

Wisconsin Youth Apprenticeship Program Operations Manual



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State of Wisconsin

Department of Workforce Development

Division of Employment and Training

Bureau of Apprenticeship Standards

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Chapter 1: Basic Program Elements

The Wisconsin Youth Apprenticeship (YA) Program is a rigorous, one- or two-year work-based learning program for high school juniors and seniors. It combines mentored employment in a career field of interest to the student with related instruction which augments what is being learned on the job.

The program, overseen at the state level by the Wisconsin Department of Workforce Development (DWD), is offered and administered locally by regional YA consortia whose work is supported by grant funding from the state.

Later chapters include more information on each of these, but in short, the key elements of the Wisconsin Youth Apprenticeship Program are:

- Industry-informed lists of skills to be learned on the job
- Employment in a chosen career field
- Mentors at the workplace
- Related classroom instruction concurrent with work-based learning
- Local program operation within uniform statewide guidelines
- Performance evaluation of required skills
- State-issued Certificate of Occupational Proficiency (a.k.a. YA Certificate) upon completion

DWD has developed youth apprenticeship opportunities in the 16 occupational areas identified by Wis. Stat. §106.13(2m), referred to as "career clusters." Career clusters (also called YA program areas) are broad job categories such as Health Science, Finance, and Architecture and Construction. Within these broad YA program areas — listed below — are over 80 specific occupational pathways available to students and employers. For example, within the Finance program area, there are three occupational pathways available; accounting, banking, and insurance.

YA Program Areas

- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Art, Audio Visual Technology, and Communications
- Business Management and Administration
- Education and Training
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections, and Security
- Manufacturing
- Marketing
- Science, Technology, Engineering, and Mathematics (STEM)
- Transportation, Distribution, and Logistics

For more information on YA program areas and occupational pathways, visit:
<https://dwd.wisconsin.gov/apprenticeship/ya/skills-checklists.htm>.

Three important documents related to the program areas and occupational pathways are developed by DWD staff to assist YA consortia in carrying out the Wisconsin Youth Apprenticeship Program: On-the-Job Learning (OJL) Guides; Related Instruction Guides; and Overviews. Each YA program area has an Overview and a Related Instruction Guide. Each specific occupational pathway has an OJL Guide. These documents are available online:
https://dwd.wisconsin.gov/DETAPPS/detapps_info/shared/ya/documents.htm.

Many direct links are included in this operations manual. The YA website homepage is available here: <https://dwd.wisconsin.gov/apprenticeship/ya/>.

Chapter 2: Program Oversight and Administration

A. Role of DWD

DWD is authorized to provide a YA program by Wis. Stat. §106.13. The complete YA program statute is available at: <https://docs.legis.wisconsin.gov/statutes/statutes/106/11/13>.

DWD's program oversight responsibilities include, but are not limited to:

- Establishing guidelines for the program
- Working with employers to develop new occupational pathways and lists of skills to be learned on the job for each
- Reviewing program and grant applications from interested parties
- Managing the expense reimbursement process and distributing YA grant funds
- Monitoring YA program performance and providing technical assistance
- Issuing certificates to youth apprentices upon program completion

B. Role of YA Consortia

While DWD maintains oversight of the state's YA program and is responsible for many aspects of its operation as described above, youth apprenticeships are administered at the local level by consortia of organizations and their representatives (referred to in state statutes as "local partnerships").

These YA consortia, per Wis. Stat. §106.13(3m)(a)1, may consist of one or more school districts, or any combination of one or more school districts, other public agencies, nonprofit organizations, individuals, or other persons, who have agreed to be responsible for implementing and coordinating a local youth apprenticeship program.

Wisconsin statutes authorize DWD to provide grant funds to these consortia on an annual basis to support their efforts to offer and administer the YA program in their region. That process is described in greater detail in Chapter 3. Per Wis. Stat. §106.13(3m)(b), though, YA consortia grant recipients may use those funds for the following activities:

- Recruiting employers to provide on-the-job training and supervision for youth apprentices and providing technical assistance to those employers
- Recruiting students to participate in the local youth apprenticeship program and monitoring the progress of youth apprentices participating in the program
- Coordinating youth apprenticeship training activities within participating school districts and among participating school districts, postsecondary institutions and employers
- Coordinating academic, vocational and occupational learning, school-based and work-based learning and secondary and postsecondary education for participants in the local youth apprenticeship program
- Assisting employers in identifying and training workplace mentors and matching youth apprentices and mentors
- Any other implementation or coordination activity that the department may direct or permit the local partnership to perform

