Youth Apprentice Application

KANSAS TEACHER/TRAINER CAREER AND TECHNICAL EDUCATION (CTE) PATHWAY

District Information

School District Name:_____ USD Number:_____

High School Name:_____

District Contact: _____

Title:_____ Phone:_____ Email:_____

Apprentice Information

Students' Full Name (first, Middle, last): _____

Date of Birth:_____ Last 4 digits of SSN: _____

Mailing Address:_____

City:_____ State:_____ Zip code:_____

Students Email:_____

Parent/Guardian Name: _____

Parent/Guardian Email:_____ Parent/Guardian Phone: _____

Demographic Information

Gender (Select One)

☐ Male ☐ Female ☐ I chose not to answer

Ethnicity (Select One)

☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ I chose not to answer

Race (Select all that apply)

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White
☐ I chose not to answer

Veteran Status (Select all that apply)

- [ ] Veteran
- [ ] Veteran, Eligible
- [ ] Non-Veteran
- [ ] Non-Veteran, Other Eligible Individual
- [ ] I chose not to answer

Do you have a disability?

- [ ] Yes, I have a disability (or previously had a disability)
- [ ] No, I don't have a disability
- [ ] I chose not to answer

CTE Pathway and Dual Credit Status

- [ ] The apprentice is currently enrolled in the Teacher/Trainer CTE pathway
- [ ] The apprentice has completed the Teacher/Trainer CTE Pathway

Projected Dual Credit Hours (2025-2026): _____

Dual Credit Institution: _____

Degree or Certificate Goal: _____

Competencies

Are you going to use the competencies listed in the approved standards

- [ ] Yes
- [ ] No

If no, please attach a copy of your competency rubric.

On-the Job Learning

Provide a brief description of your training plan:

Mentor Teacher

Mentor Teachers Full Name: _____

Mentor Teacher ID Number: _____

Position and Grade Level: _____

Email: _____

Phone: _____

Mentor Plan:

Wage Scale and Progression

Starting Wage: _____

Step 1: _____

Step 2: _____

Step 3: _____

Step 4: _____

Step 5: _____

Step 6: _____

Step 7: _____

Step 8: _____

Signatures

Apprentice Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Mentor Signature: _____ Date: _____

District 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 (Optional):_____

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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The Kansas State Department of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

July 2026