

DISTRICT REGISTERED APPRENTICESHIP PARTICIPATION AGREEMENT

THIS AGREEMENT (“Agreement”) is between **Kentucky Dataseam Initiative, Inc.** (“Dataseam”) PO Box 406818, Louisville, KY 40204, and **Estill County Schools**, (“the District”), 253 Main Street, Irvine, KY 40336. and sets forth the terms and obligations for the District to participate in the Dataseam-sponsored Information Technology Specialist Apprenticeship Program (“the Program”).

The Program was created, implemented, and operated by Dataseam, in accordance with the guidelines and policies of the U.S. Department of Labor (“DOL”), in conjunction with and under the supervision of the Kentucky Education and Workforce Cabinet. This Registered Apprenticeship Program for Information Technology Specialist, O*Net Code 15-1244.00, RAPIDS Code 1132CB, includes (1) Coursework, (2) On-Job-Learning and Mentoring, and (3) paid employment as part of 2-year Registered Apprenticeship that will include approximately 300 hours of training and coursework and at minimum 600 paid hours of employment, leading to the *US Department of Labor Information Technology Specialist Certification*. (see attached: *O*Net description, The Phase Plan, and the Curriculum Page*.)

This Agreement is subject to the existing policies and procedures of both Dataseam and the District, both separately, and as part of the mutually executed Dataseam Participating Partner Agreement. In the execution and fulfillment of this Agreement, each party’s obligations are outlined below:

Dataseam obligations:

- Provide and support the educational content for the Program
- Provide online tools for Apprentice application, tracking, evaluation, education and communication.
- Assist in the selection and validation of Apprentice and School District Representative, (“Mentor”).
- Provide Mentor training.
- Provide an Apprenticeship Program Manager (APM) as point of contact for Apprentice and Mentor. The APM is who assures that the Apprentices are working through all the steps required to complete the program and coordinating efforts with the Mentor.
- Coordinate education and testing for individual industry-specific certifications as needed.
- Fulfill against all obligations successfully met by the District as outlined in the associated Opportunity Addendum and schedule for earning computers.
- Provide Laptop for Apprentice use.

School District obligations:

- District shall employ and pay Apprentice a minimum of \$4,800 over the two-year period of the program, as outlined during Phases of the Apprenticeship:
 - Phase I (September 2021-May 2022): \$7.50 per hour (Minimum rate)
 - Phase II (June 2022-August 2022): \$8.00 per hour
 - Phase III (September 2022-May 2023): \$8.50 per hour

- District would be responsible for payroll records and reporting to Datascan each pay period over the two-year employment period. Apprentice must complete 600 hours of work (minimum of 200 hours per phase) and approximately 300 hours of instruction during the two-year program.
- District must assign a Mentor for each student. The Mentor is a regular employee of the school who spends one-half or more of their time either performing IT support related tasks or teaching IT related tasks in a professional capacity. The Mentor should hold one or more technical certifications and/or a postsecondary degree in a related field.
- Mentor coaching and development may involve in-state travel.
- Mentor and Apprentice must use Datascan provided online tools for apprentice timekeeping, assignment tracking, evaluation, review and communication. Mentor and Apprentice must ensure all reporting is provided to Datascan for each pay period and as necessary on a monthly basis.
- Mentor must schedule and report the Apprentice's work assignments and education hours by task or specific job types as required by the DOL.
- Mentor shall notify Datascan/APM of any irregularities in scheduling or performance related to the Apprentice.
- District shall notify Datascan/APM of any changes in Mentorship or issues related to the performance or availability of the designated Mentor in a timely fashion.
- Meet all obligations mutually agreed upon as outlined in the associated Opportunity Addendum:
 - District shall make local investment of \$2,500 in certification training for the Mentor. (5 computers per mentor awarded upon completion and passing by Mentor. "Completion" means attending the training class and achieving a passing score on the Apple Certification Exam.)
 - District shall make local investment of \$2,500 in certification training for the Apprentice. (5 computers awarded upon completion of training class, Apprentice attempting the Apple Certification Exam at least once, but does not require a passing score by Apprentice.)
 - District shall make local investment of \$4,800 Apprentice payroll as outlined above over the two-year Program. (5 computers awarded at end of EACH year of employment for a total of 10 computers over 2 years of employment)

Apprentice obligations:

- Apprentice must complete 600 hours of work (minimum of 200 hours per phase) and approximately 300 hours of instruction during the two-year program. Typically, this will average 3 hours per week during the school year, excepting holidays and testing times, and 30-40 hours per week for 5-7 weeks during the summer.
- Set an approved work schedule with Mentor and APM to complete work.
- Use Datascan provided online tools for apprentice timekeeping, assignment tracking, evaluation and communication to include bi-weekly/monthly Timesheets and Work Logs documenting tasks, work hours, and education progress. Apprentice must ensure all reporting is provided to Datascan for each pay period and as necessary on a monthly basis.
- Any obligations as defined as an "employee" of participating employer District.

