

Memorandum of Agreement

This Teacher Apprenticeship Memorandum of Agreement (hereinafter the "Agreement") is entered into between the Jefferson County Board of Education dba the Jefferson County Public Schools District (hereinafter the "District") and the University of Louisville (the "University"), on behalf of its College of Education and Human Development (hereinafter the "CEHD").

The CEHD and the District wish to collaborate in the development and implementation of a Teacher Apprenticeship Program (hereinafter the "Program"). Students participating in the Program will gain valuable practical experience related to their degree area under the supervision of qualified professionals in the District. The District offers a practical teaching and learning environment where Program students will be supervised by qualified professionals in their area of study. The District wishes to make its expertise, facilities, and resources available to CEHD students so they receive the experiences necessary to fulfill the program goals.

In consideration of the promises herein, the parties agree as follows:

I. THE PROGRAM

- A. All candidates for the Program must meet the admission requirements set forth in 16 KAR 5:020.
- B. Program students will be selected by the mutual agreement of the CEHD and the District. Program students may fit into one of the three categories below, subject to mutual agreement of CEHD and the District:
 - i. District high school graduates with at least some hours of college coursework completed, including courses in the Teaching and Learning Pathway;
 - ii. Individuals currently employed as instructional assistants in the District; or
 - iii. Students entering college with no coursework or teaching experience.
- C. CEHD will tailor the Program curriculum and course requirements to allow each category of Program student to obtain a bachelor's degree and initial certification within four years.
- D. To qualify and remain eligible for the Program, the students must: (i) meet all current admission requirements of the University and timely pay all required tuition and fees; (ii) make satisfactory progress in the Program, as determined in the CEHD's reasonable discretion; (iii) maintain employment with the District as a paraprofessional or instructional assistant; (iv) adhere to the Professional Code of Ethics for Kentucky School Certified Personnel established in 16 KAR 1:020; and (v) abide by all University rules, policies, and procedures.
- E. Upon satisfactory completion of the various certification programs offered as part of the Program, candidates will be recommended for certification at the state level.

II. DISTRICT'S RESPONSIBILITIES

A The District shall reasonably cooperate with the CEHD to create a teacher apprenticeship program.

- i. The District shall employ the Program students in a residency or paraprofessional program within the school district for the duration of each student's respective participation in the Program. The District will ensure the availability of funding to continue the employment of each Program student for the duration of the student's participation in the Program. The exact terms of each Program student's employment, including compensation and benefits, shall be addressed in a separate agreement between the Program student and the District, subject to the District's obligations hereunder. District employment is subject to all JCPS policies and procedures and relevant laws. JCPS retains the right to terminate the employment of any employee in accordance with regular JCPS staff disciplinary processes.
- ii. The District agrees to provide valuable practical teaching and learning experiences to all CEHD students participating in the Program. The District shall utilize experienced teachers employed by the District to provide coaching and mentoring to the Program students. Mentors and Cooperating Teachers (defined below) must fulfill the specific job responsibilities as defined by the District and CEHD. The fulfillment of the responsibilities will be monitored jointly by the District and CEHD, and these responsibilities will be reviewed on a yearly basis.
- iii. The District in consultation with the CEHD shall ensure that the Program students receive training on the Professional Code of Ethics for Kentucky School Certified Personnel established in 16 KAR 1:020.
- iv. During the final year of the Program student's participation in the Program, the District shall provide opportunities for the Program student to assume major responsibility for the full range of teaching duties, including extended co-teaching experiences, in a real school situation under the guidance of qualified personnel from the District and CEHD. The following provisions shall apply to each Program student's placement during his/her/their final year in the Program.

B. The District shall place the Program student in a setting that is consistent with his or her planned certification content and grade range. Specifically:

- i. Program students pursuing a primary through grade 12 certificate shall have their student teaching balanced between an early childhood center or preschool or elementary school placement and middle school or high school placement.
- ii. Program students pursuing an elementary certificate shall have their student

teaching balanced between a placement in primary through grade 3 and a placement in grade 4 or grade 5.

- iii. Program students seeking dual certification in early childhood and elementary content areas shall have equal placements in both content areas.
- iv. Program students seeking dual certification in elementary and special education content areas shall have equal placements in both content areas.
- v. Program students seeking dual certification in either middle school or secondary content areas shall have equal placements in both content areas.
- vi. The placement shall provide the resident with the opportunity to engage with diverse populations of students within the District.

C. The District shall place the resident with a cooperating teacher or teachers ("**Cooperating Teacher(s)**") who have:

- A valid teaching certificate or license for each grade and subject taught;
- At least three (3) years of teaching experience as a certified educator; and
- Completed the cooperating teacher training in Section I of 16 KARS:040.

D. A teacher assigned to a teaching position on the basis of a provisional or emergency certificate issued by the EPSB shall not be eligible for serving as a Cooperating Teacher.

E. The District shall share and coordinate with the CEHD to file an electronic report with the EPSB which identifies the following:

- Each Program student completing the third year;
- The Program student's assigned school(s);
- The Cooperating Teacher assigned to each Program student;
- The Cooperating Teacher's area of certification;
- The Cooperating Teacher's years of experience as a certified or licensed educator.

The District shall maintain and share with the CEHD electronic records that confirm that all third-year Program students meet the requirements of this section E.

F. In order to best provide these experiences, the District will appoint a Site Supervisor (hereinafter the "Site Supervisor"), who will collaborate and cooperate with the Teacher Apprenticeship Director of CEHD to ensure that all provisions of this Agreement are satisfied.

G. The admission of current or prospective students in the Program will be jointly agreed upon by the Site Supervisor of the District and the Teacher Apprenticeship Director of CEHD (hereinafter the "Director"). The District reserves the right to conduct a background check of any potential Program student prior to participation in the Program. If the District chooses to conduct a background check, the Site

Supervisor will inform the Director of the intent to do so and will provide the Director with the resulting report if requested by the Director.

