Registered Teacher Apprentice

Application Guidance

KANSAS STATE DEPARTMENT OF EDUCATION

Kansas leads the world in the success of each student.

Kansas State Registered Apprenticeship Application Components

DO NOT EMAIL KSDE THE APPLICATION

Email apprentice@ksde.gov to receive instructions on submitting the application.

Components of the Application.

- General information about the apprentice (*page 3-4*)
- On-the-Job Learning – provide a description of the on-the-job learning the apprentice will experience (*page 5*). Think through how you plan to train your apprentice and how to help become proficient in all the competencies.
- Mentor – provide the name and information of the apprentice's mentor and the training and guidance the mentor will provide (*page 6*).
    - Mentor should have their professional license.
- Related Technical Instruction – List the college/university the apprentice will attend (*page 7*).
- Wage Scale – Provide the starting wages, and progressive wage increase, the apprentice will receive as part of the apprenticeship (*page 8*).
    - In this area, list the general wage scale your district would pay an apprentice who started the program with no experience or no college credit. This is a general wage scale that would apply to all entry level apprentices.
        - Note: In many instances, the apprentice may have significant experience within your district or other classroom experience and your district would be paying them a higher wage, which is perfectly fine. You will list the apprentice's actual wage scale (whose application you are currently completing), on page 19.
- Assessment of Prior experience – describe all the apprentice's prior experience in education and their college credits. Use this area to demonstrate the prior experience you have assessed (*page 9*).

    - All prior experience, for which you give credit, needs to be backed up by documentation. For example: If the apprentice has been a paraprofessional in your district for 3 years, provide a letter from HR or the district administration that confirms their past employment in your district. If you are crediting them with prior experience for their college credits, please provide a transcript or degree audit highlighting their past credits being counted by the university towards their bachelor's degree.
- District Assurances – list of assurances the district will follow if they decide to participate in the registered teacher apprenticeship program (*page 10-11*).
    - Please read this section carefully and confirm your district is capable of following all the assurances.
- Appendix D – This document notifies the Kansas Office of Apprenticeship that your district has agreed to the teacher apprenticeship standards registered to KSDE (*page 12-14*).
    - If your wage scale, selection procedure, assessment rubric, or affirmative action plan are different than the standards registered by the KSDE, please mark "attached" and include a copy with your application.
    - If you are paying the apprentice for the time, they are working on their college courses, check the box "will" be paid for hours spent attending related instruction.
- Affirmative Efforts Plan – boilerplate Affirmative Efforts Plan required by the Kansas Office of Apprenticeship and the USDOL. If your district has their own Affirmative Efforts Plan, it can be submitted in place of the one in the application (*page 15-17*).
- USDOL Form 670 – Program Registration and Apprenticeship Agreement. This document is used to collect the apprentice's demographic information and reiterate specifically how much prior experience was credited by the district and the wage scale (*page 18-20*).
    - For the USDOL prior experience is measured in time, no matter if the apprenticeship is time based or competency based.
        - If you give a person 1 year of prior experience, it will be 2000hrs. 2 years of prior experience is 4000hrs.
    - List the apprentices' actual wages in boxes 10c.
    - Journeyman wage is your starting teacher wage (*box 10b*).

- USDOL Form 670 - Once the entire KSDE apprentice application is completed and returned to KSDE, it will be entered into the USDOL RAPIDS system, KSDE will generate a complete USDOL form 670, which is a legal and binding training agreement between the district and the apprentice. This document will be sent digitally to the district and apprentice for both parties to review, digitally sign, and return to KSDE.
- Training Agreement – KSDE Training Agreement that explains the roles and responsibilities of both the district and apprentice (*page 21-22*).

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For more information, contact:

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Teacher Licensure
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