- Maintain a GPA of 2.75 throughout the 2-year Apprenticeship Program.
- Complete all assigned coursework and available certifications.
- Complete all provided work assignments to the satisfaction of the Employer District and Mentor.

Apprentice Progress/Evaluation:

- Each phase of the Apprenticeship program must be successfully completed by the Apprentice before progression to next Phase.
- “Successful completion” of each phase means:
 - Successfully completing the competency-based tasks
 - Successfully completing the competency-based educational assignments
 - Submission of all monthly timesheets and work logs.
 - APM and Mentor will evaluate and authorize the Apprentice graduation of each Phase.

Termination:

Any party will have the right to terminate this Agreement by giving at least 30 days’ notice in writing to the other parties. If the District terminates this Agreement for any reason, any earnings shall be determined and commiserate with the percentage of work completed by Apprentice as of date of termination.

School District/Title	Date
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Kentucky Dataseam Initiative, Inc./Title	Date
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Attachment A

Summary Report for: ONET Code 15-1244.00 & RAPIDS Code 1132 CB

Install, configure, and maintain an organization's local area network (LAN), wide area network (WAN), data communications network, operating systems, and physical and virtual servers. Perform system monitoring and verify the integrity and availability of hardware, network, and server resources and systems. Review system and application logs and verify completion of scheduled jobs, including system backups. Analyze network and server resource consumption and control user access. Install and upgrade software and maintain software licenses. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software.

Sample of reported job titles: Information Analyst, Information Systems Manager (IS Manager), Information Technology Specialist (IT Specialist), LAN Specialist (Local Area Network Specialist), Local Area Network Administrator (LAN Administrator), Network Administrator, Network Coordinator, Network Manager, Systems Administrator

Attachment B

Minimum Work Assignment Hours by Task	Phase 1	Phase 2	Phase 3
Assist Classifying and Resolving User Problems	16	-	-
Classify and Resolve User Problems	-	-	16
System Software Maintenance	16	30	16
Network Inspection and Monitoring	16	12	14
Network Tuning and Configuration	-	6	10
Troubleshooting	16	10	16
Documentation and Communication	16	10	12
Hardware Repair and Configuration	10	20	10
Application Software Install/Update/Test	16	30	16
User (UAM) Security Test, Verification, Mgt	10	20	10
Periodic Performance Evaluation Briefing	16	5	16
Other Duties as assigned by District Mentor	68	57	64
Total	600	200	200

Attachment C



Coursework Outline

General Topics covered (roughly in order) :

- Computer Organization.
 - Computer System components
 - Bits and Bytes
- Operating Systems
 - Process & I/O handling
 - Boot process
 - Dos/Windows/macOS/Unix/RTOS
- File Systems
 - Files, Directories, Aliases, etc.
 - Navigating
 - Types, Sizes, CLI/GUI
- Networking fundamentals.
 - Types and Origins
 - Addressing, Masking, & Routing (IP)
- Networking Hardware
 - Cables & Connectors.
- Wireless Networking
 - WiFi
 - Bluetooth
 - 'Other'
- Authentication & Authorization.
 - Users, Groups, Permissions, etc.
 - mac/Unix basics CLI & GUI
- Network File Systems / File Sharing.
 - Purpose and Evolution
 - Common types
- Scripting and Programming concepts
 - Operators, Comparing, Branching, Looping, & Variables
 - UNIX Shell
- Abstraction: Virtualization and Containers
 - Virtual Machines
 - Containerization
 - Cloud Instances

An online assignment will be issued approximately every two (2) weeks beginning shortly after the start of the first Phase. The courses will require some amount of time reading the base material and linked reference material, potentially including videos and items from other web sites. Many will include doing some independent research and/or experimentation. Most all include some homework including multiple-choice, short answer and other types of problem solving. Individual students may receive followup assignments or homework based on their results.

Each of the topics listed here will be the topic of one or more assignment, and most will be covered during the first full year of the Apprenticeship. Additionally some more specific assignments will be issued leading up to the in-person Apple Course,

The Linux Foundation course is also delivered online, and will consume much of the second year, along with the balance of any listed topics not fully covered in year one. Supplemental Linux (&/or ChromeOS) material may be provided during the run up to the Linux Foundation Certification exam.