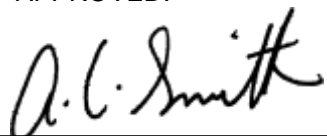




SUBJECT: <b>Apprenticeship Programs</b>	PAGE <u> 1 </u> OF <u> 8 </u>
	NUMBER: <b>57-EDU-07</b>
RULE/CODE REFERENCE: ORC 4139.01-4139.06; OAC 5101:11	SUPERSEDES: 57-EDU-07 dated 04/30/18
RELATED ACA STANDARDS:	EFFECTIVE DATE: <b>April 22, 2019</b>
	APPROVED: 

## I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

## II. PURPOSE

The purpose of this policy is to establish criteria for the effective development and operation of apprenticeship programs available to all eligible inmates of the Ohio Department of Rehabilitation and Correction (ODRC).

## III. APPLICABILITY

The policy is applicable to all persons employed by the Ohio Department of Rehabilitation and Correction (ODRC), contractors providing a service to the ODRC, inmates, and volunteers. The procedures set forth are specifically directed to those employees involved in providing a comprehensive Apprenticeship program to all eligible inmates. This policy is not applicable to the Corrections Training Academy (CTA) or the Division of Parole and Community Services (DPCS).

## IV. DEFINITIONS

**Apprentice** - An inmate who has been selected and placed under an apprenticeship agreement with the Local Apprenticeship Advisory Committee and in accordance with ApprenticeOhio for training in one of the skilled crafts covered by the Multi-Craft Apprenticeship Committee agreement.

**Apprenticeship Agreement** - A written agreement between the Local Apprenticeship Advisory Committee, ApprenticeOhio, and the inmate indentured as an apprentice.

**Apprenticeship Coordinator** - Under the direction of the appropriate deputy warden, the school administrator shall serve as the apprenticeship coordinator. The appropriate deputy warden in conjunction with the school administrator shall be responsible for the oversight and coordination of the program at the facility.

**Apprenticeship Supervisor** - The staff person, who is knowledgeable in the craft, shall supervise the duties performed by the apprentice in the work process schedule for that trade. The apprentice supervisor shall be approved by the local apprenticeship advisory committee.

**Appropriate Deputy Warden** - Deputy warden who supervises the most apprenticeship supervisors.

**Certificate of Completion** - A certificate issued by ApprenticeOhio evidencing that an apprentice has successfully completed their term of Apprenticeship.

**Indenture Date** - Date the apprentice starts his/her training entered on ApprenticeOhio Application (DRC4416) part B (11).

**Local Apprenticeship Advisory Committee (LAAC)** - A committee that serves in an advisory role for the program at each institution offering apprenticeship. This committee shall consist of the appropriate deputy warden, apprenticeship coordinator, principal, and apprenticeship supervisors.

**Related Craft Instruction Hours** - The 144 hours of related craft instruction required for every 2000 hours of on-the-job training. Examples of related craft instruction include lectures, videos, program-related classroom work, academic classes, etc.

**School Administrator** - The licensed education professional who is the department head for the institution education department.

**Statewide Multi-Craft Apprenticeship Advisory Committee** - A committee of institutional staff, Ohio Penal Industries staff, invitations shall be sent to employer and employee organizations, OCSS apprenticeship administrator, and the OCSS operations manager who serves in a non-administrative advisory capacity to the Ohio Department of Rehabilitation and Correction (ODRC) Apprenticeship programs.

**Work Process Schedule** - Individual curriculum showing the categories and hours of an approved apprenticeship program, as outlined on the master record card, that the apprentice must complete (as required by ApprenticeOhio) in order to receive a Certificate of Completion.

## **V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to make available to eligible inmates the opportunity to participate in appropriate and available apprenticeship training programs.