- H. The Site Supervisor will require each student's mentor-teachers to provide verbal and written feedback to each student and the Director during the student's participation in the Program. Written feedback will be provided to the Director at least once each school semester. The written feedback will: (1) confirm that the objectives and activities previously agreed to concerning the student were completed; (2) evaluate the performance of the student; and (3) provide any comments concerning possible areas of improvement for the student.
- I. During the first two (2) years of the Program student's participation in the Program, the District shall ensure that the Program student shall complete a minimum of two hundred (200) clock hours of field experiences in a variety of primary through grade 12 school settings which allow the Program student to participate in the following:
- i. Engagement with multiple populations of District students which include:
 - Students from a minimum of two (2) different ethnic or cultural groups of which the candidate would not be considered a member;
 - Students from different socioeconomic groups;
 - English language learners;
 - Students with disabilities; and
 - Students from across elementary, middle school, and secondary grade levels;
 - ii. Observation in schools and related agencies, including:
 - Family Resource Centers; or
 - Youth Service Centers;
 - iii. Student tutoring;
 - iv. Interaction with families of students;
 - v. Attendance at school board and school-based council meetings;
 - vi. Participation in a school-based professional learning community; and
 - vii. Opportunities to assist teachers or other school professionals.

The District shall maintain and share with the CEHD electronic records that confirm all Program Students have fulfilled the field experiences required in this subsection (I) of this Agreement.

- J. Prior to participation in the Program, the District shall provide its regulations, rules of conduct, procedures, and policies in writing to all Program students. After the Program begins, the Site Supervisor will inform the Director of any new or revised regulation, rule of conduct, procedure, or policy that could affect the Program or Program students. If the Director believes that the new or revised regulation, rule of conduct, procedure, or policy affects the Program or Program students, the District agrees to inform all Program students and the Director in writing of the new or revised regulation, rule of conduct, procedure, and/or policy and to provide any training necessary to best ensure Program student compliance.
- K. Prior to participation in the Program, the Site Supervisor shall conduct an orientation session wherein the Site Supervisor will inform Program

students of any portion of this Agreement that may affect their experiences including, but not limited to: (1) all regulations, rules of conduct, procedures, or policies applicable to the Program student; (2) all rules concerning the interaction of Program students with minors (age 18 or less); (3) the need for confidentiality concerning all District participant or staff information; (4) the provisions in this Agreement related to insurance/liability; and (5) the relevant provisions of the Health Insurance and Portability and Accountability Act

- L. The District agrees that during the Program, it is responsible for all Program students and any faculty or administrators of the CEHD while those individuals are on the premises of the District, and the District will maintain administrative and professional supervision of those individuals. As part of that supervision, the District agrees that it does not leave a Program student alone with a District student, and that a full time District employee will be present whenever a District student is interacting with a Program student.

During the Program, if the District believes that a Program student has violated a regulation, rule of conduct, procedure, or policy of the District,

The District shall follow its procedures as explained in Section II A above.

- A. The number of students assigned to, and accepted by, the District at any given time shall be agreed upon by the Site Supervisor and the Director, and Site Supervisor agrees to cooperate fully in determining how many students should be engaged in the Program.

III. THE RESPONSIBILITIES OF UNIVERSITY AND CEHD

- A. CEHD shall ensure that the completion of coursework and field experience by each Program student will result in a bachelor's degree and a recommendation for initial certification
- B. CEHD shall ensure that courses are sequenced and offered to allow for completion of the Program within four years.
- C. CEHD shall ensure that all educator program admissions regulations are followed and documented.
- D. CEHD shall accept documented work experience in place of student teaching experience.
- E. CEHD shall submit the annual electronic report to EPSB as required by 16 KAR 5:020.
- F. CEHD shall assign a University supervisor to work with the student during the

duration of the student's participation in the Program. The supervisor shall conduct a minimum of four (4) observations of the Program student in the actual teaching situation, and such observations may be remote. The observation reports shall be filed as a part of the student teacher record and used as a validation of the supervisory function. The University supervisors shall be available to work with the Program student and personnel in the District regarding any problems that may arise relating to the student teaching situation. The University supervisors shall complete the university supervisor training in Section 4 of 16 KAR 5:040.

- G. The CEHD shall appoint the Director, who shall be an appropriately qualified member to the Program who shall coordinate student field experience placement and cooperate with the Site Supervisor in establishing the students' objectives and activities, determine the number of students at the District, and communicate with the District concerning any other aspect of the Agreement.
- H. If requested by the District, the Director will provide to the District a copy of the curriculum and course content of the academic program for students in the Program.
- I. The Director shall advise the Site Supervisor of any change in the accreditation status of the Program.
- J. University shall have the right, in its sole and absolute discretion, to remove a student from his/her/their placement at the District at any time. In the event the University removes a student from the District, it will use reasonable efforts to coordinate with the District regarding any potential replacement students

IV. INSURANCE LIABILITY

- A. The parties agree that any student injured on the District's premises during scheduled field experiences will be assessed and provided with emergency care as appropriate through the District's available resources. The parties agree that Program students are District employees under the District's worker's compensation and health insurance policy related to a workplace injury in the course of their employment and that any expenses for emergency examination or treatment to a student shall not be borne by the University, or the CEHD. The District is entitled to request in writing from any student proof of any vaccinations/inoculations required by the District, which may include, but shall not be limited to, tuberculosis, rubeola, and rubella.
- B. If requested by the CEHD, the District will provide a current certificate of insurance describing professional and general liability coverage for students and employees of the District with limits of liability coverage not less than \$1,000,000 per occurrence.

