

- [x] Yes
- [ ] No

EPP University Partner:_____

EPP Primary Point of Contact: _____

Degree Program in which the apprentice is enrolled: _____

Start semester of program: _____

Number of college credits apprentice has **completed prior** to starting the university teacher preparation program: _____

APPRENTICESHIP COMPONENT 4

Wage Scale

Wage scales and wage progression are important in registered apprenticeships as they ensure fair compensation and career advancement for apprentices. According to 29 CFR 29.5 (b)(5) of the Code of Federal Regulations, apprentices must be provided with progressively increasing wages as they gain skills and experience. This requirement reflects the principle that apprenticeships are not just training programs but also employment opportunities. Wage progression motivates apprentices to continually improve their skills, enhances their financial stability, and recognizes their increasing value to employers.

The Kansas Registered Apprenticeship Standards established a minimum starting wage of $14/hr with a 2% increase every 6 months, however, districts are allowed to have higher wages than $14/hr.

STARTING WAGE	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
_____	_____	_____	_____	_____	_____	_____	_____

The school districts will thoroughly assess and acknowledge the prior experience of each apprentice, including any relevant college credit earned. This assessment process allows for the recognition and integration of the apprentice's previous educational achievements and work experience, providing a solid foundation for their professional development and progress within the program.

What teacher assessment rubric do you use in your district?

If this rubric is not KEEP2, please provide a blank copy of it.

Did you assess the apprentice's prior experience (time in a classroom as a para or other experience based on the competencies in your district's assessment rubric, KEEP2, Marzano, McRel, etc.) and the current amount of college credit they have towards a bachelor's?

- ☐ Yes
- ☐ No

APPRENTICESHIP COMPONENT 4 | WAGE SCALE

Please list the credit for prior experience the district is giving the apprentice. Any credit for prior experience please provide appropriate documentation to justify credit. Documentation should be submitted as part of the application. Items that could be considered appropriate documentation, a letter from human resources stating how long an individual has been employed in the district, pay/hours worked documents and college transcripts.

What will be the starting wage of the apprentice in the program based on the prior experience credited?

District Assurances

The participating school districts in the Registered Teacher Apprenticeship affirm that they have fulfilled the following requirements to ensure the successful implementation and comprehensive learning experience for their apprentices:

PROVISION OF REGISTERED TEACHER APPRENTICESHIPSTANDARDS

_____ The school districts have provided their apprentices with the official Registered Teacher ApprenticeshipStandards document, outlining the program's goals, expectations, and requirements. These standards serve as a guide for apprentices, mentors, and program administrators, ensuring a consistent and structured approach to the apprenticeship.

WAGE SCALE IMPLEMENTATION

_____ The school districts have established a fair and equitable wage scale for the apprentices, adhering to the regulations set forth by the U.S. Department of Labor and the Fair Labor Standards Act. Apprentices will receive compensation at or above the minimum wage, with appropriate provisions for overtime work, as applicable.

ASSESSMENT OF PRIOR EXPERIENCE

_____ The school districts have thoroughly assessed and acknowledged the prior experience of each apprentice, including any relevant college credit earned. This assessment process allows for the recognition and integration of the apprentice's previous educational achievements and work experience, providing a solid foundation for their professional development and progress within the program.

MONITORING, TRACKING AND UPDATING PROGRESS

_____ The participating school districts will use the KEEP2 (Kansas Educator Evaluation Protocol) system for monitoring, tracking, and updating apprentices' progress in relation to on-the-job competencies and related technical instruction. If your district does not use the KEEP2 rubric, you are allowed to use your districts own assessment rubric, just please provide KSDE with a blank copy of it to ensure its competencies are similar to KEEP2. This ongoing assessment allows for the identification of areas for improvement and facilitates targeted support and feedback to enhance the apprentices' professional growth as educators.

