

RELATED INSTRUCTION INFORMATION	
Provider Type:	<input type="checkbox"/> Sponsor <input type="checkbox"/> Community College/Technical School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Other, please list. <u>State Government Agency</u>
Name of Provider:	PA Department of Labor & Industry
Address of Provider:	651 Boas Street Harrisburg, PA 17121
Provider Contact Name:	Eric Ramsay
Provider Contact Email:	eramsay@pa.gov
Provider Contact Phone:	717-783-5857
Total Hours of Instruction:	9
Method of Instruction:	<input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Correspondence/Shop <input type="checkbox"/> Online
<p>-If using a third party vendor for the instruction component of the program, please submit a letter verifying such from the training provider.</p>	

RELATED INSTRUCTION INFORMATION	
Provider Type:	<input type="checkbox"/> Sponsor <input type="checkbox"/> Community College/Technical School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Other, please list. <u>Research Institute</u>
Name of Provider:	Keystone Research Center
Address of Provider:	412 N 3rd Street Harrisburg, PA 17101
Provider Contact Name:	Stephen Hertenberg
Provider Contact Email:	herzenberg@keystoneresearch.org
Provider Contact Phone:	(717) 255-7181
Total Hours of Instruction:	3
Method of Instruction:	<input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Correspondence/Shop <input type="checkbox"/> Online
<p>-If using a third party vendor for the instruction component of the program, please submit a letter verifying such from the training provider.</p>	

RELATED INSTRUCTION INFORMATION	
Provider Type:	<input type="checkbox"/> Sponsor <input type="checkbox"/> Community College/Technical School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Other, please list. __Industry Experts __
Name of Provider:	National Experts on Apprenticeship, e.g. Wisconsin Regional Training Partnership (WRTP) and the Aerospace Joint Apprenticeship Committee (AJAC)
Address of Provider:	600 N. 2nd St. Harrisburg, PA 17101
Provider Contact Name:	Stuart Bass
Provider Contact Email:	sbass@kdpworks.org
Provider Contact Phone:	(215) 284-4218
Total Hours of Instruction:	3
Method of Instruction:	<input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Correspondence/Shop <input type="checkbox"/> Online
<p>-If using a third party vendor for the instruction component of the program, please submit a letter verifying such from the training provider.</p>	

APPROACH

Keystone Development Partnership (KDP) will pilot the Ambassador Apprenticeship RTI to a cohort of up to 20 apprentices in the Southeast Pennsylvania region. The Director of the PA Apprenticeship and Training Office (ATO) provided guidance to KDP in the design of the program content. KDP will take this opportunity to gain experience in delivering the program in order to further refine it. While KDP pilots the program in Southeast PA, recruitment will occur for sessions to be delivered in Central and Western PA. RTI sessions will be recorded and made available to apprentices unable to attend that day's session in person.

The RTI will be a blend of classroom instruction and online discussions. The intent is to host a forum for the apprentices to gather best practices and to share approaches to problem solving. KDP will post readings and facilitate online discussions.

CONTENT

RTI sessions will vary in length, each lasting one or more days. In-class instruction will be scheduled to allow for ample travel time, and lunch will be provided. Each module will typically include a combination of apprenticeship-specific knowledge provided by KDP, the PA Office of Apprenticeship and Training (ATO) and outside experts, as well as related classroom instruction provided by Penn State University. The latter will result in apprentices receiving a Certificate of Completion for **Project Management** and for **Workforce Intermediary Program**, a new certificate developed by Penn State University that includes 7 professional training modules relevant to apprenticeship program development. Graduates will also receive an ATO journey workers certificate.

KDP will utilize the online collaboration platform Basecamp to support each RTI session. The site will host:

- Questions and Answers to facilitate discussion of topics before and after the RTI sessions, with a requirement for the apprentice to respond to at least two other posted responses
- Homework assignments (e.g. required reading, research/writing assignments, "take home" or "open book" quizzes, presentation development, etc.)

Apprentices will spend at least 2 hours engaging the resources on Basecamp for each day of classroom instruction, including required readings and group discussions. This time will be facilitated by KDP and count towards the 144 hours of RTI. Over the Winter 'Break', apprentices will also be assigned readings from the RTI's textbook: *Connecting People to Work: Workforce Intermediaries and Sector Strategies*. Apprentices must complete the first six modules in order to qualify to participate in the 4-day Project Management course (Module 7).

RELATED TECHNICAL INSTRUCTION OUTLINE

Module 1: Apprenticeship 101.