YA consortia engage in several key activities to operate successful YA programs in their area. These include:

- Submitting the YA program and grant application to DWD
- Hiring or arranging for a regional YA coordinator and an alternate regional coordinator
- Developing marketing strategies
- Developing recruitment and selection procedures for student applicants
- Recruiting businesses to hire youth apprentices
- Monitoring their program to ensure compliance with requirements
- Arranging for fiscal management of grant funds and the appointment of a fiscal agent
- Forming and utilizing a consortium steering committee

C. Role of Consortium Steering Committees

Each consortium is required by DWD to have a steering committee in place that actively guides the development of their YA program and helps ensure its successful operation. Typically, many of the key partners in a consortium's youth apprenticeship program are represented on its steering committee including key businesses, participating high schools, chambers of commerce, trade representatives and others. A consortium's steering committee may not consist merely of staff from the lead organization in a consortium, but must consist of representatives from several consortium partners (as described more fully in the YA Grant Guidelines).

D. Key Individuals

1. Regional Youth Apprenticeship Coordinators

To ensure efficient communication with grantees, DWD requires each consortium to have one individual serving as its regional YA coordinator. They must also designate an alternate regional YA coordinator. Many regional YA coordinators are employed by Cooperative Educational Service Agencies (CESAs), technical colleges, chambers of commerce, or other organizations leading the consortium's efforts. That person may work exclusively with YA or have additional duties.

The regional coordinator is the primary point of contact for DWD with each consortium. Consortia must notify DWD if their regional YA coordinator is replaced with another by completing the contact information form, available here:

<https://dwd.wisconsin.gov/dwd/forms/dws/deta-18442-e.htm> and submitting it by email to: ya@dwd.wisconsin.gov.

Regional YA coordinators play a significant role within YA consortia and typically have primary responsibility for carrying out the policies of the consortium and its steering committee. Their duties generally fall into three categories and often include the following tasks.

Program Management

- Meeting with YA school-based coordinators to ensure proper program operation
- Providing employer mentor training
- Preparing and submitting required forms and reports to DWD

- Attending informational meetings and training sessions conducted by DWD
- Arranging for appropriate related instruction or ensuring school-based coordinators are making proper decisions regarding related instruction
- Preparing program/grant proposals
- Overseeing program grants and funds to ensure timely expenditures
- Assessing local business interest in potential new occupational pathways
- Acting as the Local Security Officer (LSO) for the consortium (The LSO serves as the point of contact for the consortium as it relates to access to DWD information technology systems.)

Recruitment and Marketing

- Assisting school-based coordinators in the recruitment of students
- Providing informational meetings for potential employers and contacting individual employers directly
- Providing youth apprenticeship updates to school counselors, teachers and administrators
- Providing a communication network which includes the instructor, student, mentor, parents, and school
- Providing information to youth apprentices regarding registered apprenticeship opportunities

Evaluation and Reporting

- Monitoring program enrollment
- Maintaining student records for local and state reporting
- Ensuring required apprentice evaluation meetings occur

2. School-Based Coordinators

High schools are an integral part of local YA consortia. When a school district agrees to be part of a consortium through the annual YA program/grant application (through the School District Affiliation Agreement), they are asked to list each participating high school and a corresponding school-based coordinator. As with the regional YA coordinators, school-based coordinators may be exclusively assigned to the YA program, but more than likely will be school staff that have additional responsibilities.

School-based coordinators work closely with the regional YA coordinator in the implementation and operation of the program. The following activities are often performed by school staff in participating high schools.

- Assisting with student recruitment by distributing YA promotional materials to students and parents
- Coordinating informational meetings with other school staff, students, parents, and community organizations
- Determining which related instruction options are available and appropriate for each youth apprentice
- Signing the Education and Training Agreement for each student and complying with its requirements
- Overseeing the academic grades and graduation status of the YA student

- Issuing credit toward graduation for the youth apprenticeship program experience (as well as the related instruction coursework)

3. Fiscal Agents

Each YA consortium must identify a fiscal agent in their program/grant application. This must be a different individual than the consortium's regional YA coordinator and must be an employee of the fiscal agency listed on the grant application. The fiscal agent is responsible for receiving, managing, and accounting for the grant moneys received under Wis. Stat. s. 106.13(3m)(b).