REPORTING TO THE KANSAS DEPARTMENT OF EDUCATION

_____ The school district is committed to providing regular updates on the progress of their apprentices to the Kansas Department of Education. This reporting is done every six months, no later than January 31st and July 31st of each year, ensuring that the department receives accurate and up-to-date information on the apprentices' development, accomplishments, and areas of focus. Districts will ensure apprentice competencies are assessed on a bi-annual basis and reported to KSDE. Districts will update KSDE by completing the KSDE Apprentice Progress Assurance Statement and submit it to apprentice@ksde.org no later than January 31st or July 31 each year.

DISTRICT ASSURANCES

FULL-TIME EMPLOYMENT DURING THE SCHOOL YEAR

_____ The apprentices enrolled in the Registered Teacher Apprenticeship will be offered full-time employment during the school year. The school districts are committed to providing apprentices with a meaningful teaching experience, allowing them to engage in daily classroom instruction, participate in collaborative activities, and assume appropriate teaching responsibilities under the supervision and guidance of experienced mentor teachers.

SUMMER WORK OPPORTUNITIES FOR ON-THE-JOB TRAINING:

_____ The participating school district acknowledges the importance of on-the-job training and recognize the value of providing apprentices with additional opportunities for professional growth during the summer months. Apprentices will be offered the opportunity to work during the summer, further expanding their teaching skills, knowledge, and experiences to enhance their overall preparation as educators.

FINGERPRINT AND BACKGROUND CHECK:

_____ District conducted a background check on the apprentices. While this is not a requirement, it is strongly suggested that each apprentice receive a background check because the apprentice will be required to be fingerprinted and have a KBI background check conducted as part of their licensure process. KSDE will reimburse the cost of a fingerprints and a background check..

ASSURANCE STATEMENT

_____ I attest that the information in this application is complete and accurate to the best of my knowledge. I have read and understand the state and federal requirements for a Kansas Teacher Apprenticeship Program. I agree to provide program data and participant information to the Kansas Department of Education as requested and keep the Kansas Department of Education regularly updated (at least once a semester) on the progress of the apprentice.

District Superintendent or their designee's printed name: _____

Signature: _____

Date:_____

Program Registration and Apprenticeship Agreement

U.S. Department of Labor
Employment and Training Administration
Office of Apprenticeship

APPRENTICE AGREEMENT AND REGISTRATION – SECTION II OMB No. 1205-0223 Expiration Date: 06/30/2024

PART A: APPRENTICE'S INFORMATION

1. First Name Last Name

Middle Name (Optional) Suffix (Optional)

Address (No., Street, City, State, Zip Code)

Telephone Number (Optional) E-mail Address (Optional)

*Social Security Number

2. Date of Birth (Mo., Day, Yr.)

3. Sex (Select One)

☐ Male ☐ Female

☐ Participant Did Not Self-Identify

Answer Both 4a. and 4b. below

4. a. Ethnicity (Select One)

☐ Hispanic or Latino

☐ Not Hispanic or Latino

☐ Participant Did Not Self-Identify

b. Race (Select One or More)

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or other Pacific Islander

☐ White

☐ Participant Did Not Self-Identify

5. Veteran Status (Select All That Apply)

☐ Non Veteran

☐ Veteran

☐ Non Veteran, Other Eligible Individual

☐ Veteran, Eligible

☐ Participant Did Not Self-Identify

6. Education Level (Select One)

☐ Not High School graduate

☐ High School graduate (including equivalency)

☐ Some College or Associate's degree

☐ Bachelor's degree

☐ Master's degree

☐ Doctorate or professional degree

7. Employment Status of Apprentice (Select One)

☐ New Employee ☐ Current Employee

8. Did the apprentice complete a pre-apprenticeship program prior to their registration in this apprenticeship program?

☐ Yes ☐ No

If yes, please provide the Pre-Apprenticeship Program Name and Address:

PART B: PROGRAM SPONSOR'S INFORMATION

1. Program Number 2023-KS-120825

Sponsor's Name and Address (No., Street, City, State, Zip Code, County)

Telephone Number Cell Phone Number (Optional)

E-mail Address

2. Occupation (The work processes listed in the standards are part of this agreement.)

a. RAPIDS Code: 3046

b. O*NET Code: 25-3099

c. Interim Credentials Offered (i.e., Career Lattice Occupation)?