Overview of registered apprenticeship (RA) and pre-apprenticeship (Pre-RA) including the history of apprenticeship, components including RTI and work process, its value as a workforce strategy and return on investment (ROI), introduction to the RA registration process including how to customize the registration packet, developing standards (Appendix A and Employer Acceptance Agreement, training provider letter), review, presenting to the PA Apprenticeship and Training Council (PATC), intro to Pre-RA, planning outreach and customizing presentations for a variety of audiences, plus RAPIDS 101.

Hours per Module: 16

RTI Providers: KDP – 12 hours; L&I – 4 hours

Competency Measure: Classroom participation, participation in RAPIDS education, and informal classroom quizzes or general questions being answered.

Module 2: Leveraging Funds.

Identifying funding sources for RA and Pre-RA programs including the Workforce Innovation and Opportunity Act (WIOA), US Department of Labor, PA Department of Labor & Industry (including PAsmart), Department of Community Economic Development, Sector Partnerships, and Local Workforce Development Boards (LWDBs). Session includes an introduction to grant proposal writing, grant fiscal and program monitoring, Labor Market Information (LMI), and the Center for Workforce Information and Analysis (CWIA). Penn State will provide sessions on Business Writing Styles/Email Etiquette and Business Grammar.

Hours per Module: 12

RTI Providers: Penn State University – 4 hours; KDP – 5 hours; L&I - 3 hours

Competency Measure: Classroom participation, proof of ability to understand Labor Market Data, how to analyze it, and where to find it, complete and pass PSU's grading rubric for writing assignments.

Module 3: Industry Stakeholder Engagement.

Engaging employers, unions, workforce and economic development boards, industry associations, chambers of commerce, and educators for apprenticeship sponsorship and to build the apprenticeship ecosystem. Session includes best practices for outreach to industry stakeholders, collaborating with LWDB for employer forums, and strategies for presenting to each organization to promote collaboration. This session will also consider strategies for engaging employers including setting expectations, providing guidance, facilitating meetings and conference calls with potential partners and stakeholders and managing program registration. The apprentices will explore the relationship between the intermediary and potential sponsors, and provides strategies to support existing programs. Penn State will provide sessions on Communicating Effectively and Building Work Relationships, and KDP will lead a Myers-Briggs Type Indicator (MBTI) component.

Hours per Module: 16

RTI Providers: KDP – 10 hours; Penn State University – 6 hours

Competency Measure: Classroom participation, informal classroom understanding of materials, and student will meet or exceed grading rubric set forth by PSU educational and curriculum staff.

Winter "Break": Connecting People to Work.

Apprentices will be assigned select reading from the textbook *Connecting People to Work: Workforce Intermediaries and Sector Strategies*. Discussions on the content will be facilitated by KDP using Basecamp.

Hours per Module: 12

RTI Providers: KDP – 12 hours

Competency Measure: Online participation in group discussion and informal understanding of materials.

Module 4: Group Dynamics and Organizational Development.

Session focuses on engaging unions, labor relations, and joint apprenticeship programs (when appropriate); developing collaboration with the regional program partners; and managing conflict. Penn State will provide a session on Resolving Conflict.

Hours per Module: 8

RTI Provider: KDP – 5 hours; Penn State University – 3 hours

Competency Measure: Classroom participation, informal classroom understanding of materials, and student will meet or exceed grading rubric set forth by PSU educational and curriculum staff.

Module 5: Customer Sales & Service.

Session provides an introduction to marketing apprenticeship programs to stakeholders and helping to facilitate their creation. Topics include: consultative sales; customizing curriculum for RTI; how to work with subject matter experts (SME) designated by employers and unions; designing a structured on the job training (OJT) program; identifying regional training providers, and identifying existing work processes as models for new sponsors or trade additions. Penn State will provide sessions on Consultative Sales and Critical Thinking.

Hours per Module: 8

RTI Providers: Penn State University – 4 hours; KDP – 4 hours

Competency Measure: Classroom participation, informal classroom understanding of materials and student will meet or exceed grading rubric set forth by PSU educational and curriculum staff.

Module 6: Mentoring for RA Success.

Mentorship is critical for the apprentice to succeed during the on the job training (OJT). This train the trainer session targets mentors for the OJT or On the Job Learning component of the apprenticeship work process. This includes an introduction to learning styles, the roles of the journeyworker as mentor, the importance of structured OJT sessions, and communication and problem solving. The Navigator apprentices will learn how to lead the session and conduct role playing exercises targetting adult learners.