Expenditure reports are filed via DWD Contract Management and Expenditure Tracking (COMET) Reports, which can be found at: <https://dwd.wisconsin.gov/comet/>. To gain a working knowledge of the COMET system, fiscal agents are required to attend COMET-related training sessions as directed by DWD. Fiscal agents work with DWD's Division of Employment and Training (DET) fiscal staff in the performance of their duties and receive technical assistance from them.

4. Grant Signatory

Each YA consortium must identify a grant signatory in their program/grant application. This individual must have authorization to sign contracts on behalf of the consortium fiscal agency (be employed by the fiscal agency). The grant signatory is responsible for signing the Youth Apprenticeship grant contract and contract modifications. Grant contracts can be signed and submitted electronically.

Chapter 3: Program and Grant Application Process

To offer the Wisconsin Youth Apprenticeship Program, a consortium must apply to and be approved by DWD. The same application is used by those who are also applying for state YA grant funds when funds are available. Only state-sanctioned YA programs are eligible to receive state YA grant funds. Those not seeking state YA grant funds but wishing to offer the Wisconsin Youth Apprenticeship Program must still apply to DWD.

The YA Grant Application and related materials can be found at:
<https://dwd.wisconsin.gov/apprenticeship/ya/grants.htm>.

A. Application Timeline

DWD staff review applications from would-be consortia. Beginning with the 2024/25 program year, successful applicants are authorized to offer the program for two years (ex. 2024/25 and 2025/26). Grants are still awarded on an annual basis to consider each YA consortium's estimated participation for the coming year as well as the amount of available grant funds for the coming year.

Additional applicants may apply in the "in-between" year, though they must apply again the following year to get on the same authorization schedule as the other grantees. Further details are available in the YA Grant Program Announcement Guidelines available at the link above.

While the exact timing of the application and review process may change slightly from year to year, the chart below gives the approximate timeframes for the steps involved.

Step	Approximate Timeframe
Issuance of Grant Program Announcement (GPA) by DWD	Late January
Application deadline	Late March
Review by DWD	April
Notification of Application Decision	May
Issuance of contracts by DWD	June
Program/grant effective dates	July 1 to June 30 (one year)

B. Program/Grant Application Requirements

To be approved as a state-sanctioned YA program and to be considered for grant funding when state funds are available, a regional consortium must meet several criteria which are listed and explained in greater detail in the Grant Program Announcement (GPA). For example, they must:

- Plan to serve at least 25 students
- Plan to provide matching funds totaling 50 percent of expenditures
- Maintain on file a signed Partnership Agreement for each consortium partner
- Maintain on file a signed Affiliation Agreement for each participating school district
- Designate a regional YA coordinator and an alternate coordinator
- Identify school-based coordinators for each participating high school
- Designate a fiscal agent

- Demonstrate the capacity to deliver the program in accordance with this Program Operations Manual and all requirements listed in the GPA, state statutes, and DWD guidance

If interested parties are unable to meet the minimum application requirements as their own consortium, they are encouraged to join another consortium so students in that region can participate in the program.

C. Program Funding and Expense Reimbursement

The state YA grant program is an allowable-expense reimbursement grant program with reimbursement statutorily limited to a maximum of \$1,100 per student served. Consortia must provide matching funds equal to at least fifty percent of the grant funds claimed by the consortium. In other words, the required match amount is not based on a consortium's original grant award, but rather, the expenditures made by that consortium which they have submitted for reimbursement.

As stated earlier, per Wis. Stat. § 106.13, grant funds may be used for the following expenses:

- Recruiting employers to provide on-the-job training and supervision for youth apprentices and providing technical assistance to those employers
- Recruiting students to participate in the local youth apprenticeship program and monitoring the progress of youth apprentices participating in the program
- Coordinating youth apprenticeship training activities within participating school districts and among participating school districts, postsecondary institutions and employers
- Coordinating academic, vocational and occupational learning, school-based and work-based learning and secondary and postsecondary education for participants in the local youth apprenticeship program
- Assisting employers in identifying and training workplace mentors and matching youth apprentices and mentors
- Other implementation or coordination activities that the department may direct or permit the local partnership to perform

Additional guidance regarding allowable expenses is contained in the YA GPA Guidelines.

YA consortia must submit their final invoice to DWD by July 31st each program year. Since many school staff are not in their offices during the summer, consortia should not wait until then to wrap up expenditure submissions for the year. Regularly submitting invoices to DWD, either on a monthly or a quarterly basis, is highly recommended.