☐ Yes ☐ No

Program Registration and
Apprenticeship Agreement
Office of Apprenticeship

U.S. Department of Labor
Employment and Training Administration

Voluntary Disability Disclosure OMB No. 1205-0223 Expiration Date: 03/31/2023

Please check one of the boxes below:

- ☐ YES, I HAVE A DISABILITY (or previously had a disability)
- ☐ NO, I DON'T HAVE A DISABILITY
- ☐ I DON'T WISH TO ANSWER

Your name: _____

Date: _____

Why are you being asked to complete this form?

Because we are a sponsor of a registered apprenticeship program and participate in the National Registered Apprenticeship System that is regulated by the U.S. Department of Labor, we must reach out to, enroll, and provide equal opportunity in apprenticeship to qualified people with disabilities.[1] To help us learn how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for apprenticeship, any answer you give will be kept private and will not be used against you in any way.

If you already are an apprentice within our registered apprenticeship program, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our apprentices at the time of enrollment, and then remind them yearly, that they may update their information. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV/AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring the use of a wheelchair, and intellectual disability (previously called mental retardation).

[1] Part 30 – Equal Employment Opportunity in Apprenticeship. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Apprenticeship website at https://www.doleta.gov/OA/eeo/.

ETA 671 – Section II

Definitions / Instructions

Part A: Apprentice's Information

Item 4a. Ethnicity

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4b. Race

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicate their race as "American Indian or Alaska Native" or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. This includes people who reported detailed Asian responses such as: "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian" or provide other detailed Asian responses.

Black or African American: A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black or African American," or report entries such as African American, Kenyan, Nigerian, or Haitian.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who reported their race as "Fijian," "Guamanian or Chamorro," "Marshallese," "Native Hawaiian," "Samoan," "Tongan," and "Other Pacific Islander" or provide other detailed Pacific Islander responses.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

Item 5. Veteran Status

A **Veteran** is a person who has served in the active military, naval, or air service of the United States, and who was discharged or released therefrom under conditions other than dishonorable**.**

A **Non Veteran, Other Eligible Individual** is a person who is a dependent spouse or child—or the surviving spouse or child—of a Veteran, and who is eligible for certain G.I. Bill and other VA-administered educational assistance benefits provided under Title 38 of the U.S. Code.

A **Veteran, Eligible** is a Veteran who is eligible for certain G.I. Bill and other VA-administered educational assistance benefits provided under Title 38 of the U.S. Code.

Item 8.

Pre-Apprenticeship: A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s).

Part B: Program Sponsor's Information

Item 1. A **Program Number** is a generated number assigned to a program sponsor when a program is registered in the Office of Apprenticeship's Registered Apprenticeship Partners Information Data System (RAPIDS).

Item 1. A **Sponsor Name** is any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

Item 1b. An **Employer** is any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

Item 2. An **Occupation** refers to the occupation an apprentice will be trained in, and the occupation will be listed in the sponsor's program standards.

Item 2a. A **RAPIDS Code** is the numeric code of the occupation in the apprenticeable occupation list.

Item 2b. An **Occupational Information Network** (**O*NET) Code** is an 8-digit code in the O*NET data system (https://www.onetonline.org/).

Item 2c. **Interim Credentials** (Certificate of Training) applies to career lattice occupations. These credentials are issued by the Registration Agency upon request by the program sponsor. Interim credentials provide certification of competency attainment by an apprentice, but does not necessarily indicate completion of the program.

Item 3. **Occupation Type** refers to the following three training approaches listed below.

Item 3a. A **Time-based Approach** measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

Item 3b. A **Competency-based Approach** measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies. An apprentice must be registered in an approved competency-based occupation for 12 calendar months of on-the-job-learning.

