

# YOUTH REGISTERED APPRENTICESHIP OVERVIEW

## DIVISION OF REGISTERED APPRENTICESHIP





## Virginia Registered Apprenticeship Program

Registered Apprenticeship was established in Virginia in 1938 with the signing of the Virginia Apprenticeship Act with the Virginia Department of Labor and Industry (DOLI) designated as the State Apprenticeship Agency. Registered Apprenticeship is an employment training solution that helps the business community to attract employees and provide mentorship and industry specific training creating skilled, productive journeyworkers. DOLI currently has thousands of registered apprentices working to serve the private and public sectors and within our military forces. Employers across the Commonwealth drive our voluntary program through participating as Sponsors of Registered Apprenticeship.

### Registered Apprenticeship Basics

An employer registers with DOLI as a sponsor in one or more occupations that are approved apprenticeable occupations. The employer recruits and selects their apprentices in the manner of their choosing and in accordance with state and federal hiring regulations. Apprentices receive wages (at least the minimum federal hourly wage) when they begin work, and receive pay increases as they meet benchmarks for skill attainment. This rewards and motivates apprentices as they advance through their training.

### Structured On-the-Job Training

Apprenticeship always includes an on-the-job training (OJT) component. Apprentices receive hands-on training from an experienced mentor at the job site in the specified occupation. A registered apprentice completes a minimum of 2,000 hours of supervised OJT. Workplace training focuses on the skills and knowledge an apprentice must learn during the program to be fully proficient on the job. This training is based on national industry standards customized to the needs of the particular employer. Work hours are recorded by the apprentice and approved by their supervisor.

### Related Technical Instruction

One of the unique aspects of a Registered Apprenticeship (RA) Program is that it combines OJT with Related Technical Instruction (RTI) which provides occupation-specific instruction correlating to the occupation. DOLI's RA Education Specialist and Consultants collaborate with business to source the curriculum, which often incorporates established national-level skill standards. A minimum of 144 hours of related technical instruction is recommended for each year of an apprenticeship. The related instruction may be provided by community colleges, technical schools, online or on-site by the company/sponsor.

### Nationally Recognized Credential

Upon completion of a Registered Apprenticeship program, the apprentice receives a nationally recognized credential which consists of a Completion Certificate and journeyworker card. This is a

portable credential that signifies to employers that applicants with the journeyworker status are fully qualified for the job.

## Virginia Youth Registered Apprenticeship

Youth Registered Apprenticeship expands the state’s skilled workforce by providing young people with career opportunities while completing their high school education. Part-time student apprenticeship is available to students where programs have been established in accordance with agreements with local public school divisions. The chart below shows the shared elements of RA and YRA and includes the RTI component.

Registered Apprenticeships High School Programs		
	YRA	RA
• High School curriculum may be applicable at the employers discretion	✓	✓
• Safety Education	✓	✓
• Exposure to Industry	✓	✓
• Paid on-the-job work experience that meets occupational program requirements	✓	✓
• Skilled mentors assigned to train students	✓	✓
• Industry-developed skill standards	✓	✓
• Related classroom instruction	✓	✓
	*Received from high school CTE programs and will count toward RTI requirements for RA *Must be occupation specific	*Provided by technical schools, community colleges, online, or on-site by employer/sponsor *Must be occupation specific

### Youth Registered Apprenticeship: A Stepping Stone to a Career

Youth Registered Apprenticeship (YRA) integrates school-based and work-based learning to help students gain employability and occupational skills. Local school programs provide training based on statewide YRA curriculum guidelines, endorsed by business and industry. Students are instructed by qualified teachers and skilled journeyworker occupational experts.

Students are simultaneously enrolled in academic classes to meet high school graduation requirements and in occupation specific related instruction classes. Once an employer becomes an approved YRA sponsor, the student is hired and registered as an apprentice. The participating sponsor/employer provides supervision by a skilled mentor and the student continues on with the Career Technical Education (CTE) training at his/her school.

## Youth Registered Apprenticeship Features and Benefits

- Industry-developed skill standards
- Safety education
- Exposure to industry
- Skilled mentors assigned to train the apprentices (students)
- Paid on-the-job work experience that meets occupational program requirements
- Related classroom instruction concurrent with work-based learning
- Curriculum guidelines for all programs
- Performance evaluation of demonstrated competencies
- State-issued YRA Certificate of Participation is an entrance to Registered Apprenticeship Program

High school juniors or seniors may be eligible for employment with a company depending on the hours and skill sets that may be required. Establishing a YRA program begins a process of building a career pathway for a student with the possibility of obtaining several credentials or working toward college degrees. Part-time employment and hours worked will be determined by the company. All work hours will be documented and will be credited toward the completion of a Registered Apprenticeship program. There are no minimum or maximum work hour requirements in the program. The RTI will start from the high school CTE programs and will count toward the related instruction required for a RA Program.

A DOLI **Registered Apprenticeship Consultant** will work with each school division in conjunction with business and industry partners, students and parents to ensure that the objectives are met for each program. Once job opportunities have been identified, the school will facilitate the hiring process working with the employers' needs. To locate a RA Consultant in your area please visit our website at <https://www.doli.virginia.gov/apprenticeship/apprenticeship-consultants/>.