Hours per Module: 8

RTI Provider: KDP – 8 hours

Competency Measure: Classroom participation and demonstration of full understanding of KDP Curriculum; classroom demonstration of understanding; no formal quizzes will be issued.

Module 7: Project Management.

This 4-day Penn State course emphasizes: project processes, knowledge areas, terms, tools, formulas, and how to facilitate planning and documentation of accomplishments and program goals, as well as soft skills such as team development, leadership and decision-making.

Hours per Module: 32

RTI Provider: Penn State University – 24 hours; KDP – 8 hours

Competency Measure: Student will meet or exceed grading rubric set forth by PSU educational and curriculum staff.

Module 8: Technical Assistance for Apprentice Recruitment.

An introduction to developing the pipeline for RA including developing Pre-RA programs, models for the selection process, and an introduction to Equal Employee Opportunity (EEO) guidelines for new hires and incumbent workers. Diversity Equity & Inclusion (DEI) strategies, and understanding the role of community outreach with Community Based Organizations (CBO), Faith Based Organizations (FBO), PA CareerLink® offices, school districts, Intermediate Units, CTE programs, and 2 & 4 year education institutions.

Hours per Module: 8

RTI Providers: KDP – 5 hours; AJAC – 1.5 hours; WRTP – 1.5 hours

Competency Measure: Classroom participation and demonstration of full understanding of ATO Curriculum; classroom demonstration of understanding; no formal quizzes will be issued.

Module 9: Knowledge of PA Compliance Review and Quality Assessment Process.

Content includes the requirements for RA and Pre-RA programs, including meeting grant requirements.

Hours per Module: 4

RTI Providers: L&I – 2 hours; KDP – 2 hours

Competency Measure: Classroom participation and demonstration of full understanding of ATO Curriculum; classroom demonstration of understanding; no formal quizzes will be issued.

Module 10: Policy Advocacy and Coordinating with Government Agencies and Elected Officials.

Strategies for updating key agencies and local representatives about RA and Pre-RA programs. Session will be led by the Keystone Research Center (KRC).

Hours per Module: 4

RTI Providers: KRC – 3 hours; KDP – 1 hour

Competency Measure: Classroom participation and demonstration of full understanding of KRC Curriculum; classroom demonstration of understanding; no formal quizzes will be issued.

Module 11: Keystone Apprenticeship Alliance Building

Establishing RA; Strategic Planning, Project Implementation, and RA initiatives; The Role of the Intermediary: This capstone project documents the apprentices' experiences as a workforce development professional in the field promoting RA as an effective workforce strategy.

Hours per Module: 8

RTI Provider: KDP – 8 hours

Competency Measure: Web based curriculum with built in measurements of competency throughout lesson plans.

Module 12: Keystone RA Navigator Statewide Workshop & Networking Event

Workshop will focus on effective networking, strengthening relationships, and develop strategy and next steps for coming year(s).

Hours per Module: 8

RTI Provider: KDP – 8 hours

Competency Measure: Apprentices presenting materials and networking with potential RA users. Students will be observed by KDP, ATO, PSU, and KRC Staff members to determine competency.

EMPLOYER ACCEPTANCE AGREEMENT FOR NON JOINT EMPLOYERS- Appendix E

Registered Apprenticeship Standards Developed in Cooperation with the Pennsylvania Apprenticeship and Training Council and the Pennsylvania Apprenticeship and Training Office

The undersigned employer hereby subscribes to the provisions of the Registered Apprenticeship Standards formulated and registered by **Keystone Development Partnership** and agrees to carry out the intent and purpose of said standards and to abide by the rules and decisions of the program sponsor established under these standards. The employer has been provided a copy of the standards and have read and understood them, and request certification to train apprentices under the provisions of these standards.

On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker and is guaranteed that the work assigned to the apprentice will be rotated to ensure training in all phases of work. If five (5) or more apprentices are registered at one time, the employer will comply with PA Regulations 81.21 through 81.54 and develop an affirmative action plan to include selection procedures.

Employer shall meet all requirements of PA Regulations 81.11 through 81.21 and indemnify and hold harmless sponsor for failure to meet said standards. This employer acceptance agreement will remain in effect until canceled voluntarily or revoked by the sponsor or the Pennsylvania Apprenticeship and Training Council (PATC).

