***Missouri Registered Youth Apprenticeship (RYA)***

**APPRENTICE QUALIFICATION STANDARDS AND SELECTION AGREEMENT**

**ADOPTED BY:**

*Name of Program Sponsor*

**Address Line 1**

**Address Line 2**

**U.S. Department of Labor Registered Apprenticeship Program (RAP)**

***Name of Program Sponsor***’s RAP is registered with the U.S. Department of Labor (DOL). This Registered Apprenticeship program identifies top performing students for a particular in-demand career occupation and connects them with employer-partners participating in the program. Industry-relevant and employer-developed work processes - administered safely by fully qualified trainers and mentors while utilizing a hands-on learning approach, supplementary classroom instruction, gaining marketable skills while earning a progressively increasing wage, and the opportunity to receive a nationally-recognized, post-secondary DOL Certificate of Completion are some of the hallmarks of the Registered Apprenticeship career training model.

***The RAP Sponsor reserves the right to exercise its professional discretion in the establishment and administration of apprentice candidate qualifications, apprentice selection criteria and procedures, and any other administrative policies, procedures and actions pertaining to this apprenticeship program.***

**All apprentice and apprentice candidates must/will:**

* Maintain a minimum G.P.A. of 3.0 in the career emphasis relevant to their apprenticeship.
* Maintain enrollment in a DESE (Department of Elementary and Secondary Education) approved Skilled Technical Science program, or with another DESE-recognized youth high school or Adult-Learning program partner, during the high school or Adult portion of the apprenticeship training.
* Maintain a high school attendance record of at least 95% (during the apprenticeship).
* Not encounter any major disciplinary issues associated with the school or local community.
* Be at least 16 years of age, and typically between the ages of 16-18 and enrolled in high school.
* Be on-target for high school graduation (sophomores-seniors may be candidates for apprenticeship).
* Possess a valid Missouri driver’s license or be able to secure reliable transportation to their employer’s workplace and/or job site.
* Be drug free and agree to submit to random drug testing.
* Be subject to a background check by the Highway Patrol.
* Incumbent workers (currently working for selected registered employers) will have opportunity to join this program through registered employers in career center service area.
* Have a sincere interest in the prospective career path relevant to the apprenticeship occupation.
* Be authorized to work in United States.
* Observe company rules and other requirements identified by their participating employer-partner.
* Participate in periodic apprentice progress reviews, as dictated by the Registered Youth Apprenticeship (RYA) Program Sponsor.
* Actively participate in employer-led apprentice evaluations and apprenticeship-relevant training sessions, and track and provide their On-the-Job Learning (OJL) training hours.
* Agree to consent to photographs and media releases pertaining to their apprenticeship.
* Actively participate in providing personal narratives and feedback on their apprenticeship experience.
* Comply with all workplace safety policies and follow employer-established policies and processes.
* Actively participate in career development training and other associated requirements.
* Provide administrative materials, when required (e.g., resume, interview prep., job application, etc.).
* Obtain teacher and director recommendations for apprenticeship consideration.
* Adhere to professional standards regarding grooming, on-time attendance, and basic workforce-essential skills, plus maintain a solid work ethic.

As a key part of USDOL apprenticeship participation and apprentice orientation, all apprentices, Related Instruction providers (Career Education Technical Center instructors) and OJL mentors (participating employer-partner trainers) will complete Anti-Harassment Training, in accordance with *Code of Federal Regulations (CFR) 29, Part 30 -* *Equal Employment Opportunity in Apprenticeship*. Guidance and sample training resources can be found online at: [*https://www.apprenticeship.gov/eeo/sponsors/prevent-harassment*](https://www.apprenticeship.gov/eeo/sponsors/prevent-harassment)

* **For Parent or Legal Guardian of Apprentice:** *I understand that this Registered Apprenticeship Program (RAP) reflects a collective partnership between* ***Name of Program Sponsor****, the Missouri Department of Elementary and Secondary Education (DESE), the U.S. Department of Labor Office of Apprenticeship (DOL OA), and other various partners and intermediaries, as applicable.  Personal Identifiable Information (PII) pertaining to your student will shared with the Department of Labor and any authorized Intermediaries through DOL’s secure, online apprenticeship management system, the Registered Apprenticeship Partners Information Data System (RAPIDS). Any additional information shared will be only occur with parental/legal guardian consent. Social Security numbers will not be shared. By signing below, I acknowledge and agree with this statement.*
* **For Apprentice:** *I agree to comply with this agreement based on the qualifications and selection criteria established by and for* ***Name of Program Sponsor****’s DOL Registered Apprenticeship Program (RAP).  In addition, I am fully aware that, at any time, my participation can be terminated based on my inability to comply with the above-stated apprentice requirements.  I also understand that the RAP Sponsor and/or my apprenticeship Employer may, at any time, opt out of participating in this program and this apprenticeship agreement.  By signing below, I acknowledge and agree with this statement.*

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**Apprentice Applicant Signature   Date**

Click or tap here to enter text.

**Print First & Last Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click or tap here to enter text.

**Parent/Legal Guardian Signature   Date**

Click or tap here to enter text.

**Print First & Last Name**