V. CONFIDENTIAL INFORMATION

- A The Director shall make all reasonable efforts to maintain confidentiality regarding all personal information of all District students and staff received during the Program and will cooperate with the Site Supervisor to inform Program students concerning the need to make reasonable efforts to maintain confidentiality concerning all personal information of all District students and staff.
- B. The District acknowledges that certain documents, such as competency development plans, monthly reports, mid-term and final evaluations, and action plans, may constitute student records within the meaning of University policies and/or the Family Educational Rights and Privacy Act ("FERPA"). The District agrees to protect Program students' educational records, as defined by FERPA, and the information contained therein from disclosure to third parties to the same extent that FERPA applies to the University and to limit access to only those employees or agents with a need to know. For the purposes of this Agreement, pursuant to FERPA, University hereby designates District as a school official with a legitimate educational interest in the educational records of students to the extent that access to the University's records is required to carry out the Program. To the extent permitted and subject to, applicable law, the parties may share students' education records with each other, as may be necessary to perform their obligations under this Agreement.
- C. The District agrees to secure and protect any data that University shares with the District (and to require the same of any other entity with whom the District shares or gives access to that data) from unauthorized access, use, modification, disclosure, manipulation, or destruction, and will use processes that meet industry standard practices for protecting such information (which processes must be at least as stringent as the District would use for protecting its own confidential information).
- D. University and the District agree that University will not supply University-issued student identification numbers or other governmental issued identifiers (including, but not limited to, social security numbers) directly to the District. Students, at their own discretion, may supply such information directly to the District or to a third party who in turn makes such information available to the District.

VI. TERM AND TERMINATION

- A This Agreement shall commence upon execution and shall be in effect for five years. Any amendment to modify this Agreement shall reference this Agreement and be signed by representatives of the parties with the express authority to bind the parties.
- B. Either party may terminate this Agreement without cause at any time by giving ninety (90) days prior written notice provided that students already assigned to the Program will be permitted to complete the experiences necessary for the Program to the extent possible.

VII. CLAIMS

If either party becomes aware of a legal claim or threatened legal claim involving the other party in conjunction with the Program, the party with knowledge of the legal claim or threatened legal claim shall inform the other party in writing within ten (10) days of receiving knowledge of the legal claim or threatened legal claim.

VIII. MISCELLANEOUS

- A. No individual in any way related to this Agreement will be discriminated against on the basis of race, sex, gender, age, creed, national origin, disability, sexual orientation, marital status, pregnancy, veteran status, or any other status by applicable
- B. This Agreement shall be governed and enforced in accordance with the laws of the Commonwealth of Kentucky.
- C. Individuals executing this Agreement on behalf of the institutions represent that they have been authorized to do so.
- D. Any amendment to this Agreement must be in and executed by both parties hereto.
- E. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this Agreement to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.

IX. NOTICES

All notices given pursuant to this Agreement shall be in writing and delivered or sent to:

University of Louisville
University Counsel Office
230 I S. Third Street
Louisville, Kentucky 40292
counsel@louisville.edu

Jefferson County Public Schools
High School Office
3332 Newburg Road
Louisville, Kentucky 40218
Beau.Johnston@jefferson.kyschools.us

IN WITNESS WHEREOF, the parties have executed this Agreement, which shall be effective as of the last date of signature below.

UNIVERSITY OF LOUISVILLE



Katherine Cardarelli
Interim Provost

6/11/2025

Date

JEFFERSON COUNTY PUBLIC SCHOOLS

Dr. H. Brian Yearwood,
Superintendent

Date

ATTACHMENT A

USE IF RECORDS ARE REQUESTED FOR DISCLOSURE

Data Request and Reporting Schedule

Record Collection Timeframe	School year	When [partner] will submit request to JCPS	When JCPS will fulfill request
2025	SY 25-26	June 1, 2025	May 30, 2026
2026	SY 26-27	June 1, 2026	May 30, 2027
2027	SY 27-28	June 1, 2027	May 30, 2028
2028	SY 28-29	June 1, 2028	May 30, 2029
2029	SY 29-30	June 1, 2029	May 30, 2030

Data Elements Provided by Partner for Matching

Data Elements Given to JCPS by [partner]
Student First Name
Student Last Name
JCPS Student ID

Data Elements Delivered to Partner

Data Elements Fulfilled by JCPS	Delivery Notes
JCPS Student	Confirmed at the time of fulfillment
Student First Name	Confirmed at the time of fulfillment
Student Last Name	Confirmed at the time of fulfillment
Student Grade Level	For each Student Record Collection Timeframe
Student Race/Ethnicity	For each Student Record Collection Timeframe
Student Gender	For each Student Record Collection Timeframe
JCPS School	For each Student Record Collection Timeframe
Student DOB	For each Student Record Collection Timeframe
Cumulative GPA	<ul style="list-style-type: none"> End of Year for each year requested Include between-year change



Kentucky Career Center

Registered Apprenticeship

Apprenticeship Registration, Standards and Agreement

Name of Sponsor:

Jefferson County Public School System

Program Number:

2019-KY-72524

Provisional Registration Date:

3/5/25

Final Registration Date:

The Kentucky Education & Labor Cabinet, Office of Employer and Apprenticeship Services in cooperation with the U.S. Department of Labor, Office of Apprenticeship, and in accordance with the basic Standards of Apprenticeship 29 CFR Parts 29 and 30.

Effective April 2023

Program Registration, Standards and Apprenticeship Agreement

Program Registration – Section I

OMB No. 1205-0223 Expiration Date: 06/30/2024

NOTE: This form should be completed by the program sponsor in conjunction with the registration agency.