1. EMPLOYER INFORMATION

Name of Employer: MontcoWorks Total Number of Employees: 24

Employer Breakdown - White Male 5 Minority Male 3 White Female 8 Minority Female 6

Address: 1430 DeKalb St, Norristown, PA 19401

2. EMPLOYER CONTACT INFORMATION

Employer Contact Name:	André Hardy
Employer Contact Email:	ahardy@edsisolutions.com
Employer Contact Phone:	610.270.3429 x261

3. OCCUPATION INFORMATION (Information should be listed for each individual occupation included in the standards.)

Occupation Registered Apprenticeship Navigator Total Journey workers Employed - 4

Journey worker Breakdown - White Male 0 Minority Male 1 White Female 2 Minority Female 1

4. PROGRESSIVE WAGE SCHEDULE (Information should be listed for each occupation.)

The progressive wage schedule will be an increasing percentage of the entry journey worker wage rate as established by the employer. The entry journey worker wage shall be established in the chart below.

The average journey worker wage for this occupation is \$ 29.41 per hour.

In no case will the starting wages of apprentices be less than that required by a minimum wage law that may be applicable. The percentages that will be applied to the applicable rate are shown below.

APPRENTICESHIP PROGRESSIVE WAGE SCHEDULE			
PERIOD / TERM	% OF ENTRY JOURNEYWORKER WAGE	COMPENTENCY	MINIMUM HOURLY WAGE
1 st	94%	1-5	\$ 27.75/hr.
2 nd	97%	6-9	\$ 28.60/hr.
ENTRY JOURNEYWORKER WAGE	100%	Program complete	\$ 29.41/hr.

5. EQUAL EMPLOYMENT/AFFIRMATIVE ACTION PLAN WITH SELECTION PROCEDURES

Equal employment opportunity is required of every registered apprenticeship program. Such requirements apply to the recruitment, selection, employment and training of apprentices throughout their apprenticeship. **Employers with five or more active apprentices must have a written Affirmative Action Plan and Selection Procedures that have been approved by the Pennsylvania Apprenticeship and Training Council.**

6. RATIO

The apprentice to journeyworker ratio is:

- 1 apprentice to 1- 4 journeyworkers
- 2 apprentices to 5-9 journeyworkers
- 3 apprentices to 10-14 journeyworkers

For each additional unit of five journeypersons regularly employed, one additional apprentice may be employed.

7. PROBATIONARY PERIOD

The probationary period cannot exceed 25 percent of the length of the program or one year, whichever is shorter. The probationary period shall be 500 hours.

8. ACCEPTANCE OF REGISTERED APPRENTICESHIP STANDARDS

A copy of the Registered Apprenticeship Standards has been received, read and understood. Employer agrees to carry out the intent and purpose of said standards and to abide by the rules and decisions of the program sponsor established under these standards. Apprentices will be trained under the provisions of the adopted apprenticeship standards.

EMPLOYER MANAGEMENT APPROVAL

André Hardy
Printed Name

André J. Hardy
Signature

WIOA Program Manager
Title

9/16/19
Date

PENNSYLVANIA APPROVAL

Registered with the Pennsylvania Apprenticeship and Training Council on (date): _____

Chairman

Secretary

EMPLOYER ACCEPTANCE AGREEMENT FOR NON JOINT EMPLOYERS- Appendix E

Registered Apprenticeship Standards Developed in Cooperation with the Pennsylvania Apprenticeship and Training Council and the Pennsylvania Apprenticeship and Training Office

The undersigned employer hereby subscribes to the provisions of the Registered Apprenticeship Standards formulated and registered by **Keystone Development Partnership** and agrees to carry out the intent and purpose of said standards and to abide by the rules and decisions of the program sponsor established under these standards. The employer has been provided a copy of the standards and have read and understood them, and request certification to train apprentices under the provisions of these standards.

On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker and is guaranteed that the work assigned to the apprentice will be rotated to ensure training in all phases of work. If five (5) or more apprentices are registered at one time, the employer will comply with PA Regulations 81.21 through 81.54 and develop an affirmative action plan to include selection procedures.

Employer shall meet all requirements of PA Regulations 81.11 through 81.21 and indemnify and hold harmless sponsor for failure to meet said standards. This employer acceptance agreement will remain in effect until canceled voluntarily or revoked by the sponsor or the Pennsylvania Apprenticeship and Training Council (PATC).