Chapter 4: Youth Apprenticeship Eligibility and Recruitment

A. Student Eligibility

1. Initial Eligibility Criteria

To be initially eligible for a youth apprenticeship, students must:

- Be enrolled in a participating public or private secondary school or another approved program which leads to high school graduation or its equivalent (this includes home-schooled students)
- Have finished their sophomore year of their secondary education
- Have participated in career exploration, guidance or education activities which allow them to make an informed choice about their chosen career area

Any additional eligibility criteria used by consortia must be pre-approved by DWD.

Also, consortia are not allowed to use a student's grade point average or standardized test scores to disqualify otherwise eligible students from participation.

2. Home-Schooled Youth

a. Meeting the Initial Eligibility Criteria

Home-schooled youth are eligible to participate in the Wisconsin Youth Apprenticeship Program if the criteria above are met.

A student's status as a junior or senior is a key criterium in the Wisconsin Youth Apprenticeship Program. To ensure status as a junior or senior and to meet this initial eligibility criterium, YA coordinators may ask parents or guardians of home-schooled youth interested in youth apprenticeship to attest to the student's grade level.

b. Opportunities for Related Instruction for Home-Schooled Youth

All youth apprentices must complete at least 1 high school credit or 3 college credits of related instruction during each year of their apprenticeship. Chapter 5 includes more detail on this important element of the Wisconsin Youth Apprenticeship Program. There are several options for meeting the related instruction requirement for home-schooled youth, as there are for non-home-schooled youth. Wisconsin law allows home-schooled youth to enroll part-time in a public high school, for example. They may take up to two courses per semester in any public secondary school in the state if there is space available in the courses in question. Other options exist as well, such as taking related instruction at a technical college or online. As described in greater detail in Chapter 5, each YA consortium decides whether a course qualifies as related instruction—within the parameters established by DWD.

3. No Guarantee of a Youth Apprenticeship

The criteria above are merely initial eligibility criteria and do not guarantee that a student will become a youth apprentice. In addition to these initial eligibility criteria, to become an apprentice

the interested youth must become employed by an employer willing and able to meet its responsibilities under the program (see Chapter 6) and be enrolled in sufficient consortium-approved related instruction courses (see Chapter 5). Meeting the criteria above should be understood as a first step toward a youth apprenticeship.

Interested parties should contact the school district in which they live to inquire about youth apprenticeship opportunities or they may look up the youth apprenticeship consortium operating in their area and do the same. The Youth Apprenticeship Regional Consortia Directory includes contact information and lists the participating school districts in each consortium, and is available here: <https://dwd.wisconsin.gov/apprenticeship/contacts.htm>.

B. Student Recruitment

Student recruitment is typically conducted by a YA consortium's school-based coordinators and regional coordinator. Activities may include distribution of YA materials within the school and at events such as career fairs and during other career exploration activities, as well as through one-on-one student recruitment.

Consortia are encouraged to include parents or guardians of students as fully as possible in the recruitment process so they can assist students in making informed decisions about participating in the YA program.

Chapter 5: Youth Apprenticeship Related Instruction

A. YA Program Related Instruction Requirements

As noted in Chapter One, related instruction is a key element in a youth apprenticeship. The classroom learning involved is meant to augment what is being learned on the job site, and vice versa, as the apprentice becomes more familiar with an occupational field and what is required to access it. The following program requirements are meant to ensure that this key element is occurring for youth apprentices.

- For each year of their youth apprenticeship, the YA must successfully complete at least 1 high school credit or 3 college credits of related instruction.
- The YA must receive secondary credit for their related instruction coursework.
- The courses taken must be of value to the youth apprentice's exposure to and training in the specific career field in question (as compared to the student's general educational requirements and other interests).
- The related instruction must be taken during the youth apprenticeship.

The majority of youth apprentices complete related instruction at their high school. Some, however, take courses at a technical college or university. Still others take courses online. As long as the requirements listed above are all met, these are all viable options.

B. Decision-making and Oversight of Related Instruction

YA consortia, working in conjunction with their high schools, have significant discretion regarding related instruction, within the parameters listed above. School-based coordinators should work with potential youth apprentices to identify courses that meet program requirements and that the student's schedule permits.

If no related instruction appears available to the school-based coordinator and the regional YA coordinator, the regional YA coordinator is encouraged to reach out to DWD for assistance. The same is true when there are questions regarding the requirements listed above and whether a particular course would satisfy those requirements.

If a YA consortium is finding it difficult to identify appropriate related instruction generally within a high school or school district, the issue should be taken to that school's administration or the district's school board in an effort to address course option gaps.