A. PROGRAM SPONSOR'S IDENTIFYING INFORMATION

1. Employer ID: 61-6001316		2. Program Number (When Assigned): 2019-KY-72524	
3. Sponsor Name: Jefferson County Public School System			
4. Doing Business As (If Applicable):			
5. Address: 3332 Newburg Road		6. City: Louisville	
7. State: KY	8. Zip Code: 40216	9. County: Jefferson	
10. Is the program sponsor's address provided immediately above different from the program sponsor's principal place of business in the United States (i.e., the location of the program sponsor's headquarters)? (Select One)			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If yes, please provide the address and point of contact information (first name, middle initial, last name, title, telephone number, and e-mail address) at the program sponsor's principal place of business in the United States.			
Beau Johnson, Director of Career & Technical Education, beau.johnston@jefferson.kyschools.us			
11. Sponsor Type (Select All That Apply):			
<input checked="" type="checkbox"/> Employer <input type="checkbox"/> Union/Labor <input type="checkbox"/> Business Association <input type="checkbox"/> Intermediary <input type="checkbox"/> Community College/University <input type="checkbox"/> State Agency <input type="checkbox"/> Community-Based Organization <input type="checkbox"/> Workforce Development Board <input type="checkbox"/> Foundation <input type="checkbox"/> Federal Agency <input type="checkbox"/> City/County Agency Other:			
12. Parent Organization/National Affiliation:			

B. PROGRAM SPONSOR'S POINT OF CONTACT & OTHER RELEVANT INFORMATION

1. Last Name, First Name, & Middle Initial: Beau Johnston		2. Title: Dir Career & Tech Education	
3. Is this person the primary point of contact for information about the program? (Select One)		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
NOTE: If there are additional program sponsor points of contact, please provide their name and contact information in section H. Separate Attachment Area.			
4. Point of Contact's Address (If different from Sponsor's Address in Section A): 3332 Newburg Road Louisville KY 40216			
5. City: Louisville	6. State: KY	7. Zip Code: 40216	8. County: Jefferson
9. Telephone Number: 502-492-0156		10. Extension (Optional):	
11. Cell Phone Number (Optional):		12. E-Mail Address: beau.johnston@jefferson.kyschools.us	
13. Is the program sponsor different from the employer that employs apprentices? (Select One)		YES <input checked="" type="checkbox"/> NO	
If yes, please provide the employer name and the employer's primary point of contact information (first name, middle initial, last name, title, address, telephone number, cell phone number (optional), and e-mail address) below or attach an Appendix D Employer acceptance agreement for each partnering employer.			
14. Does this program employ apprentices in more than one U.S. state and/or territory? (Select One)		YES <input checked="" type="checkbox"/> NO	
If yes, please list below each U.S. state and/or territory where the sponsor's apprenticeship program employs apprentices:			
15. Is the program sponsor willing to be placed on the statewide Eligible Training Provider (ETP) List? (Select One)		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, please contact ETPL to register as an Eligible Training Provider.			

C. ADDITIONAL PROGRAM CLASSIFICATION INFORMATION (INCLUDING SPONSOR'S POINT OF CONTACT FOR COMPLAINTS)

1. Program Type (Select All That Apply):

☒ Single Employer Multi-Employer National Program Standards ☒ Local Apprenticeship Standards

If you selected local apprenticeship standards, are these standards based on National Guidelines for Apprenticeship Standards?

YES ☒ NO

If yes, please provide the National Guidelines for Apprenticeship Standards program name and certification number:

2. Does this program have a Collective Bargaining Agreement? (Select One) YES ☒ NO

If yes, please provide Bargaining Agency Name and then proceed to question #3 immediately below:

If no, please skip question #3 immediately below and proceed to question #4.

3. Does the union waive any privileges under this program (specifically, in instances where: (1) a program is registered by an employer or employers' association, (2) a collective bargaining agreement exists, and (3) the union elects not to participate in the operation of substantive matters of the apprenticeship program)? (Select One)

YES NO

4. Size of Workforce (includes all employees): 1,000

5. Employer NAICS Code: 611110

6. Does this program have an Inmate Program? (Select One) YES ☒ NO7. Does this program require specialized documentation to verify credit for previous experience? (Select One) YES ☒ NO

If yes, please specify below:

8. Complaints Point of Contact: Name and Contact Information (first name, middle initial, last name, title, address, telephone number, cell phone number (optional), and e-mail address) of the Individual Designated by the Program Sponsor to Receive Complaints.

same as above

D. OCCUPATION INFORMATION, RELEVANT WAGE INFORMATION, & MINIMUM QUALIFICATION REQUIREMENTS1. Occupation Type (Select One): Time-based ☒ Competency-based Hybrid

2. Occupation Title (Note: If there are additional occupation titles, please provide the information associated with each occupation (see fields D1 – D21) in a separate attachment)

3. RAPIDS Code: 3024CB

4. O*NET Code: 25-3099.00

5. Sponsor Occupation Title (If different from the Occupation Title): K-12 Teacher

6. Does this occupation have interim credentials (career lattice occupation)? YES ☒ NO

7. Term Length (Duration of Apprenticeship): 4



8. Probationary Period:

9. Minimum Requirements for Entry into the Program (If Applicable)

A. Minimum Age: 16

B. Education:

C. Physical:

D. Aptitude Tests:

E. Other: all apprentices selected from the Teaching & Learning Pathway;

10. Is there a Written School-To-Apprenticeship Agreement (STA)? (Select One) YES <input checked="" type="checkbox"/> NO				
11. Is there an established on-the-job learning/training plan (e.g., work process schedule)? (Select One) <input checked="" type="checkbox"/> YES NO				
If yes, please provide the plan in a separate attachment. If no, please work with the Registration Agency to develop a plan.				
12. What is the Apprentice to Journeyworker (i.e., Experienced Worker) ratio? 1 Apprentice(s) to 1 Journeyworker(s)				
13. Are wages paid during Related Instruction (RI)? (Select One) YES <input checked="" type="checkbox"/> NO				
14. Hours when RI is provided (Select One): During Work Hours <input checked="" type="checkbox"/> Not During Work Hours Both During & Not During Work Hours				
15. Number of Journeyworkers Employed: 1000			16. Journeyworker Wage: 36.71	
17. Apprentice Start Wage: \$10.00				
19. Wage Units for Journeyworker & Apprentice (Select One): <input checked="" type="checkbox"/> Hourly Weekly Monthly Semi-Annually Annually Competencies				
20. Wage Rate (Select One): % of Journeyworker wage <input checked="" type="checkbox"/> \$ amount of wage Both % and \$ amount of wage				
21. Wage Schedule Information				
A. Period	B. Duration (If Applicable)	C. Number of Competencies (If Applicable)	D. % of Journeyworker Wage	E. \$ Amount of Wage
1.	1 year	Year 1 (grade 12)		10.00
2.	1 year	Year 2 (grade 13)		15.36
3.	1 year	Year 3 (grade 14)		15.51
4.		Year 1 (full teacher)		36.71
5.				
6.				
7.				
8.				
9.				
10.				