Item 3c. A **Hybrid Approach** measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

Item 4. A **Term Length (Hrs., Mos., Yrs.)** of the occupation is based on the program sponsor's training approach as approved by the Registration Agency.

Item 5. A **Probationary Period (Hrs. or Wks.)** is the number of hours or weeks of on-the-job learning during the apprentice's probationary period. A probationary period cannot exceed 25 percent of the term length of the occupation or one year, whichever is shorter.

Item 6. **Credit for Previous On-the-Job Learning Experience** (Hrs., Mos., Yrs.) is granted by the program sponsor based upon documented evidence provided by the apprentice. An apprentice must complete a minimum of six months on-the-job learning regardless of credits for previous experience awarded.

Training Agreement

District name: _____

Apprentice name: _____

This Registered Teacher ApprenticeshipTraining Agreement is entered into between

_____, hereinafter referred to as the "District" or "Sponsor," and

_____, hereinafter referred to as the "Apprentice." This Agreement outlines the expectations and requirements for both the District and the Apprentice in the teacher apprenticeship program.

The apprenticeship program will commence on _____ [hiring date] and continue until the on-the-job training and related technical instruction are completed, unless terminated earlier as outlined in this Agreement.

ROLES AND RESPONSIBILITIES:

a) District (Sponsor):

- The District agrees to provide the Apprentice with a structured training program that combines on-the-job learning and related classroom instruction.
- The District will assign a qualified mentor or experienced teacher to provide guidance, support, and supervision to the Apprentice throughout the training.
- The District will ensure compliance with federal and state safety regulations in the workplace where the Apprentice receives on-the-job training.
- The District will assess the Apprentice's prior experience (competencies and college credit) to ensure effective placement and maximize the benefits of the program.
- The District will establish a wage progression scale based on factors such as skill development, performance evaluations, and progression through the program.
- The District will assess the Apprentice's progress and competency, providing feedback and guidance to facilitate the Apprentice's professional growth.

b) Apprentice:

- The Apprentice agrees to actively participate in the apprenticeship program, follow the guidelines provided, and complete all required training and coursework.
- The Apprentice will adhere to the policies, rules, and regulations of the District and maintain professionalism in all aspects of their role.
- The Apprentice will attend all scheduled on-the-job training sessions, related classroom instruction, and any other training activities as directed by the District.
- The Apprentice will demonstrate a commitment to learning, actively seek guidance from mentors, and engage in continuous self-improvement.
- The Apprentice will comply with all safety protocols, perform assigned duties responsibly, and maintain confidentiality as required by the District.

COMPENSATION:

- The District will provide the Apprentice with compensation as outlined in the established wage progression scale, based on the Apprentice's progress throughout the program.

EVALUATION AND CERTIFICATION:

- The District will regularly evaluate the Apprentice's progress and provide feedback on their performance and areas for improvement.
- The Apprentice will participate in assessments and examinations as required by the District to determine competency and successful completion of the program.
- Upon successful completion of the apprenticeship program, the District will provide the Apprentice with a recognized certification indicating their achievement.

TERMINATION:

- Either party may terminate this Agreement with written notice in the event of a breach of the terms outlined herein or for other justifiable reasons.
- The District may terminate the apprenticeship program if the Apprentice fails to meet the program requirements or if it is determined that the Apprentice's performance is unsatisfactory.

CONFIDENTIALITY:

- Both the District and the Apprentice agree to maintain the confidentiality of any sensitive or proprietary information they may have access to during the apprenticeship program.
- By signing below, the District and the Apprentice acknowledge that they have read and understood this Registered Teacher ApprenticeshipTraining Agreement and agree to abide by its terms and conditions.