As described in Chapter 7, YA consortia must enter the related instruction courses into cBASERS when enrolling a youth apprentice. Without that information, the student cannot be enrolled in the program. As part of its oversight role, DWD monitors the related instruction choices being made by YA consortia and will contact consortia with any questions.

There are times when an interested student is not able to become a youth apprentice because a key element, such as appropriate related instruction, is not available. Attempting to utilize coursework that does not meet the requirements listed above would be a disservice to the student and the employer and may result in the student failing to complete the program.

Additional Related Instruction Guidance

Related Instruction Guides – These guides have been developed for each YA Program Area in consultation with secondary school and technical college personnel, and offer some suggestions for appropriate related instruction. They, along with other key program documents can be found at: <https://dwd.wisconsin.gov/apprenticeship/ya/skills-checklists.htm>.

Related Instruction "Maps" – Many YA consortia create course maps or listings for the schools in their consortium to use which list the courses they deem appropriate for the various YA occupational pathways. This is a best practice and consortia are encouraged to develop such a system to make related instruction choices clearer for member schools and potential YAs.

Independent Study – It may be that an independent study course would qualify as related instruction, but this must be approved by DWD prior to enrolling the student as a YA. DWD will request a course syllabus to ensure the material taught meets the criteria listed above.

Early Awareness – Engaging students early in their high school years is highly recommended as a way of ensuring that appropriate related instruction courses remain for those interested in possibly becoming a youth apprentice as a junior or senior.

Chapter 6: Youth Apprenticeship Employment

A. YA Program Employment Requirements

Employment is a key element of a youth apprenticeship. Attachment to an employer as an employee is a program characteristic that distinguishes youth apprenticeships from many other career-related opportunities for high school students, including job-shadowing and short-term internships. The following are program requirements established by DWD related to YA employment.

- A mentor for the youth apprentice must be identified by the YA employer and be trained by the YA consortium.
- Youth apprentices must work at least 450 hours each year of their apprenticeship.
- Employers must train the youth apprentices in the competencies listed in the appropriate OJL Guide.
- At least two performance reviews must occur each year of the apprenticeship.

B. Use of the On-the-Job Learning (OJL) Guide

OJL Guides are key documents in the youth apprenticeship program. These guides enumerate and briefly describe the competencies that must be learned on the job for the apprentice to complete the program. The school-based or regional YA coordinator must share the appropriate guide in its entirety with employers prior to enrollment of the student as a youth apprentice to ensure that expectations are clear and that the job in question will allow for the learning of the required skills. (See the Education and Training Agreement and the attestations it contains, described and linked to in Chapter 7.)

It is recommended that the OJL Guide be used as a workbook during the youth apprenticeship as it contains space for recording the results of the required performance evaluations.

C. Students Already Employed

A student may wish to become a youth apprentice while they are already working. If the job is in one of the approved YA occupational pathways and the other program eligibility requirements are met, the student is eligible for participation in the YA program. If the current employment will not allow for program requirements to be met, the student must gain alternative or additional employment.

D. Employment of Minors Considerations

Youth apprentices are hired by and become employees of the businesses participating in the program and are therefore subject to all state and federal laws related to the employment of minors if under 18.

Youth who are self-employed or are independent contractors are not eligible to be youth apprentices.

Youth apprenticeship program curricula are reviewed for employment of minors law compliance, but youth apprenticeship coordinators and employers may contact the DWD Equal Rights

Division, Labor Standards Bureau with concerns regarding specific tasks, equipment or questions about the applicability of Wis. Admin. Code § DWD 270.14, at (608) 266-6860 or: erinfo@dwd.wisconsin.gov.

1. "Student Learner" Status

The Wisconsin Administrative Code contains provisions which define a "student learner" classification of employee. Youth Apprentices are student learners, as found in Wis. Admin. Code § DWD 270.14(3)(a).

That provision states that as student learners, youth apprentices may perform certain tasks that would otherwise be disallowed as hazardous if that work is incidental to the training and is for intermittent and short periods of time. Also, the work performed must be under direct and close supervision of a qualified and experienced person and there must be a schedule of organized and progressive work processes to be performed on the job.

A copy of the signed Education and Training Agreement (ETA) must be kept at the worksite to verify that the youth apprentice is a student learner in a school-sponsored program in the event there are questions about their activities at the worksite.

