

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Apprenticeship Programs	PAGE <u>1</u> OF <u>8</u>
	NUMBER: 57-EDU-07
RULE/CODE REFERENCE:	SUPERSEDES: 57-EDU-07 dated 04/05/13
RELATED ACA STANDARDS:	EFFECTIVE DATE: March 6, 2015
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

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 Department of Rehabilitation and Correction.

III. APPLICABILITY

The policy is applicable to all persons employed by the Department of Rehabilitation and Correction, independent contractors providing a service to the Department, 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 or the Division of Parole and Community Services.

IV. DEFINITIONS

50% Completion Certificate – A certificate awarded by the Department of Rehabilitation and Correction to apprentices who successfully complete one-half of the required hours of apprenticeship in their trade area.

Apprentice – An inmate who has been selected and placed under an apprenticeship agreement with the Local Apprenticeship Advisory Committee and in accordance with the Ohio State Apprenticeship Council 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 and the inmate indentured as an apprentice.

Apprenticeship Coordinator – Under the direction of the appropriate Deputy Warden, the Assistant Principal or School Administrator shall serve as the apprenticeship coordinator and 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 will be approved by the Local Apprenticeship Advisory Committee.

Certificate of Completion – A certificate issued by the Ohio State Apprenticeship Council evidencing that an apprentice has successfully completed their term of apprenticeship.

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.

Statewide Multi-Craft Apprenticeship Advisory Committee – A committee of institutional staff, Ohio Penal Industries Staff, employer and employee organizations, OCSS Apprenticeship Administrator, and the OCSS Operations Manager who serves in a non-administrative advisory capacity to the Department of Rehabilitation and Correction 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 the Ohio State Apprenticeship Council) in order to receive a certificate of completion.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction 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 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 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 15th of each year.
 - d. The Ohio Central School System promotes recognition for apprenticeship supervisors and apprentices.

B. Apprenticeship Program Initiation

1. The Operations Manager of the Ohio Central School System 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 a particular institution, the 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 their sentence to complete at least one-half of the required training schedule hours of their apprenticeship prior to release.
 - d. Applicants must be physically able to perform all work required of the craft as determined by the institution Medical Director or designated health authority. Documentation of approval/denial shall be placed in the inmate's medical file.
 - e. Applicants must sign the Apprenticeship Conditions for Program Completion Form (DRC4411) prior to admittance into an approved apprenticeship program.
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 and be reflected in the committee's quarterly minutes.
3. Inmates who are accepted by the Apprenticeship Coordinator for an Apprenticeship Program shall complete an Ohio State Apprenticeship Council Apprenticeship Agreement (DRC4416), which shall be forwarded to the OCSS Apprenticeship Administrator to be registered with the Ohio State Apprenticeship Council. The Apprenticeship Coordinator shall maintain a copy of the agreement in the institution apprentice file.
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.
5. Inmates who are denied admittance into an apprenticeship program shall be notified of the decision in writing within thirty 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

1. 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:

- a. 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.
- b. 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 Ohio State Apprenticeship Council 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 Local Apprenticeship Advisory Committee, 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 Department 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. Ohio State Apprenticeship Council Application (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 50% and/or 100% certificate (if applicable);
 - h. Credit for Previous Experience (DRC4410);
 - i. Application for Certificate of Apprenticeship Completion (DRC4409);
 - j. Request for 50% Completion Certificate (DRC4408).
2. In accordance with Ohio State Apprenticeship Council 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 Ohio State Apprenticeship Council 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 fifth 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 Department of Rehabilitation and Correction shall be sent to the OCSS Operations Manager.

H. Transfer/Withdrawal/Completion

1. An appropriate Ohio State Apprenticeship Council 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 be issued a 50% completion certificate from the Department of Rehabilitation and Correction.
3. Inmates may be permitted to complete more than one 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 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 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 initiates the withdrawal or is removed for cause, the inmate shall be ineligible to enter another Apprenticeship program for two years 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).
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 72 hours. A completed Receipt of Records (DRC2014) shall accompany the file.

I. Statewide Multi-Craft Apprenticeship Advisory Committee

1. The Ohio Central School System 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 Department.
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, 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 the Ohio State Apprenticeship Council, shall provide structure for the apprenticeship programs within the department 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
Request for 50% Completion Certificate	DRC4408
Application for Certificate of Apprenticeship Completion	DRC4409
Credit for Previous Experience	DRC4410
Apprenticeship Conditions for Program Completion Form	DRC4411
Apprenticeship Certificate Request	DRC4413
Ohio State Apprenticeship Council Application	DRC4416