E. RELATED INSTRUCTION (RI) PROVIDER(S) INFORMATION

1. Name of Primary RI Provider: UofL College of Education & Human Development		
2. Address: 1905 South First Street		3. City: Louisville
4. State: KY	5. Zip Code: 40292	6. Website (Optional):
7. Instruction Method (Select All That apply): <input checked="" type="checkbox"/> Classroom Correspondence/Shop <input checked="" type="checkbox"/> Web-Based Learning		
8. Provider Type (Select All That Apply): Sponsor Community College/Technical School Vocational School <input checked="" type="checkbox"/> Other: University		
9. Total Length of RI: 1035	10. Is there an established RI outline/plan? (Select One) <input checked="" type="checkbox"/> YES NO	
If yes, please provide the outline/plan in a separate attachment. If no, please work with the Registration Agency to develop an outline/plan.		
11. Contact Person (First Name and Last Name Required): Charles Rains 502-852-2565 & Stefanie Wooten-Burnett, 502-852-8524		
12. Telephone Number and Email Address: charles.rains@louisville.edu stefanie.wootenburnett@louisville.		
13. Name of Secondary RI Provider (If Applicable): (Note: If there are more than two RI providers, please provide their information in a separate attachment in section H. Separate Attachment Area). Jefferson Community & Technical College		
14. Address: 109 E. Broadway		15. City: Louisville
16. State: KY	17. Zip Code 40202	18. Website (Optional):
19. Instruction Method (Select All That Apply): <input checked="" type="checkbox"/> Classroom Correspondence/Shop <input checked="" type="checkbox"/> Web-Based Learning		
20. Provider Type (Select All That Apply): Sponsor <input checked="" type="checkbox"/> Community College/Technical School Vocational School <input checked="" type="checkbox"/> Other:		
21. Total Length of RI: 825	22. Is there an established RI outline/plan? (Select One) <input checked="" type="checkbox"/> YES NO	
If yes, please provide the outline/plan in a separate attachment. If no, please work with the Registration Agency to develop an outline/plan.		
23. Contact Person (First Name and Last Name Required): Brandy Scott		
24. Telephone Number and Email Address: 3332 Newburg Road Louisville Ky 40218		

F. SELECTION PROCEDURES

1. Does this program have an established Selection Procedure? (Select One) <input checked="" type="checkbox"/> YES NO
If yes, please provide the procedures in a separate attachment. If no, please work with the Registration Agency to develop procedures.

G. PROGRAM SPONSOR'S WRITTEN ASSURANCES WITH RESPECT TO VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing below the program sponsor official whose name and initials are subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program (**Initials of program sponsor official:** _____);
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code (**Initials of program sponsor official:** _____); and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above (**Initials of program sponsor official:** _____).

Attestation: I declare under penalty of perjury that I have read and reviewed the contents of this apprenticeship program registration document, including the foregoing assurances required of program sponsors under Pub. L. 116-134, and that to the best of my knowledge, the information contained therein is true and accurate.

I hereby subscribe to the basic requirements for apprenticeship set forth by the Kentucky Education & Labor Cabinet, Office of Employer and Apprenticeship Services, the Kentucky Apprenticeship Council, Kentucky State Plan for Equal Employment Opportunity in Registered Apprenticeship Programs and the Supervisor of Apprenticeship as prescribed in 787 KAR 3:010, in cooperation with the U.S. Department of Labor, Office of Apprenticeship, and in accordance with the basic Standards of Apprenticeship 29 Code of Federal Regulations (CFR) Parts 29 and 30. I acknowledge that certain information submitted by the program sponsor is considered confidential by the Office of Employer and Apprenticeship Services pursuant to governing authority. Further, as part of the review process for program registration, I understand that the Office of Employer and Apprenticeship Services will seek documentation of any citations of record issued to the program sponsor from the Kentucky Education & Labor Cabinet.

Electronic signatures: By signing your name electronically in the attestation section, you are agreeing that your electronic signature is the legal equivalent of your handwritten (manual) signature and shall have the same legal validity, enforceability, and admissibility to the fullest extent permitted by applicable law, including KRS 369.101 to 369.120 "Uniform Electronic Transactions Act" and other applicable law.

Name of Program Sponsor Official (Last, First, Middle Initial):

Signature of Official:

Title of Official:

Date:

Approving ATR Signature:

Date:

Supervisor of Apprenticeship Signature:

Date Program Approved:

I. STANDARDS

It is understood and agreed that effective on the date of approval, the following will constitute the standards of apprenticeship for:

Jefferson County Public School System

(Name of program sponsor)

II. OBJECTIVES

The purpose of this program is to promote high standards of learning opportunities resulting in certification of a specified occupation. These standards of apprenticeship shall be met by on-the-job training supplemented with related classroom instruction. It shall be the policy of the sponsor that all apprentices shall be employed and trained in accordance with these standards. The sponsor must conduct, operate, and administer its registered apprenticeship program in accordance with all applicable provisions of 29 CFR part 29, subpart A and part 30, and all relevant guidance issued by the U.S. Department of Labor's Office of Apprenticeship. The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document "[Requirements for Apprenticeship Sponsors Reference Guide](#)."