The administrative code also lists several types of work which remain off limits to youth regardless of their status as student learners. For a full list of those as well as other details of the student learner classification, see Wis. Admin. Code § DWD 270.14, available at: http://docs.legis.wisconsin.gov/code/admin_code/dwd/270_279/270/14.

2. Hours Restrictions and Work Permits

As juniors or seniors in high school, most youth apprentices are sixteen years old or older. Wisconsin and federal laws do not limit the hours that sixteen and seventeen-year-olds may work, other than generally holding that they may not be employed or permitted to work during hours of required school attendance. Wis. Stats. §118.15. Youth apprentices, however, as part of a "school work training or work study program," may do so. Wis. Stats. §118.15(1)(c)(1).

It is also possible for a youth apprentice to be fifteen years old. The following table includes the hour limitations for 14 and 15-year-olds found in Wis. Stats. §103.68.

Maximum Hours of Work for 14 and 15-year old minors	After Labor Day through May 31	June 1 through Labor Day
Daily Hours		
Non-School Days	8 hours	8 hours
School Days	3 hours	3 hours
Weekly Hours		
Non-School Weeks	40 hours	40 hours
School Weeks	18 hours	18 hours
Permitted Time of Day	7 AM – 7 PM	7 AM – 9 PM

Work permits are not required of youth apprentices, per Wis. Stats. §103.70(1).

Additional YA Employment Guidance

Multiple Employers –If an employer is unable to train the youth apprentice in all the required skills listed in the appropriate OJL Guide, or cannot provide at least 450 hours of employment per year, a second employer may be utilized to complete the requirements. (YA consortia must submit an Education and Training Agreement for each employer used.)

Employment Start Date – Students may begin their youth apprenticeship immediately after the completion of their sophomore year. (Many youth apprentices begin the employment portion of their youth apprenticeship during the summer prior to their junior year.)

Assistance with Employment Laws – As noted above, YA consortia and employers are encouraged to reach out directly to DWD's Equal Rights Division with any questions regarding the laws related to employing minors. They have also created helpful guidance for employers of minors, including the following:

- Employment of Minors Guide
<https://dwd.wisconsin.gov/er/laborstandards/workpermit/lawguide.htm>
 - Manufacturing and Construction Guidance
<https://dwd.wisconsin.gov/er/laborstandards/workpermit/prohibitedwork.htm>
-

Chapter 7: Enrollment and Completion Procedures

Students may be enrolled in the YA program when appropriate related instruction and employment in the desired occupational pathway are secured as described in the previous two chapters. In this chapter we detail the administrative process used by YA consortia to enroll a youth apprentice at the beginning of the apprenticeship as well as the process used to note completion of the apprenticeship at its end.

A. Enrollment in cBASERS

cBASERS is the online enrollment system that YA consortia use to enroll students in the YA program. YA coordinators have access to cBASERS. The online enrollment process consists of filling out a number of informational fields related to the student and the apprenticeship, including student information, occupational pathway, employer information, related instruction courses being taken, and more.

Also, an Education and Training Agreement (ETA) must be uploaded into cBASERS for each student being enrolled. The ETA is a document which must be signed by the student, a school representative, an employer representative, the student's parent or guardian, and the YA coordinator. The ETA denotes the role and responsibilities of each of those parties. The fully signed ETA serves as confirmation by all parties that they understand the requirements and elements of the YA program. The ETA is available here:

<https://dwd.wisconsin.gov/dwd/forms/dws/deta-9471-e.htm>.

When all required cBASERS fields have been filled in and the ETA has been uploaded, the YA coordinator may submit the enrollment of that youth apprentice.

To help YA coordinators gather the required information to be entered into cBASERS, a student registration form is available from DWD at <https://dwd.wisconsin.gov/dwd/forms/dws/ya/detw-14916-e.htm>.

YA coordinators or administrative assistants wishing to use cBASERS must create a unique logon and submit a DETS-10-E System Access Request form to: DETSecurity@dwd.wisconsin.gov. First-time users should watch the tutorial webinars available at the cBASERS website before enrolling new students. The DETS-10-E form and instructions are available here: <http://dwd.wisconsin.gov/dwd/forms/dws/dets-10-e.htm>.

cBASERS users also have access to reports using the Business Objects program which allows them to view student data they have entered into cBASERS. A tutorial webinar is also available at the cBASERS website to learn how to view and use these reports.

B. Maintenance of Correct Information in cBASERS During the Apprenticeship

It is critical that YA coordinators ensure the student records in cBASERS are accurate, including making any changes to the occupational pathway or related instruction fields when such

changes have occurred after enrollment. Contradictory or false information contained in a student record in cBASERS at the end of an apprenticeship may result in non-completion.