## **VI. PROCEDURES**

### **A. Local Institution Apprenticeship Advisory Committee**

1. Each institution shall establish a Local Apprenticeship Advisory Committee to serve in an advisory role concerning the operation of the program. This committee shall consist of the following individuals:
  - a. Appropriate deputy warden;

- b. Apprenticeship coordinator;
  - c. Apprenticeship supervisors;
  - c. Principal;
  - d. Any other person deemed appropriate by the apprenticeship coordinator.
2. The Local Apprenticeship Advisory Committee shall be responsible for oversight of the apprenticeship programs including, but not limited to, the following activities:
    - a. The committee shall determine the appropriateness of specific apprenticeship programming at that institution and recommend the implementation of apprenticeship training programs to the Ohio Central School System (OCSS) operations manager.
    - b. The Local Apprenticeship Advisory Committee shall meet at least quarterly to discuss, and handle program matters at the local level. The appropriate deputy warden will schedule the meeting and send out invites. The apprenticeship coordinator shall maintain minutes and sign-in sheets of all committee meetings and forward copies to all committee members and the OCSS operations manager.
    - c. A proposed annual schedule of quarterly meeting dates and times for the fiscal year shall be forwarded to the OCSS operations manager no later than May 15<sup>th</sup> of each year.
    - d. The OCSS promotes recognition for apprenticeship supervisors and apprentices.

## **B. Apprenticeship Program Initiation**

1. The OCSS operations manager shall distribute a listing of available apprenticeship training programs. The Local Apprenticeship Advisory Committee is responsible for recommending new apprenticeship programming that they deem appropriate for the institution.
2. When recommending a new apprenticeship program for an institution, the Local Apprenticeship Advisory Committee shall take into consideration the following issues:
  - a. The suitability of the craft to fulfill institutional need;
  - b. The availability of knowledgeable and experienced apprenticeship supervisors;
  - c. The availability of necessary tools, equipment, and supplies to fulfill the requirements of the apprenticeship program; and
  - d. The ability of institution staff to adequately supervise the program.
3. Before implementing new or additional apprenticeship programs at any institution, the managing officer shall approve local institutional programs.
  - a. The managing officer shall submit a Request for Local Apprenticeship Program form (DRC4391) to the OCSS operations manager.
  - b. The apprenticeship program may not be implemented at the institution until the approved Request for Local Apprenticeship Program form (DRC4391) and the

corresponding program work process schedule are received from OCSS operations manager.

### **C. Inmate Eligibility Screening**

1. In order to be eligible for admittance into an approved apprenticeship training program, an inmate must meet the following criteria:
  - a. Applicants must be at least eighteen (18) years of age.
  - b. Applicants must meet the minimum qualifications listed on the Inmate Job Descriptions.
  - c. Applicants must have enough time remaining on his/her sentence to complete at least one-half of the required training schedule hours of his/her apprenticeship prior to release.
  - d. Applicants must be physically able to perform all work required of the craft as determined by physical examination, if deemed necessary. Documentation of approval/denial shall be placed in the inmate's medical file.
2. All inmate requests for admittance into an approved apprenticeship program shall be reviewed by the apprenticeship coordinator for appropriateness of the craft and institution need.
3. Inmates who are accepted to be an apprentice shall meet with the apprenticeship coordinator and complete an ApprenticeOhio Apprenticeship Agreement (DRC4416), Apprenticeship Conditions for Program Completion (DRC4411, and Voucher of Credit for Apprentice's Previous Experience (DRC4410) with supporting documents (if applicable). The apprenticeship coordinator will forward the forms to the OCSS apprenticeship administrator to be registered with ApprenticeOhio/Department of Labor. The apprenticeship administrator will scan the registered form back to the apprenticeship coordinator. The apprenticeship coordinator shall maintain a copy of the registered agreement in the institution apprentice file and send a copy to the apprentice supervisor. If reclass is to occur, it shall not be done until confirmation of registration with ApprenticeOhio apprenticeship number on approved ApprenticeOhio Apprenticeship Agreement (DRC4416). The addition of the new apprentice(s) will be discussed at the next quarterly apprenticeship meeting.
4. An inmate shall be considered earned credit eligible as soon as the Department of Labor Agreement form is completed by the apprenticeship coordinator and sent to OCSS operations manager and/ or apprenticeship administrator. The indenture shall be used in determining the start of earned credit eligibility.
5. Inmates who are denied admittance into an apprenticeship program shall be notified of the decision in writing within thirty (30) calendar days of the review date. This notification shall include the reason for denial. The apprenticeship coordinator shall maintain records pertaining to denied applications for a period of at least five (5) years.