III. DEFINITIONS

- A. Sponsor:** Any person, committee or organization in whose name or title the program is to be registered, irrespective of whether such an entity is an employer.
- B. Employer:** Any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship or on-the-job training agreement with the Apprentice.
- C. Apprenticeship Agreement:** A written agreement voluntarily entered into by the apprentice or through his/her parent or guardian with the sponsor which must be registered with the Registration Agency. The agreement contains the terms and conditions of employment and training of the apprentice to enable the apprentice to learn the business, craft, or occupation of the sponsor.
- D. Council:** The Kentucky Apprenticeship Council appointed by the Governor of Kentucky.
- E. Registration Agency:** The Kentucky Education & Labor Cabinet, Office of Employer and Apprenticeship Services is recognized by the U.S. Department of Labor, Office of Apprenticeship as a State Apprenticeship Agency (SAA) for Kentucky that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with 29 CFR part 29 subpart A, and part 30; and quality assurance assessments.
- F. Office of Apprenticeship:** The U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship.
- G. Related Classroom Instruction:** An organized and systematic form of instruction designed to provide the theoretical and technical subjects related to the registered occupation.
- H. Subject Matter Expert:** A subject matter expert is an individual, such as a journeyworker/mentor, who is recognized within an industry and by the sponsor as having expertise in the related occupation.
- I. Supervisor of Apprenticeship:** : The supervisor of apprenticeship appointed by the Commissioner, with approval of the Governor, to effectuate the purposes of KRS Chapter 343 ("Apprenticeship").
- J. Commissioner:** The Commissioner of the Department of Workforce Investment, under the direction and supervision of the secretary of the Education and Workforce Development Cabinet, or any person authorized to act in his or her behalf.
- K. Apprenticeship and Training Representative (ATR):** The term ATR shall mean a representative of the Kentucky Education & Labor Cabinet, Office of Employer and Apprenticeship Services, the Supervisor of Apprenticeship, or a representative of the U.S. Department of Labor, Office of Apprenticeship or a representative contracted by the Supervisor of Apprenticeship to act as a consultant on problems of apprenticeship training.

III. Equal Employment Opportunity Pledge

The Registered Apprenticeship sponsor will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years or older. The Registered Apprenticeship sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 CFR Part 30 and the Kentucky State Plan for Equal Employment Opportunity in Registered Apprenticeship Programs.

IV. Selection Procedures

Selection procedures shall define the method of recruitment of apprentices if a program has five (5) or more apprentices in the program.

V. Ratio

The sponsor agrees to employ apprentices consistent with the proper journeyworker supervision, training and reasonable continuity of employment, in a ratio in accordance with 787 KAR 3:010, Section 3.

VI. Supervision of Apprentices

Apprentices will be under the supervision of the sponsor who is responsible for the duty assignment of the apprentices. To ensure adequate training, the sponsor shall designate a person to supervise the apprentice(s) and be responsible for his/her on-the-job training. The apprentice must work under the direct supervision of a journeyworker at all times.

VII. Hours of Work

The scheduled workday and work week for apprentices are subject to the sponsors operating plan and to the training requirement of the apprentice. Conditions for overtime work;

1. It is not the intent that apprentices will displace journeyworkers for overtime work.
2. The sponsor may assign overtime to apprentices. Overtime shall not conflict with the apprentice's attendance of his/her regularly scheduled related classroom instruction.

VIII. Program Registration/Modification/Deregistration

The sponsor may modify these standards for operational needs of the employer or to incorporate changes in technology; however, the sponsor shall promptly notify the Registration Agency in writing or electronic transmission of any changes, modification or amendments.

Registration of an apprenticeship program described in these Standards of Apprenticeship does not exempt the sponsor, or any employers participating in the program, or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.

This program may be deregistered upon the voluntary action of the sponsor by the sponsor's written request for cancellation to the Registration Agency or by the Registration Agency upon a finding of reasonable cause in accordance with 29 CFR § 29.8. The Registration Agency will operate in compliance with 29 CFR § 29.8 and § 20.10 for deregistration matters.

In accordance with 29 CFR § 29.6 and 787 KAR 3:010, Section 4, the Registration Agency will conduct performance reviews of each registered apprenticeship program. See Item XIV below. Every registered apprenticeship program must have at least one registered apprentice except for the time periods specified in 29 CFR § 29.6(a).

IX. Apprenticeship Agreement

Each apprentice employed and trained under these standards of apprenticeship shall be signatory to an apprenticeship agreement between the apprentice and sponsor. The sponsor shall submit signed apprenticeship agreements to the Registration Agency within 45 days of enrollment of apprentices. The apprenticeship agreement shall be incorporated as part of these apprenticeship standards and shall be registered with the Supervisor of Apprenticeship. The sponsor of these apprenticeship standards shall notify the registration agency in writing or electronic transmission, of all apprentice registrations, modifications, amendments, cancellations, suspensions, terminations, and completions of the apprenticeship agreement and causes thereof and dates of any action taken. The sponsor shall give the apprentice adequate notice in writing of any adverse action affecting the apprentice (i.e. disciplinary action, layoff, etc.) Copies of the apprenticeship agreement must be distributed as follows:

1. Apprentice
2. Program Sponsor
3. Registration Agency

NOTE: The registration agency may require different methods of transmitting the agreement for approval (e.g., RAPIDS, or any other electronic registration system deemed appropriate).