C. Completion Procedures at the End of a Youth Apprenticeship

When a youth apprentice has completed the program requirements (at least 450 hours of employment per year, the required amount of related instruction, and has learned the required skills as listed in the appropriate OJL Guide), the YA coordinator must fill in the "completion" section of the student record in cBASERS.

Also, the YA coordinator must upload the Employer Verification Form. This form serves as an attestation by the YA employer that the apprentice has worked the required number of hours and that they have sufficiently mastered the required competencies identified in the OJL Guide.

The Employer Verification Form is available here:

<https://dwd.wisconsin.gov/dwd/forms/dws/deta-19880-e.htm>.

Only when the completion fields have been filled in and the Employer Verification Form has been uploaded may the YA coordinator submit the completion of that youth apprentice. The day after a completion has been successfully entered, a youth apprentice's Certificate of Occupational Proficiency is available via cBASERS to the YA coordinator to share with the apprentice.

Youth apprentices have until August 31 to complete the program requirements. For example, for a youth apprentice taking part in the program during the 2024/25 school year, and only for that year, they have until August 31, 2025 to complete the program requirements. YA coordinators have until September 30 to submit YA completions from the prior program/school year.

Completion procedures should only be undertaken when a youth apprentice has finished their apprenticeship. Therefore, for those students apprenticing for two years, YA coordinators should not be filling out the completion section after the first year.

D. Transfer to a Different Consortium

If a student moves from one consortium's coverage area to another during the youth apprenticeship, DWD encourages consortia to collaborate to ensure that the student can complete the program. This may involve transferring the student to the new geographic area's consortium. A transfer requires agreement of both regional YA coordinators involved. The consortium that is relinquishing the student should terminate the student using cBASERS, checking the "Student has transferred to another consortium" option. Then, the consortium that is receiving the student must submit a new ETA and notify DWD YA staff of the transfer by email to: ya@dwd.wisconsin.gov.

If a student transfers during a fiscal year, the original consortium may count that student toward their registration total for grant funding purposes during that year, the receiving consortium may not. For additional guidance, contact DWD YA staff.

E. Terminations and Withdrawals from the YA Program

Employers may terminate a youth apprentice as they may their other employees. If a youth apprentice believes there has been a violation of the Wisconsin Fair Employment Law, they may file a complaint with the Equal Rights Division in DWD.

If a youth apprentice voluntarily quits their YA employment, the YA consortium may attempt to assist the student in finding new employment to maintain enrollment in the program. As is the case with all students seeking a youth apprenticeship, however, their continued enrollment in the program is contingent on the employment being secured (and all other program requirements being met).

As stated above, YA's who have completed the program requirements and have finished their apprenticeship (as compared to those who have completed one year and are apprenticing for a second year), should be "completed" using cBASERS by September 30. Likewise, YA coordinators with a youth apprentice who is not going to complete the program, either because they are voluntarily withdrawing from the program or they have been unable to fulfill one or more of the program's requirements, should close out that student's status in the program by completing the "Termination" section in the cBASERS student record by September 30.

All youth apprentices who remain in the cBASERS system (and are not continuing in the program) as of October 1, will be closed out by DWD YA staff.

F. Record Retention

YA grantees should seek assistance from their legal counsel or records management staff regarding the management of records they have created related to the YA grant and program. Affiliation agreements and partnership agreements which are required documents for YA grant applications should be kept on file for at least two years after a YA grant contract is awarded so they may be reviewed by DWD staff as part of their biennial monitoring.

Chapter 8: Bridging from Youth Apprenticeship to Registered Apprenticeship

Wisconsin's apprenticeship system consists of three distinct programs: Youth Apprenticeship, Certified Pre-Apprenticeship (CPA), and Registered Apprenticeship (RA). Many individuals choose to pursue a registered apprenticeship upon completion of their youth apprenticeship. The benefits to a registered apprenticeship are many, and as new occupational opportunities continue to be created in each program there are more opportunities to "bridge" from a YA to an RA.

In some cases, when a youth apprentice becomes a registered apprentice, they are given credit toward their registered apprenticeship requirements for the work hours and/or the related instruction received as a youth apprentice. Each registered apprenticeship employer or sponsor has the authority to decide what its practice will be around offering such credit. There are no requirements from DWD regarding doing so. However, employers are encouraged to consider the time spent in a youth apprenticeship and to provide credit for this prior experience when appropriate.

