Registered Teacher Apprenticeship Apprentice Guidance

Apprentice Checklist

KANSAS STATE DEPARTMENT OF EDUCATION

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Apprentice Checklist for the Registered Teacher Apprenticeship Process

Read through the checklist and ensure you have completed each step as part of the Registered Teacher Apprenticeship Program

- ☐ Secure district employment as a teacher apprentice.
- ☐ Complete Apprenticeship Application with hiring district.
- ☐ Have district assess your prior experience.
- ☐ If you have prior experience as a paraprofessional or instructional aide in a K-12 classroom, discuss it with the district administration and have them use the apprentice competencies to assess your current skill set and how they can build training experiences for you in areas in which you lack experience or proficiency.
- ☐ Register with KansasWorks, which is the Kansas Office of Apprenticeship's apprentice database. It is also a requirement for any apprentice wanting to use the services of the local workforce boards.
- ☐ Contact your Local Workforce Development Board
    - There are five Local Workforce Development Boards (LWDB) in the State of Kansas, each operated by a separate non-profit, 501(c)(3) organization and serving a specific geography. These LWDBs are charged with overseeing investments of federal, state and local workforce funds within that geography as well as serving the needs of both job seekers and employers to develop talent that meets the needs of the local economy. Part of this work includes providing resources for eligible job seekers and apprentices who need support in order to meet their employment and training goals. For qualified job seekers and apprentices, these supports may include tuition assistance and/or supportive services such as funds to pay for uniforms, books and other training-related fees, digital supports for training purposes such as Internet stipends or computer equipment vouchers, and/or transportation and childcare stipends.

Choose a college/university and enroll.

Community Colleges:

- Allen Community College
- Barton Community College
- Butler Community College
- Colby Community College
- Cowley College
- Dodge City Community College
- Garden City Community College
- Hutchinson Community College
- Independence Community College
- Johnson County Community College
- Neosho County Community College

Four-Year Universities:

- Emporia State University
  - **Endorsement Areas**: Elementary; Elementary Unified; English Language Arts (secondary); History, Government, and Social Studies (secondary)
- Fort Hays State University
  - **Endorsement Areas**: Early Childhood; Earth and Space Science; Elementary; Elementary and Special Education; English Language Arts; Secondary World Language (Spanish); History, Government, and Social Studies; Business Education
- Kansas State University
  - **Endorsement Area**: Elementary
- MidAmerica Nazarene University
  - **Endorsement Area**: Elementary Unified (Dual endorsement ELED & SPED)
- Newman University
  - **Endorsement Area**: Elementary
- Ottawa University
  - **Endorsement Areas**: Elementary; English/ELA; History/Social Studies; Mathematics
- Southwestern College
  - **Endorsement Area**: Elementary Education
- Sterling College
  - **Endorsement Area**: Elementary Education

        - University of St. Mary
            - Endorsement Areas: Elementary Education, Elementary Unified
        - Washburn University
            - Endorsement Area: Elementary Education
        - Western Governors University
            - Endorsement Areas: Elementary Education; Special Education; Special Education and Elementary Education; Mathematics (Middle or Secondary); Science Education (Secondary – Multiple Disciplines)
        - Wichita State University
            - Endorsement Areas: Early Childhood Unified; Elementary Education; Middle Level Math; Middle Level Science
    - ☐ Complete FAFSA – Without completing this, you will potentially miss out on significant financial options for tuition.
    - ☐ Apply for any scholarships/grants that are applicable to you:
        - Kansas Teach Service Scholarship
        - Kansas Promise Act Grant
        - Kansas Ethnic Minority Scholarship
        - Veteran education benefits
    - ☐ Once you are enrolled in a college/university, provide your district with a copy of your degree plan, so they know how many prior college credits you have and how many credits you have till you will need to complete your bachelor's degree.
    - ☐ Meet with your mentor and district administrator to build a training plan for your apprenticeship.
        - This training plan provides the roadmap for the completion of your apprenticeship. It helps you and the district know all the steps it will take to complete the apprenticeship.
- Make sure to be in regular communication with your mentor, district administrator, college advisor, and professors.
- Discuss with the district administration and your mentor a plan for formal evaluations and observations.
- Submit your transcripts to the district after each semester.
- Always advocate for yourself and your success.

Frequently Asked Questions (Apprentice):

I want to be an apprentice but do not currently work in a district, can I still be in the apprenticeship program?

Answer: No, all apprentices need to be hired as full-time employees of a school district and it is the responsibility of the district to reach out to KSDE if they are interested in participating in the apprenticeship program.

What are my responsibilities as an apprentice teacher in a K-12 school?

Answer: The responsibilities of apprentices in each district is to work and learn. It is essential you meet with your district administration at the start of your apprenticeship to learn your roles and responsibilities within the district. It is also important you meet with your mentor and district administrator on a regular basis to ensure you are progressing in your apprenticeship.

How can I build a positive and effective working relationship with my mentor teacher?

Answer: Establish open communication by actively seeking feedback and being receptive to feedback.

Show initiative and a genuine interest in learning from your mentor by proactively engaging in professional development opportunities, attending workshops, and staying informed about current educational practices.

Foster a collaborative and supportive atmosphere by expressing gratitude for your mentor's guidance, sharing your own insights, and working together to create a positive and enriching learning environment for both mentor and mentee.

What university or college should I attend?

Answer: If you do not have an associate's degree or 60 college credits, it is highly recommended you attend a community college first to get an associate's degree in either the early childhood, elementary, or secondary education pathway.

If you have an associate's degree or more than 60 credit hours, decide what endorsement area you want to pursue and see which teacher preparation programs participating in the registered apprenticeship offer that particular endorsement area. If multiple universities offer the same endorsement area you are interested in, it is important to compare all aspects of the program and university to determine which is a best fit for you.

Participating colleges/universities.

Do I need to complete the FAFSA?

Answer: Completing the Free Application for Federal Student Aid (FAFSA) is important for all college students as it serves as the gateway to accessing various federal and state financial aid programs, including grants, loans, and work-study opportunities. Completing the FAFSA ensures students maximize their eligibility for financial assistance, alleviating the burden of tuition costs and fostering equal access to higher education. For more information, visit: studentaid.gov

How will my progress and performance be assessed during the apprenticeship?

Answer: The district will track your progress and should meet with you regularly.

What qualifications and credentials will I earn upon successful completion of the apprenticeship?

Answer: An apprentice will earn a bachelor's degree, a Kansas apprentice certificate, and be eligible to apply for a Kansas teaching license.

For any additional questions or concerns, please contact apprentice@ksde.gov

For more information, contact:

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