Apprenticeship Pathways Demonstration Project
Apprenticeship Toolkit - Phase Two

California Community Colleges

This is the second part of a toolkit designed for California Community College participants in the Apprenticeship Pathways Demonstration Project as they seek to convert existing apprenticeship programs into for-credit pathways. This includes providing credit for apprenticeship classroom instruction, on-the-job training, and prior learning experiences - creating new opportunities for students to access college credit in pursuit of their degree and career goals. Resources from the California Community Colleges Chancellor's Office, Santiago Canyon College, Grow Apprenticeship California, a program of the Foundation for California Community Colleges, and project partners have been compiled to support colleges in these efforts.

San Diego City College

College Apprenticeship Program Templates

These resources provided by Santiago Canyon College and Rancho Santiago Community College District are intended to support internal processes and alleviate barriers to administrative components of developing a Registered Apprenticeship Program. These examples are provided for reference, so important considerations for using them are:

- California Community College districts often have their own processes, so be sure to check with your college or district to ensure use of the correct forms and procedures.

- Local Education Agency agreements can and should be specific to the programs they are referencing.

- Before beginning a Division of Apprenticeship Standards (DAS) application, be sure to connect with a DAS consultant. Consultants are organized by sector for new and innovative programs and by region, for building, construction, and fire programs. Please note: Application requirements may differ based on your consultant. To find the right contact for your apprenticeship program, visit: https://www.dir.ca.gov/das/das_contactUS.html.

- Timelines for apprenticeship program development vary by program type. The example provided is for a non-traditional apprenticeship program. Processes and timelines for key milestones may vary in each college, district, and region depending on existing buy-in, partnerships, and apprenticeship infrastructures.

Templates and Examples

- Apprenticeship Approval Process Timeline
- DAS IACA Employer Agreement
- ISA Agreement
- LEA Letter Template

- LEA Letter Example
- List of Committee Members
- Purchase Agreement

Technical assistance provided by:

GROW APPRENTICESHIP CALIFORNIA
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Santiago Canyon College

RANCHO SANTIAGO Community College District

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RSI and FTES Guidance Brief

This brief from the California Community Colleges Chancellor's Office provides an overview and analysis of using Related and Supplemental Instruction (RSI) and Full-Time Equivalent Student (FTES) funding mechanisms to support the classroom instruction that is essential to apprenticeship programs.

- RSI and FTES Guidance Brief

Credit for Prior Learning (CPL) Resources

One of the key components of this demonstration project is offering CPL for apprenticeship-related instruction and on-the-job training for project-related programs. The resources included below are provided by the Mapping Articulated Pathways (MAP) Initiative to support colleges in understanding and expanding CPL on their campuses.

- Scaling Credit for Prior Learning in California
- CPL Training Videos
- Recommended Administrative Procedures
- CPL and MAP Implementation Request Form

Marketing Resource

Building an apprenticeship program is only part of the journey to success. Marketing that program to students, employers, and partners is critical to ensuring program outcomes and sustainability. This resource provides colleges with key marketing approaches and examples to support their efforts to raise awareness of their apprenticeship programs among key stakeholders.

- Marketing Resources for Apprenticeship Pathways

Training Modules

As part of the technical assistance for this project, the Santiago Canyon College team designed four training modules to support colleges as they develop their for-credit apprenticeship programs.

- Module 1 - Identification of Program and Curriculum Development
  (includes information about course coding)
- Module 2 - Support and Approval of Apprenticeship Programs
- Module 3 - Credit for Prior Learning
- Module 4 - Funding and Innovation in Apprenticeship

Learn more about the Apprenticeship Pathways Demonstration Project

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