



## **DISTRICT REGISTERED APPRENTICESHIP PARTICIPATION AGREEMENT**

THIS AGREEMENT (“Agreement”) is between Kentucky Dataseam Initiative, Inc. (“Dataseam”) and Dataseam Program K-12 School District, (“the District”) and sets forth the terms and obligations for the District to participate in the US Department of Labor Registered Apprenticeship program for Information Technology, sponsored by Dataseam (“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 Labor Cabinet. This Registered Apprenticeship Program for Information Technology Specialist, O\*Net Code 15-1244.00, RAPIDS Code 1132CB, requires (1) Coursework, (2) On-Job-Training 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*.

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 use during the Program.
- Assist in the selection and validation of Apprentice and K-12 Employer-Partner Mentor(s).
- 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 as outlined by the Department of Labor Employer Acceptance Agreement adopted by the School District.
- District would be responsible for payroll records and reporting to Dataseam each pay period over the two-year employment period. Apprentice must complete 600 hours of work approximate minimum of 200 hours per phase) and approximately 300 hours of instruction during the two-year program.

- District will promote and advertise Registered Apprenticeship opportunity to all eligible students to the best of its ability and commensurate with other efforts. District will work with Dataseam to verify promotion and recruitment activity.
- District commits to examine all candidates seeking Registered Apprenticeship opportunity who have met the minimum standards as outlined during the initial application process. This examination should include but is not limited to the district's standard hiring and employment processes. This examination does not commit either Dataseam or the K-12 District Employer-Partner to provide opportunity to any candidate, contingent upon the needs of the K-12 Employer-Partner.
- 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(s) to attend development activity as part of District's Registered Apprenticeship participation. Annual commitment no more than 3-4 days, non-contiguous, annually. Non-technical in nature; may or may not involve opportunity for technology earnings by district. This activity and related development cumulative in nature, requiring consistent mentor membership and associated participation, notwithstanding mentor(s) change in employment and/or district responsibility.
- Mentor development activity may involve in-state travel.
- Mentor and Apprentice must use Dataseam provided tools for apprentice timekeeping, assignment tracking, evaluation, review and communication. Mentor and Apprentice must ensure all reporting is provided to Dataseam for each pay period and as necessary on a monthly basis.
- Mentor must schedule and report the Apprentice's work assignments by task or specific job types as required by the DOL.
- Mentor shall notify Dataseam/APM of any irregularities in scheduling or performance related to the Apprentice.
- District shall notify Dataseam/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 District Addendum.

**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 but excluding priority instruction/testing periods and/or work agreed upon between the Apprentice and District Employer to be completed during other periods (district holidays, district in-service(s), snow days), 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 Dataseam 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 Dataseam 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 2.5 throughout the 2-year Apprenticeship Program.

- Complete all assigned coursework and available certifications by the dates specified by the APM.
- Complete all provided work assignments to the satisfaction of the Employer District and Mentor.

**Apprentice Progress/Evaluation:**

- Each phase of the 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.

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School District/Title

Date

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Dataseam  
1864 Frankfort Avenue, Suite 201  
Louisville, Kentucky 40206

Date