X. Credit for Previous Experience

Credit for previous experience may be allowed at the discretion of the sponsor. Such credit shall be stated on the apprenticeship agreement at the time of registration or may be granted at any time during the apprentice probationary period upon written request of the sponsor. Credit for previous experience shall be limited to fifty (50%) percent of the term of apprenticeship unless said previous experience was acquired as a registered apprentice in a program registered with the Office of Apprenticeship or a recognized state registration agency. Credit for previous experience shall be awarded to apprentices equally. Apprentices who receive credit for previous experience shall be paid upon entrance to the program the wage rate to which such credit advances them. Previous agreements with pre-apprenticeship programs for completion credit should be granted at the time of registration and said pre-apprenticeship program noted on the apprenticeship agreement.

XI. Probationary Period

The term of probation shall be stated for each trade not to exceed 1 year or 25% of the apprenticeship term. During the probationary period, either party may cancel the apprenticeship agreement by written notice to the registration agency without adverse impact on the sponsor. After the probationary period, the apprenticeship agreement may be canceled or suspended for good cause with due notice to the apprentice and a reasonable opportunity for corrective action. Written notice of final action taken must be provided in writing to the apprentice and the registration agency. The probationary period shall be counted toward the completion of the apprenticeship.

XII. Related Technical Instruction/On-The-Job Training (OJT)/Performance

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. For journeyworker certification requirements, each apprentice shall be required to complete instructional classes as established by the sponsor for not less than 144 hours for each year of the term of his/her apprenticeship.

Related classroom instruction may be provided by an entity recognized as a quality technical provider by an accredited agency. Other methods of instruction, including online courses, may be offered if approved by the registration agency.

All related technical instructors must meet the state education requirements for a vocational technical instructor in Kentucky, or be a subject matter expert.

The apprentice shall be required to follow instructions and perform tasks assigned by the sponsor for on-the-job training. OJT hours must be recorded daily by the program sponsor on an appropriate log sheet showing the actual tasks and hours of work performed by the apprentice.

The apprentice's total record of performance shall be reviewed periodically by the sponsor. The sponsor will assure each apprentice that they will be provided qualified training personnel. Failure on the part of the apprentices to fulfill their obligation as to the related training studies and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their apprenticeship agreement. An apprentice may be removed from the program whenever a review of performance shows that he/she has failed to satisfactorily perform the related or on-the-job training requirements. An outline of the related technical instruction to be included in this training is attached hereto.

XIII. Related Technical Instruction and On-The-Job-Training Hours and Conversion Chart

The apprentice's related technical instruction and OJT hours shall be defined as:

- Contact Hours – The amount of clock time for participating in a direct form of related technical educational training. Contact hours are the clock hours for related technical education.
- Clock Hours – The number of hours given for OJT, meaning any instance a participant is working on-site at their work location.
- Credit Hours – The standard set by an educational institution for determining how much related technical

instruction is worth academically. However, multiple related technical instruction components affect the overall weight of any related technical instruction. See the Conversion Chart below.

Type of Related Technical Instruction	One (1) Credit Hour Equates To:	Contact Hour/Clock Hour/Credit Ratio:
Lecture	Fifteen (15) Class Hours	Ratios: 15:1 (1 credit hour)
Laboratory	Thirty (30) to forty-five (45) class hours	Ratios: 30:1 to 45:1
Clinical Practice	Forty-Five (45) to sixty (60) class hours	Ratios: 45:1 to 60:1
Cooperative Work Experience	Sixty (60) to ninety (90) class hours	Ratios: 60:1 to 90:1
Practicum	Sixty (60) to ninety (90) class hours	Ratios: 60:1 to 90:1
Private Instruction	Seven and one half (7.5) to fifteen (15) class hours	Ratios: 7.5:1 to 15:1

XIV. Recordkeeping

Appropriate records reflecting the apprentice's progress in on-the-job-training, job performance, and related instruction shall be maintained for each apprentice. These records shall also include a periodic review of the apprentice's progress in each of the above-mentioned area. All records concerning apprentice selections, action, and performance shall be kept and maintained for a minimum of five (5) years after completion or exit of program.

XV. Program Reviews

Kentucky's Office of Employer and Apprenticeship Services will complete a review of your Registered Apprenticeship program in accordance with 29 CFR § 29.6 and 787 KAR 3:010, Section 4. This is for needed technical assistance and review of program records for program compliance with the requirements contained in the "Registered Apprenticeship Programs" regulation at 29 CFR Part 29, subpart A, and the "Equal Employment Opportunity in Apprenticeship" regulation at 29 CFR Part 30. Programs that have five (5) or more active apprentices must have an approved Affirmative Action Plan (AAP) that meets the requirements of 29 CFR § 30.4. Program reviews will include review of whether the registered apprenticeship program has at least one registered apprentice participating in its program at the time of review or is otherwise in compliance with 29 CFR 29.6(a) and 787 KAR 3:010, Section 4 (1).

XVI. Certification of Completion

Upon satisfactory completion of the apprenticeship training under these standards, the sponsor shall request that the registration agency issue a Certificate of Completion of Apprenticeship on behalf of the program sponsor.

XVII. Safety

Pursuant to the provisions set forth in Chapter 338 of the Kentucky Revised Statutes, the sponsor shall be required to comply with all applicable occupational safety and health laws, rules, regulations and standards. The apprentice shall be instructed in safe working practices in accordance with the Occupational Safety and Health Act, Public Law 91.506 and Chapter 338 of the Kentucky Revised Statutes.

XVIII. Federal and State Law

Nothing in these standards shall be contrary to Federal or State laws and regulations.

XIX. Good Standing with KY Education and Labor Cabinet

Employer/Program must be in good standing with the KY Education and Labor Cabinet, Department of Workplace Standards, Division of Occupational Safety and Health Compliance and Division of Wages and Hours upon registration and at the time of EEO and Quality Program Review. Any outstanding violations or citations must be satisfied with the KY Education and Labor Cabinet in order to receive registration approval and prevent program suspension.

XX. Transparency

Kentucky's Office of Employer and Apprenticeship Services provides a list of all Kentucky Registered Apprenticeship Programs on its website and reports. The information contained on this list includes Employer/Sponsor Contact and Program Information. No proprietary work process information is shared therein.

