



COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES
DEPARTMENT POLICY

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SUBJECT: PATHWAYS TO SUCCESS
APPRENTICESHIP PROGRAM

APPROVED: 06-19-15
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PURPOSE

The Preschool Services Department (PSD) Pathways to Success Apprenticeship Program is designed to deliver Head Start, Early Head Start, and California State Preschool Program parent's with job training and knowledge that provide a competitive edge over other candidates to achieve employment at PSD. Training is offered for the following positons: Clerk, Custodian, Food Service Worker, and Teacher Aide.

POLICY

PSD will provide training and mentorship to the apprentice in their occupation of choice and develop a career path that leads to employability and professional growth.

REFERENCE

Head Start Performance Standards 1306.22; 1306.23;
California Code of Regulations Title 22 101170 (b) (1-5).

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BENEFITS OF APPRENTICESHIP

Apprentices gain valuable job related skills and knowledge that makes them more marketable in their chosen profession. The training received is designed to assist apprentices in developing a career path, leading to stability and growth in their chosen field. Apprentices will be able to access support and resources in regards to employment opportunities.

DURATION OF PROGRAM

Two (2) years unless special circumstances exist

PROGRAM PROMOTION

The Apprenticeship Program is promoted via flyers, PSD staff, and PSD website.

ELIGIBILITY

Parents and/or Legal Guardians of Head Start or Early Head Start are eligible to enroll in the PSD Pathways to Success Apprenticeship Program under the following provisions:

1. Valid California Identification;
2. Documentation of Right to Work in the United States;
3. Verification that child is enrolled in Head Start or Early Head Start;
4. Must pass Criminal Background Clearance to contribute over 15 hours weekly;
5. Must take a Tuberculosis (TB) test;
6. Obtain a Food Handler's Card (Food Service Worker/Teacher Aide).

Note: Applicants without their GED must agree to complete required coursework to obtain their GED prior to the conclusion of the Apprenticeship Program.

CAREER SELECTION PARTICIPATION REQUIREMENTS

Career Selection	Participation Hours
Center Clerk	<ul style="list-style-type: none">• 960 hours of technical training.
Custodial	<ul style="list-style-type: none">• 180 hours of technical training;• 8 hours of training at maintenance warehouse prior to Apprenticeship.
Food Service Worker	<ul style="list-style-type: none">• 180 hours of technical training.
Teacher Aide	<ul style="list-style-type: none">• 180 hours of technical training.

FORMS

1. Apprenticeship Training Application
2. Training Agreement
3. Monthly Tracking & Evaluation

APPLICATION PROCESS

The PSD Program Generalist is instrumental in the Apprenticeship application process to ensure that PSD receives as many interested participants as possible. The PSD Generalist will assist the Apprentice applicant by adhering to the following steps in the table below.

PSD Program Generalist

Step	Action
1	<ul style="list-style-type: none">• Assists the parent to complete the application;
2	<ul style="list-style-type: none">• Completes proof of enrollment form;
3	<ul style="list-style-type: none">• Faxes paperwork to apprenticeship coordinator;
4	<ul style="list-style-type: none">• Maintains copies of all documentation.

Apprenticeship Coordinator

Step	Action
1	<ul style="list-style-type: none">• Reviews documents for completeness;
2	<ul style="list-style-type: none">• Approves or denies the candidate for apprenticeship;
3	<ul style="list-style-type: none">• Schedules and facilitates orientation;
4	<ul style="list-style-type: none">• Schedules and facilitates job club;
5	<ul style="list-style-type: none">• Schedules Live Scan if Apprentice commits to working over 15 hours per week;
6	<ul style="list-style-type: none">• Provides Monthly Tracking & Evaluation Form to the Apprentice to track attendance and progress at site;
7	<ul style="list-style-type: none">• Instructs Apprentice to go to site of his/her choice and present certificates of orientation and job club to site supervisor;
8	<ul style="list-style-type: none">• Contacts Site Supervisor to notify site of when the Apprentice will begin their Apprenticeship.

EXPECTATIONS/ROLES ONCE ASSIGNED TO SITE

It is critical that the Apprenticeship Coordinator, Site Supervisor, and the Apprentice communicate regularly and complete the appropriate documentation timely while participating in the Apprenticeship Program. All staff should follow the steps outlined in the table below when participating in the Apprenticeship Program.

Steps for Apprentice

Step	Action
1	<ul style="list-style-type: none">• Goes to site of his/her choice;
2	<ul style="list-style-type: none">• Presents certificates of completion for orientation and job club to Site Supervisor;
3	<ul style="list-style-type: none">• Tracks hours of participation on Monthly Tracking & Evaluation Form;
4	<ul style="list-style-type: none">• Obtains Site Supervisor signature for verification of hours;
5	<ul style="list-style-type: none">• Fax or send via interoffice mail Monthly Tracking & Evaluation form to Apprenticeship Coordinator.

Steps for Site Supervisor

Step	Action
1	<ul style="list-style-type: none">• Creates individual file for each apprentice at assigned site;
2	<ul style="list-style-type: none">• Completes personnel policies with apprentice:<ul style="list-style-type: none">○ Mandated Reporting;○ Confidentiality;○ Dress Code;○ Other forms as necessary;
3	<ul style="list-style-type: none">• Verifies participation hours and progress by completing Monthly Tracking & Evaluation Form;
4	<ul style="list-style-type: none">• Provides completed Monthly Tracking & Evaluation Form to Apprentice to be sent to Apprenticeship Coordinator;
5	<ul style="list-style-type: none">• Submits Apprentice Hours for Non-Federal Share.

Steps for Apprenticeship Coordinator

Step	Action
1	<ul style="list-style-type: none">• Maintains copies of Monthly Tracking & Evaluation Form in master file;
2	<ul style="list-style-type: none">• Updates the Apprenticeship Tracking Log;
3	<ul style="list-style-type: none">• Provides ongoing mentoring as necessary;
4	<ul style="list-style-type: none">• Provides Apprentice with letter completion once the program requirements are completed;
5	<ul style="list-style-type: none">• Assists Apprentice with Job Application.

MEASURING SUCCESS

The Pathways to Success Apprenticeship Program is committed to helping PSD Apprentices obtain employment and/or skills necessary to obtain employment and measures success in a variety of ways. The following measurements must be kept in an Excel database or Child Plus software:

1. Number of Participants;
2. Number of Graduates;
3. Job Club Training Completed;
4. Hours of Technical Training Completed;
5. First Aid CPR Certificate, Food Handler's Certificate, Child Development Units, and GED if applicable;
6. Employment.