Youth apprenticeship consortia are only responsible for the following actions regarding "bridging:"

- Informing incoming youth apprentices of registered apprenticeship opportunities in their occupational area of interest where such programs exist
- Checking the "Interested in Registered Apprenticeship" box in cBASERS when enrolling youth apprentices when that information is known
- Sharing the appropriate registered apprenticeship staff person's contact information when a youth apprentice is interested in registered apprenticeship

To facilitate bridging to a registered apprenticeship when a youth apprentice is interested in doing so, DWD recommends that YA coordinators create a working relationship with the registered apprenticeship staff in the YA consortium's region (these staff are referred to as Apprenticeship Training Representatives). Contact information for RA staff is available here: <https://dwd.wisconsin.gov/apprenticeship/contacts.htm>.

Chapter 9: Program Evaluation and Monitoring

A. Statutory Outcome Requirements

Wis. Stat. § 106.13(3m)(e) provides the following outcome requirements of youth apprenticeship consortia which receive a grant from DWD.

- At least 80 percent of the youth apprentices who participate in the program for 2 years must receive a high school diploma on completion of the youth apprenticeship.
- At least 60 percent of the youth apprentices who participate in the program for 2 years must be offered employment by the employer that provided the on-the-job training for the youth apprentice on completion of the youth apprenticeship.

B. Youth Apprenticeship Program Monitoring

As described in Chapter 2, the Wisconsin Youth Apprenticeship Program is offered throughout the state by regional consortia. Two distinct levels of program monitoring exist to ensure that the statutory requirements listed above are met and that the programs operate effectively; that to be conducted by the consortia themselves and that conducted by DWD staff.

1. Regional Consortia Monitoring

Regional consortia, typically through their steering committees, are responsible for developing procedures to monitor their youth apprenticeship programs to ensure that the program and grant guidelines are being followed and that performance outcome requirements will be met. This includes, but is not limited to ensuring that the following are taking place:

- Students are meeting academic requirements for high school graduation
- Students are taking appropriate and sufficient related instruction coursework
- Students are meeting the number of required work hours
- Students are learning the required skills as enumerated in the OJL Guides

If consortia have questions about developing an effective monitoring system, they may reach out to DWD YA staff for assistance.

2. DWD Monitoring of Regional Youth Apprenticeship Programs

DWD oversees the operation of regional youth apprenticeship programs through three distinct methods: the program/grant application process, desktop and on-site monitoring, and the review of required performance data.

a. The Program/Grant Application Process

Consortia seeking to offer the youth apprenticeship program must apply to DWD. YA section staff develop the application and receive and review completed applications. Chapter 3 includes a description of the grant and links to the current application and guidelines. The program/grant

application process provides an initial review of a consortium's steering committee members, budget, and student and employer recruitment plans as well as its programmatic offerings, and acts as an initial quality control mechanism.

b. Desktop and On-Site Monitoring

DWD staff reserve the right to conduct monitoring of each consortium offering the Wisconsin Youth Apprenticeship Program. Desktop and on-site monitoring may be utilized and may include a review of many aspects of a consortium's operation, from its financial record-keeping processes to its mentor training and other matters. Monitoring offers an opportunity to review the consortium's processes and outcomes as well as to discuss best practices and opportunities for improvement.

c. Review of Performance Data

Youth apprenticeship consortia, through their regional coordinator, are required to submit information to DWD related to the student, employer, wages, and other data when they enroll apprentices. This process is described in more detail in Chapter 7. The information, submitted through cBASERS, is then available to DWD YA staff as a method of reviewing and understanding the performance of each YA consortium and the program generally.

With the creation of the Youth Apprenticeship Participation Dashboard, available from the YA home page, a significant amount of information is available publicly and in an efficient, user-friendly manner. The Dashboard is available at:

<https://dwd.wisconsin.gov/youthapprenticeship/yoda.htm>.

Youth apprenticeship staff at DWD are also available to help regional coordinators develop and utilize specialized performance data reports.

Appendix A: DWD Apprenticeship Contact Information

DWD Bureau of Apprenticeship Standards

Mailing Address: P.O. Box 7972
Madison, WI 53707-7972

Office Location: 201 E. Washington Ave.
Madison, WI 53703

Phone: (608) 733-3930

Youth Apprenticeship

Email: ya@dwd.wisconsin.gov

Registered Apprenticeship

Email: apprenticeship@dwd.wisconsin.gov