DISTRICT (SPONSOR):

District Name and USD: _____

Printed name of Superintendent or designee: _____

Title: _____

Signature:_____ Date: _____

APPRENTICE:

Printed Name of Apprentice: _____

Signature: _____ Date: _____

You only need to complete the following pages once. If you have already completed the following pages for prior apprentices, you do not need to complete this again

Appendix D

EMPLOYER ACCEPTANCE AGREEMENT

ADOPTED BY

Kansas Department of Education

DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR OFFICE OF APPRENTICESHIP
& KANSAS REGISTERED APPRENTICESHIP OFFICE

Employer: Insert District Name

Appendix D

EMPLOYER ACCEPTANCE AGREEMENT

The undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Kansas Department of Education and agree(s) to carry out the intent and purpose of said Standards for K-12 Teacher Apprenticeship and accompanying Appendices and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. The undersigned employer further agrees to allow the Kansas Department of Education to access the employer's records to confirm compliance with the terms of the Apprenticeship Standards and requirements of 29 CFR Part 29, subpart A, and Part 30. Insert District Name have been furnished a copy of the Standards and have read and understood them, and request certification to train apprentices under the provisions of these Standards. On-the-job, the apprentice is hereby assured qualified training personnel and adequate supervision during the apprenticeship. The training should follow the approved Work Process Schedule and Related Instruction Outline including the rotation of tasks. The employer further agrees to follow the selection procedures per the approved Standards consistent with the requirements set forth in 29 CFR § 30.10(b). This employer acceptance agreement will remain in effect until canceled voluntarily or revoked by the Sponsor, Employer, or the Registration Agency.

Lorem ipsum

_____ _____

(Print Name of Employer Representative) *(Print Name of Sponsor Representative)*

Signed: _____ **Signed:** _____

(On Behalf of Employer) *(On Behalf of Sponsor)*

Date: _____ **Date:** _____

Employer Title: _____

Name of Company: _____

Address: _____

City/State/Zip Code: _____

Phone Number:_____

Fax:_____ Email:_____

NAICS Code (Optional):_____

Employer Identification Number (Required):_____

cc: Registration Agency

(New Page for each occupation)

EMPLOYER MODIFICATIONS TO STANDARDS OF APPRENTICESHIP AND APPENDICES

OCCUPATION TITLE: K-12 Teacher Ap
O*NET-SOC CODE: 25-3099 **RAPIDS CODE:** 3046__

Company employs _____ total workers.

Company employs _____ Journeyworkers (licensed teachers).

Standards of Apprenticeship
SECTION I B. - Minimum Qualifications (If not same as Standards)

An apprentice must be at least __ years (Enter an age of at least 16 years) of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. Please include any additional qualification requirements as appropriate (optional):

☐ There is an educational requirement of _____
☐ There is a physical requirement of _____
☐ The following aptitude test(s) will be administered _____
☐ A valid driver's license is required.
☐ Other _____

SECTION I D. - RELATED INSTRUCTION

Hours Instruction Provided: ☐ during Work Hours / ☐ during Non-Work Hours / ☐ Both

Apprentice ☐ **will** / ☐ **will not** be paid for hours spent attending related instruction classes during non-work hours.

Appendix A Changes – Wage Scale - Work Process Schedule - Related Instruction Outline
☐Not Applicable / ☐ Attached

Selection Procedure:
☐ Not Applicable / ☐ Attached

Appendix C Changes - Affirmative Action Plan
☐ Not Applicable / ☐ Attached

KANSAS WORKS
Office of Registered Apprenticeship

For Apprenticeship Registration with
Kansas Office of Apprenticeship

Affirmative Efforts Plan

Created By

Kansas State Department of Education
Name of Registered Apprenticeship Program sponsor (RAP)

This template may be adopted by Apprenticeship Sponsors to satisfy the Affirmative Action plan requirements under Code of Federal Regulations (CFR) Title 29A, Part 30. Any Apprenticeship Sponsor can supply its own plan or supplement this template, but all affirmative action plans must comply with CFR Title 29A, PART 30. This template was approved by the Kansas Apprenticeship Council on 12/22/2022.

[The following must be completed by all Registered Apprenticeship Programs.]