XXI. Reciprocity of Apprenticeship Programs.

Per 29 CFR 29.13(b)(7), the Registration Agency will accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or their respective State Apprenticeship Agencies if such reciprocity is requested by the apprenticeship program sponsor. Sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the Commonwealth of Kentucky.

DEFINITIONS/INSTRUCTIONS FOR COMPLETING THE PROGRAM REGISTRATION AND APPRENTICESHIP AGREEMENT

Section A: Program Sponsor's Identifying Information

- A1. An **Employer Identification Number (EIN)** is an Internal Revenue Service Federal Tax Identification Number that is used to identify a business entity. The employer who enters this number is verifying that the business is legitimate with intentions of maintaining a registered apprenticeship program and training apprentices. This quality assurance check protects the welfare of the apprentice.
- A2. A **Program Number** is a generated number assigned to a program sponsor when a program is registered in the Office of Apprenticeship's Registered Apprenticeship Partners Information Data System (RAPIDS).
- A3. A **Sponsor Name** is any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.
- A12. A **Parent Organization/National Affiliation** refers to the employer, labor union, or association which may be a party to the program sponsor's standards of apprenticeship.

Section B: Program Sponsor's Point of Contact and Other Relevant Information

- B13. An **Employer** is any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.
- B15. Each state has an **Eligible Training Provider (ETP) List** that is comprised of entities with a demonstrated capability of training individuals to enter quality employment. In accordance with the Workforce Innovation and Opportunity Act, participants in need of training services to enhance their job readiness or career pathway may access career training through this list of state-approved training providers and their state-approved training programs.

Section C: Additional Program Classification Information (Including Sponsor's Point of Contact for Complaints)

- C1. A **Program Type** includes the following:
 - **National Program Standards (NPS)** are apprenticeship programs that are generally appropriate for large national employers that wish to implement the same apprenticeship program across the country in multiple jurisdictions. NPS is a registered apprenticeship business model which affords a program sponsor a uniformed approach for training nationally with a single point of registration.
 - **Local Apprenticeship Standards** are apprenticeship programs that are appropriate for registration in a specific jurisdiction.
 - **National Guidelines for Apprenticeship Standards (NGS)** are suitable for organizations that seek to provide some level of consistency in standards across their affiliates, but wish to allow for some ability to customize programs at the local level. While NGS are approved and certified by the Office of Apprenticeship at a national level, programs are registered by local jurisdictions.
- C4. The **Size of Workforce** equates to the number of employees (e.g., support staff, professional staff, management, etc.) associated with the program's employer(s).
- C5. An **Employer North American Industrial Classification System (NAICS) Code** is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. For more information on NAICS, please go to the following website: <https://www.census.gov/eos/www/naics/>.
- C6. An **Inmate Program** refers to a program established under an agreement between a sponsor and a prison system for training inmates. Please note that these programs are not subject to Federal or state minimum wage requirements.

C8. **Complaints:** Identifies the individual or entity responsible for receiving complaints (29 CFR 29.7(k)).

C9. A **Program Registration Date** is the date the program was officially registered.

Section D: Occupation Information, Relevant Wage Information, and Minimum Qualification Requirements

D1. **Occupation Type** refers to the following three training approaches listed below.

- A **Time-based Approach** measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.
- A **Competency-based Approach** measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies. An apprentice must be registered in an approved competency-based occupation for 12 calendar months of on-the-job-learning.
- A **Hybrid Approach** measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

D2. An **Occupation Title** is the specific title of an occupation that a sponsor designates using the apprenticeable occupation list.

D3. A **RAPIDS Code** is the numeric code of the occupation in the apprenticeable occupation list.

D4. An **Occupational Information Network (O*NET) Code** is an 8-digit code in the O*NET data system (<https://www.onetonline.org/>).

D5. A **Sponsor Occupation Title** is a specific title of an occupation that may or may not be the same as the O*NET occupational title.

D6. **Interim Credentials** (Certificate of Training) applies to career lattice occupations. These credentials are issued by the Registration Agency upon request by the program sponsor. Interim credentials provide certification of competency attainment by an apprentice, but does not necessarily indicate completion of the program.

D7. A **Term Length** of the occupation is based on the program sponsor's training approach as approved by the Registration Agency.

D8. A **Probationary Period** is the number of hours or weeks of on-the-job learning during the apprentice's probationary period. A probationary period cannot exceed 25 percent of the term length of the occupation or one year, whichever is shorter.

D10. A **Written School-to-Apprenticeship (STA) Agreement** is based on when a sponsor has an agreement that would be signed by the high-school student, employer, and parent or guardian, if applicable. The agreement may include a supplemental articulation agreement outlining the duties and responsibilities of all parties.

D15. The **Number of Journeyworkers Employed** represents the total number of journeyworkers in an occupation.

D21. The **Wage Schedule Information** requires a progressively increasing schedule of wages during the apprentice's apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Multiple wage schedules may apply to a program that has the same occupation in different geographic localities.

Section E: Related Instruction (RI) Provider(s) Information

E1-24. The **Related Instruction (RI) Provider(s) Information** section requires the sponsor to enter information on the RI provider in E1-12 and in E13-24, if there is an additional RI provider.

E9 & E21. The **Total Length of RI** is the duration spent in related instruction in technical subjects related to the occupation, which is recommended to be not less than 144 hours per year.

Section F: Selection Procedures

A **Selection Procedure** is any measure, combination of measures, or procedure used as a basis for any decision in apprenticeship. Selection procedures include the full range of assessment techniques from traditional paper and pencil tests, performance tests, training programs, or probationary periods and physical, educational, and work experience requirements through informal or casual interviews and unscored application forms.

Public Burden Statement – Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average forty-five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 U.S.C. 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room C-5321, Washington, D.C. 20210 (OMB Control Number 1205-0223).