**D. Granting of Credit for Previous Training**

Inmates may be granted previous credit for training in their craft after verification and evaluation of that training has been completed by the apprenticeship coordinator, with a review and approval by the OCSS operations manager or designee. Credit for previous training shall be granted according to the following guidelines:

1. Previous credit granted will equal no more than 75% the total hours in each area of work experience required for the craft to include related classroom experiences. The remaining amount of work experience must be no less than 2000 hours for each apprenticeship trade. Previous credit cannot be requested for 2000-hour programs.
2. All hours earned in a career technical education program of the OCSS may be applied towards and accepted as previous credit for that same trade in apprenticeship hours. If the apprenticeship supervisor does not determine that these skills are adequate, the supervisor may deny this credit for previous experience.

**E. Supervision**

1. Each apprentice shall serve under an apprenticeship supervisor. The apprenticeship supervisor shall provide direct on-the-job training and experience, per the appropriate ApprenticeOhio work process schedule.
2. Apprenticeship supervisors shall schedule apprentice on-the-job training hours to correspond as closely as possible to the hours required on the work process schedule in that craft.
3. The number of apprentices assigned to each apprenticeship supervisor to be trained in any craft area shall be determined by the apprenticeship supervisor or managing officer's designee, based upon the availability of that craft at that institution and the needs of the institution.
4. The apprenticeship supervisor shall be responsible for maintaining a Monthly Attendance Record (DRC4299 or DRC4328) or an Ohio Penal Industries Payroll Report for all inmates assigned to their apprenticeship program. The apprenticeship supervisor shall also submit all necessary information for the proper awarding of earned credit under the guidelines of ODRC policy 80-INC-02, Earned Credit for Productive Program Participation.

**F. Related Craft Instruction**

1. Each apprentice will obtain a minimum of an additional 144 hours of related craft instruction for every 2000 hours of on-the-job training. These hours shall be documented on the Apprenticeship Related Craft Hours form (DRC4398) and maintained in the inmate's apprenticeship file.

2. Related craft instruction shall be approved by the Local Apprenticeship Advisory Committee and may include general safety training, Adult Basic Literacy Education, GED, or High School classes, specialized academic training, and/or self-directed study developed and verified by the apprenticeship supervisor.
3. Issues of the appropriateness of other related craft instruction shall be forwarded to the OCSS operations manager for prior approval.

#### **G. Records**

1. Apprenticeship files must be maintained by the apprenticeship coordinator and shall contain the following:
  - a. ApprenticeOhio Agreement (DRC4416);
  - b. Denial of Apprenticeship application (if applicable);
  - c. Monthly record of craft hours;
  - d. Apprenticeship Related Craft Hours form (DRC4398);
  - e. Exit from Apprenticeship form (DRC4399) (if applicable);
  - f. Apprenticeship Certificate Request (DRC4413) (if applicable);
  - g. Copy of 100% certificate (if applicable);
  - h. Credit for Previous Experience (DRC4410);
  - i. Application for Certificate of Apprenticeship Completion (DRC4409);
  - j. Apprenticeship 50% Hour Completion Achievement (if applicable) (DRC4408).
2. In accordance with ApprenticeOhio procedures, each apprentice shall maintain a monthly record of craft hours and Apprenticeship Related Craft Hours form(s) (DRC4398). Each apprenticeship supervisor shall verify this record the last working day of each month, then forward the monthly hours to the apprenticeship coordinator.
3. Verified hours shall be entered on the supervisor's master record card as prescribed by the ApprenticeOhio in cooperation with the U.S. Department of Labor.
4. Utilizing this information, each apprenticeship supervisor shall complete, sign and route through ODRC Electronic Forms Catalog the Monthly Apprenticeship Report (DRC4301) to the apprenticeship coordinator, and the OCSS apprenticeship administrator no later than the 5<sup>th</sup> day of each month. The apprenticeship coordinator shall maintain a copy.
5. The original updated apprenticeship file for any inmate released from the physical custody of the ODRC shall be scanned into OnBase.
6. The Apprenticeship Coordinator shall conduct a registered apprentice quality insurance review quarterly utilizing Monthly Attendance Record (DRC4299) and the current registered apprenticeship list supplied by the OSC Apprenticeship Director. The Apprenticeship Coordinator will review both lists to determine the accuracy of the inmates registered or exited at the institution. Any discovered discrepancies will be corrected with OSC Apprenticeship Administrator.