Equal Opportunity Pledge

Per the Department of Labor, CFR Title 29A, PART 30 revised "Equal Employment Opportunity in Apprenticeship and Training," which states:

We will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

Sponsor Signature _____ Date _____

Type/Print Name _____

Affirmative Efforts Plan

[The following must be completed by all Registered Apprenticeship Programs.]

To ensure equal employment, diversity, and inclusion opportunities, *Kansas Department of Education* is committed to executing affirmative efforts in recruitment, hiring, training, employment, and all other aspects of our Apprenticeship Program and to complying with the applicable apprenticeship regulations.

1. We will announce apprenticeship opportunities when they are available to all organizations in the area from which we recruit that can potentially reach anyone who might be eligible for the apprenticeship position, such as:
   - i. Registration agencies
     - (1) Kansas Works website: https://www.kansasworks.com/
     - (2) Federal DOL Apprenticeship site: https://www.apprenticeship.gov/list-your-apprenticeship-jobs
   - ii. Local training providers including K12 schools, higher education, and pre-apprenticeship programs
   - iii. Local Workforce Boards
   - iv. Community organizations and buildings
   - v. Community publications and local newspapers
   - vi. Any outside agency or organization

2. We may participate, when necessary, in various outreach opportunities to optimize diversity and inclusion, such as annual workshops, job fairs, and community outreach programs targeted at underrepresented groups, and advertise all openings for our program in social media, job-search engines, and other wide-circulation media in our recruitment area(s) that specifically serve or target underrepresented populations.

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3. We may, when available, work with K12 school systems, higher education organizations, community organizations, and other training providers to develop or expand programs that are targeted at preparing people from underrepresented groups to meet the criteria for entry into our apprenticeship program.

4. We will intentionally foster acceptance, understanding, and support among program members, including supervisors, employees, apprentices, and applicants by posting the EEO Pledge, providing information about the RAP's commitment to EEO to apprentices and those who work with them, and providing anti-harassment training to apprentices and those who work with them.

5. We will create and use a standard application form for all interested apprentice applicants which incorporates self-identifying questions including, but not limited to race, ethnicity, and sex. We will ensure that this information is entered in the Registered Apprenticeship Partners Information Database System (RAPIDS) for those individuals who are selected to become an apprentice.

6. We will invite all apprentices to disclose whether they have a disability as defined in 29 CFR 30.2 using the Voluntary Disability Disclosure Form approved by the White House Office of Management and Budget; renew that invitation annually; and include the Voluntary Disability Disclosure Form in our standard application form (see step 6).

7. We will utilize the RAPIDS utilization analysis tool to analyze race, sex, and ethnicity as described in 29 CFR 30.4(c) to assess whether barriers to apprenticeship exist for particular groups of individuals for each major occupation group within the apprenticeship program. If necessary, we will implement utilization goals to measure the effectiveness of our outreach, recruitment, and retention efforts.

8. If the percentage of apprentices in any major occupation group who are qualified individuals with disabilities is less than 7 percent, we will assess whether impediments to equal opportunity for such individuals with disabilities exist.

9. If our utilization of any of the targeted groups is below our goal for that group (as determined under step 7 of this affirmative effort plan), or if we find (under step 8) impediments to opportunity for individuals with disabilities, we will undertake targeted outreach, recruitment, and retention activities that are likely to generate an increase in applications of apprenticeship and improve retention of apprentices from any targeted group(s) and/or from individuals with disabilities. Such activities will include at least:
    i. Those found in section 1, 2 and 3 of this affirmative effort plan;
    ii. Evaluating and documenting after every selection cycle for registering apprentices the overall effectiveness of such activities; and
    iii. Maintaining records of the targeted outreach, recruitment, and retention activities and records related to our evaluation of these activities.

10. We will conduct an annual and comprehensive review of all aspects of our apprenticeship program to ensure the program is operating free of discrimination and to make any necessary modifications to the program to ensure compliance with 29 CFR Part 30.

For more information, contact:

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