## Youth Registered Apprenticeship Facts

1. An occupation, in order to be apprenticeable is defined as:
  - a. learned in a practical way;
  - b. clearly identifiable and recognized throughout an industry;
  - c. involves manual, mechanical or technical skills which require at least 2000 hours of on the job training; and
  - d. recommends a minimum of 144 hours of Related Technical Instruction.
2. YRA programs are subject to the same ratios of supervision which are applicable in the Registered Apprenticeship Program (typically one journeyworker to one apprentice).
3. Youth apprentices must be employed in occupations not considered hazardous or in one of the occupations considered hazardous containing a regulatory exception for apprentices and student learners (further guidelines provided).
4. Wages are based on a progressive wage schedule.

5. The following apply to high school apprentices:
  - a. The minimum age is 16;
  - b. Apprenticeship may be part-time or full-time (school breaks and summer hours);
  - c. Upon graduation, apprentices may continue as full-time adult apprentices, subject to all standard on-the-job and related instruction requirements, if they and their employer agree;
  - d. Apprentices must be in good standing with their educational institution and must maintain passing grades and have satisfactory attendance;
  - e. Youth apprenticeship participation will be cancelled if the student leaves school;
  - f. YRA requires an Apprenticeship Agreement and all registration requirements as in a standard apprenticeship;
  - g. Youth must be enrolled in CTE programs that support the occupation;
  - h. Students must have a Training Agreement form (Department of Education) signed by the student, parent, employer, teacher, coordinator and school administrator prior to registration; and
  - i. YRA certificates, which recognize participation in an apprenticeship program, are prepared by DOLI and presented to students and sponsors.

#### Virginia's Child Labor Laws Regarding Youth Employment

The Virginia Department of Labor and Industry and the U.S. Department of Labor are committed to helping young workers find positive and early employment experiences that can be important to their development, but the work must be safe. The youth employment provisions were enacted to ensure that when young people work, the work does not jeopardize their health, well-being or educational opportunities.

Both Federal and State laws govern the employment of young workers and when both are applicable, the law with the stricter standard must be obeyed.

Statutory authority for Youth Registered Apprenticeship programs can be found in the Code of Virginia, Chapter 5 (Child Labor) Sections 40.1-78 through 40.1-116 and Chapter 6 (Voluntary Apprenticeship) Sections 40.1-117 through 40.1-126.

#### Child Labor Law Resources

- Code of Virginia 16VAC15-30-20. Index of hazardous occupations:  
<http://leg1.state.va.us/cgi-bin/legp504.exe?000+reg+16VAC15-30-20>
- U.S. Department of Labor Wage and Hour Division's Child Labor Law Guidance:  
<http://www.dol.gov/whd/childlabor.htm>
- U.S. Department of Labor Wage and Hour Division's Child Labor Requirements in Nonagricultural Occupations Under the Fair Labor Standards Act (FLSA), contains certain exemptions on hazardous activities and wages for minor apprentices working in nonagricultural occupations:  
<https://www.dol.gov/whd/regs/compliance/childlabor101.pdf>
- U.S. Department of Labor Wage and Hour Division's Child Labor Requirements in Agricultural Occupations Under the Fair Labor Standards Act (FLSA), contains regulations

for minors engaged in agricultural occupations:

<https://www.dol.gov/whd/regs/compliance/childlabor102.pdf>

- Youth Rules! Website: <http://www.youthrules.gov>.
- Resources on States' Child Labor Laws: <http://www.dol.gov/whd/state/state.htm>.

## **Planning and Partnerships**

### **Virginia's Youth Registered Apprenticeship (YRA)**

#### **Career and Technical Education Centers (CTE):**

- Contact a Registered Apprenticeship Consultant from the Division of Registered Apprenticeship in your area by visiting our website at the following link:  
<https://www.doli.virginia.gov/apprenticeship/apprenticeship-consultants/>
- Determine the CTE programs that will be highlighted to local employers
- Work with employers on hiring CTE students with industry specific interest
- Market YRA Program to parents, students, partners, employers, and community
- Recruit students
- Coordinate student enrollment
- Integrate YRA classroom and worksite training into student's education program
- Ensure two semesters per year of Related Technical Instruction
- Participate in regular Progress Reviews
- Ensure student is on track for graduation
- Grant high school graduation credit

#### **Employers:**

- Contact a Registered Apprenticeship Consultant from the Division of Registered Apprenticeship in your area  
<https://www.doli.virginia.gov/apprenticeship/apprenticeship-consultants/>
- Register with a DOLI Consultant
- Comply with child labor laws
- Interview and hire student(s) for your YRA program
- Pay apprentices at least federal minimum wage
- Provide OJT training to YRA apprentices
- Ensure worksite training with a mentor
- Participate in progress reviews of YRA Apprentices

#### **Registered Apprenticeship Consultant, Division of Registered Apprenticeship:**

- Visit and maintain commitment with participating high schools, technical schools colleges and local businesses
- Provide information on Registered Apprenticeship requirements to all parties
- Register the sponsor and their selected apprentices
- Maintain the apprentices' records, coordinate changes, cancellations, reinstatements, and completions
- Provide formal approval of work processes, competencies (if necessary) and Related Technical Instruction schedules
- Promote equal opportunities for women and minorities in Registered Apprenticeship. Complete EEO Evaluations as they become necessary
- Award certificates of participation to the persons who finish the Youth Registered Apprenticeship Program