**H. Transfer/Withdrawal/Completion**

1. An appropriate ApprenticeOhio Certificate of Apprenticeship shall be issued to all apprentices who complete the prescribed craft competency areas and related craft instruction required by the Department of Labor.
2. Apprentices who complete at least 50% of the prescribed craft competencies and related craft instructional areas shall have completion status entered in DOTS Portal by the OCSS apprenticeship administrator.
3. Inmates may be permitted to complete more than one (1) apprenticeship program, according to previously described eligibility criteria and review of the applicant by the local apprenticeship coordinator. However, an inmate may be permitted to be in only one (1) apprenticeship program at a time.
4. Inmates who are transferred within the system prior to completing required craft competencies and related craft instruction may be permitted to continue training at the receiving institution if that craft is available. The sending institution shall complete the Exit from Apprenticeship form (DRC4399) prior to transfer and shall forward this form to the OCSS apprenticeship administrator and/or operations manager. If the receiving institution does not have the apprenticeship program in which the transferred inmate was enrolled or the inmate chooses not to continue in the program, the receiving institution shall maintain the apprenticeship files. If the receiving institution has the apprenticeship program and the inmate wishes to continue, the receiving institution shall request reinstatement with OCSS apprenticeship administrator.
5. All institution transfers for security reductions shall be reviewed carefully in order to determine if the apprentice could complete the same program at another institution, (of reduced security) or if the inmate could be retained at the present level and a special instrument completed after the completion of the Apprenticeship program.
6. If an inmate leaves an apprenticeship program, the apprenticeship coordinator shall ensure that an Exit from Apprenticeship form (DRC4399) is completed and forwarded to the OCSS apprenticeship administrator immediately, with the reason for withdrawal indicated.
7. If the inmate is removed due to apprenticeship work related discipline, the inmate shall be ineligible to enter another apprenticeship program for one (1) year from the date of removal. The date and reason of withdrawal shall be documented on the Exit from Apprenticeship form (DRC4399) and the inmate's School Record – Transcript (DRC4138). Inmate files of disciplinary removals shall be scanned into OnBase.
8. The updated apprenticeship file for any inmate transferred from one institution to another shall be transferred simultaneously with the inmate master record or at the least, within seventy-two (72) hours. A completed Receipt of Records (DRC2014) shall accompany the file.

**I. Statewide Multi-Craft Apprenticeship Advisory Committee**

1. The OCSS shall establish and maintain a Statewide Multi-Craft Apprenticeship Advisory Committee to serve in a non-administrative advisory capacity for the apprenticeship programs of the ODRC.
2. This statewide multi-craft committee shall consist of the following individuals:
  - a. OCSS operations manager – chairperson;
  - b. Two institutional representatives;
  - c. Ohio Penal Industries representative;
  - d. Representation from employer and employee organizations;
  - e. Any other person deemed appropriate by the OCSS operations manager.
3. This committee shall meet at least bi-annually to discuss program needs, market trends, policy changes, and provide general, non-administrative advice relevant to the operation of the program.
4. Minutes of the statewide meetings shall be maintained by the OCSS operations manager and shall be distributed to all committee members, principals, assistant principals, and school administrators.
5. Standards of Apprenticeship developed by the Statewide Multi-Craft Apprenticeship Advisory Committee, in cooperation with ApprenticeOhio, shall provide structure for the apprenticeship programs within the ODRC as required by the Federal Government.

**Related Department Forms:**

Receipt of Records	DRC2014
School Record – Transcript	DRC4138
Monthly Attendance Record	DRC4299
Monthly Apprenticeship Report	DRC4301
3 Shift Monthly Attendance Record	DRC4328
Request for Local Apprenticeship Program	DRC4391
Apprenticeship Related Craft Hours form	DRC4398
Exit from Apprenticeship Form	DRC4399
Apprenticeship 50% hour Completion Achievement	DRC4408
Application for Certificate of Apprenticeship Completion	DRC4409
Credit for Previous Experience	DRC4410
Apprenticeship Conditions for Program Completion Form	DRC4411
Apprenticeship Certificate Request	DRC4413
ApprenticeOhio Application	DRC4416