1. EMPLOYER INFORMATION

Name of Employer: PA CareerLink® Philadelphia, contractor EDSI **Total Number of Employees:** 75__

Employer Breakdown - White Male_14_ Minority Male_19_ White Female_13__ Minority Female29__

Address: 1617 JFK Blvd, St 200, Philadelphia, PA 19103 (corporate office: 15300 Commerce Drive N, St 200, Dearborn, MI 48120

2. EMPLOYER CONTACT INFORMATION

Employer Contact Name:	Meredith McCarthy
Employer Contact Email:	mmccarthy@pacareerlinkphl.org
Employer Contact Phone:	215-664-5052

3. OCCUPATION INFORMATION (Information should be listed for each individual occupation included in the standards.)

Occupation Registered Apprenticeship Navigator **Total Journey workers Employed -** __4__

Journey worker Breakdown - White Male__0__ Minority Male__2__ White Female__2__ Minority Female____
(James Harris, Wesley Garris, Meredith McCarthy, Arlene Jones)

4. PROGRESSIVE WAGE SCHEDULE (Information should be listed for each occupation.)

The progressive wage schedule will be an increasing percentage of the entry journey worker wage rate as established by the employer. The entry journey worker wage shall be established in the chart below.

The average journey worker wage for this occupation is \$__25.81__ per hour.

In no case will the starting wages of apprentices be less than that required by a minimum wage law that may be applicable. The percentages that will be applied to the applicable rate are shown below.

APPRENTICESHIP PROGRESSIVE WAGE SCHEDULE			
PERIOD / TERM	% OF ENTRY JOURNEYWORKER WAGE	COMPENTENCY	MINIMUM HOURLY WAGE
1 st	95.2%	1-5	\$ 24.58
2 nd	97.6%	6-9	\$ 25.19
ENTRY JOURNEYWORKER WAGE	100%	Program complete	\$ 25.81

5. EQUAL EMPLOYMENT/AFFIRMATIVE ACTION PLAN WITH SELECTION PROCEDURES

Equal employment opportunity is required of every registered apprenticeship program. Such requirements apply to the recruitment, selection, employment and training of apprentices throughout their apprenticeship. **Employers with five or more active apprentices must have a written Affirmative Action Plan and Selection Procedures that have been approved by the Pennsylvania Apprenticeship and Training Council.**

6. RATIO

The apprentice to journeyworker ratio is:

- 1 apprentice to 1- 4 journeyworkers
- 2 apprentices to 5-9 journeyworkers
- 3 apprentices to 10-14 journeyworkers

For each additional unit of five journeypersons regularly employed, one additional apprentice may be employed.

7. PROBATIONARY PERIOD

The probationary period cannot exceed 25 percent of the length of the program or one year, whichever is shorter. The probationary period shall be 500 hours.

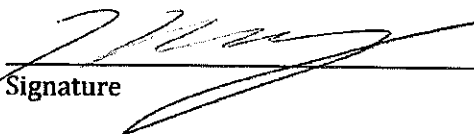
8. ACCEPTANCE OF REGISTERED APPRENTICESHIP STANDARDS

A copy of the Registered Apprenticeship Standards has been received, read and understood. Employer agrees to carry out the intent and purpose of said standards and to abide by the rules and decisions of the program sponsor established under these standards. Apprentices will be trained under the provisions of the adopted apprenticeship standards.

EMPLOYER MANAGEMENT APPROVAL

Meredith McCarthy
Printed Name

Cross Center Services Manager
Title


Signature

9/6/19
Date

PENNSYLVANIA APPROVAL

Registered with the Pennsylvania Apprenticeship and Training Council on (date): _____

Chairman

Secretary



December 12, 2019

Pennsylvania Department of Labor & Industry
Apprenticeship Council
651 Boas Street
Harrisburg, PA. 17121

Dear Apprenticeship Council Members:

The Pennsylvania Apprenticeship & Training Office (ATO) is pleased to partner with Keystone Development Partnership (KDP) in their application to create a Registered Apprenticeship Navigator program that will help develop the resources and infrastructure for employers, unions, intermediaries, and government agencies across Pennsylvania to expand apprenticeship programs into new occupations and industries. The ATO will be delivering 9 hours of RTI for the new RA program.

The PA ATO has contracted with KDP since 2016 to help expand registered apprenticeship and pre-apprenticeship programs across Pennsylvania. The ATO and KDP have collaborated to help over 150 organizations become apprenticeship sponsors. The ATO has also collaborated with KDP to develop the Registered Apprenticeship Navigator program.

I believe the ATO is well-positioned to collaboratively partner in the Registered Apprenticeship Navigator program to help quickly scale the apprenticeship ecosystem in Pennsylvania.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Ramsay". The signature is fluid and cursive, with a long horizontal line extending from the end.

Eric Ramsay | Director
Apprenticeship and Training Office

Department of Labor & Industry
651 Boas Street, 12th Floor | Harrisburg, PA 17121-0750 | www.dli.pa.gov

*Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program*

