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POLICY AND ADMINISTRATIVE PROCEDURE Manual of Policies and Procedures			

Title UNITED STATES DEPARTMENT OF LABOR APPRENTICESHIP PROGRAMS

Legal References (includes but is not limited to) 29 United States Code 50 and Title 29, Code of Federal Regulations parts 29 and 30	Related Policies/Procedures (includes but is not limited to) 00-00-101 00-02-301 01-07-101 01-07-102	Replaces: 01-07-103 (eff. 11/1/2020)
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I. PURPOSE:

This policy and administrative procedure provides guidelines and expectations for the on-going development and delivery of the Apprenticeship Program within the Indiana Department of Correction (hereafter, Department), in partnership with the United States Department of Labor (hereafter, USDOL). The Department is responsible for ensuring accountability in the operation and tracking of the Apprenticeship Program. These procedures must be in compliance with the requirements of the USDOL.

II. POLICY STATEMENT:

Participation in the Apprenticeship Program is guided by an offender's individualized Case Plan and their identified criminogenic needs. It is the intent of the Apprenticeship Program to provide training to apprentices on professional work place behavior and skills that are occupation-specific. The training of these skills will be accompanied with industry-specific knowledge needed to understand the occupation.

III. SCOPE OF APPRENTICESHIP:

The Apprenticeship Program provides a meaningful training experience for the apprentice through a partnership established between the USDOL and Department. This partnership defines and documents the agreed upon standards for the operation of the Apprenticeship Program. Upon continuous demonstration of mastery in an occupation's required knowledge, skills and abilities; along with completing all program requirements, the apprentice shall be issued a Certificate of Completion of Apprenticeship directly from the USDOL.

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The Department provides the Apprenticeship Program through two (2) avenues:

- Facility specific occupations (to include ICAN, Operations, and Physical Plant)
- Correctional Industries specific occupations

IV. DEFINITIONS:

- A. **ADD AN OCCUPATION REQUEST FORM:** The form to be completed by a program sponsor interested in adding an occupation (SF 55292). This form must be submitted in conjunction with the Application for New Program/Course form (SF 56011).
- B. **APPLICATION FOR NEW PROGRAM/COURSE FORM:** The form to be completed for facilities interested in adding new programming (SF 56011). This form must be submitted in conjunction with the Add Occupation Form (SF 55292) to request a new Apprenticeship occupation.
- C. **APPRENTICE:** An individual actively working in a paid work assignment aligned with the duties and tasks outlined in a registered occupation's approved work process, appropriately referred and enrolled in the Department's tracking database, Program Management Referral System.
- D. **APPRENTICE FILE:** A folder of information and documents compiled by the Apprenticeship Coordinator for each offender enrolled in the Apprenticeship Program that includes, but is not limited to, original enrollment paperwork, Related-Training-Instruction checklist, Apprenticeship Agreement, On-Job-Training tracking sheets, evaluations, and work process.
- E. **APPRENTICESHIP AGREEMENT (671 FORM):** The document generated within Registered Apprenticeship Partners Information Data System after registering an individual in the system. The form identifies specific information pertaining to the individual's apprenticeship.
- F. **APPRENTICESHIP COORDINATOR (COORDINATOR):** The staff person designated by the Warden to coordinate the development, operation, supervision, and administration of the Apprenticeship Program.

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- G. APPRENTICESHIP PROGRAM: An earned credit time/time cut eligible workforce-based program offered by the Department in partnership with the USDOL.
- H. APPRENTICESHIP PROGRAM MONITOR (MONITOR): The staff person serving as a resource and trainer for facility staff and contractual staff regarding Apprenticeship policy expectations, database applications for Offender Case Management System/Program Management Referral System and Registered Apprenticeship Partners Information Data System, and administration of Apprenticeship Programs through the Department.
- I. APPRENTICESHIP TRAINING REPRESENTATIVE (ATR): The USDOL Office of Apprenticeship staff liaison assigned to the IDOC Apprenticeship Program. Communication with the ATR is to be channeled through the assigned Monitor unless specifically directed otherwise.
- J. BACK-UP COORDINATOR: The staff person designated by the Deputy Warden of Re-Entry to temporarily coordinate the development, operation, supervision, and administration of the Apprenticeship Program in the absence of the primary Apprenticeship Coordinator.
- K. CAREER CLUSTERS: A tool for grouping the occupations, programs, and job assignments within the IDOC to identify career pathways that prioritize and focus resources to emphasize skills that are transferable. These include a variety of careers that share similar knowledge, skills, and interests.
- L. CASE PLAN CREDIT TIME (CPCT) is an earned credit time cut structure that is driven by the needs indicated in the IRAS and incentivized through the individual case plan to provide each individual the opportunity to earn the maximum credit time, as allowed by law.
- M. CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The document issued by the USDOL to those registered, certified, and documented as successfully completing the apprenticeship training requirements outlined in the Apprenticeship Standards.
- N. DEPUTY WARDEN OF RE-ENTRY (DWR): The Deputy Warden of a facility who supervises and manages Case Management, programs, and services.
- O. ENROLLMENT PACKET: Packet of forms outlining the apprentice's role, responsibilities, expectations, and program parameters which is to be reviewed with, completed, and signed by each individual enrolling in the

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apprenticeship program. (SF 55293, 55289, 55291, and 55377. SF 55288, for enrollments prior to 9/1/2019).

- P. **EVALUATION:** Document specific to the occupation and completed by the Work-site Supervisor on a pre-determined frequency schedule. This form will rate the Apprentice’s level of demonstrated mastery in each work process skill grouping, identify the Apprentice’s skills deficiency, growth, or achievements; and be used to coach, train, and track program progression.
- Q. **EXECUTIVE DIRECTOR OF PROGRAMS AND RE-ENTRY READINESS:** The position responsible for direction and oversight of the Department’s Programming, Apprenticeships, and Hoosier Initiative for Re-Entry (HIRE).
- R. **GRADUATE RECORD:** A one (1) page document (SF 55290) providing verification of completion of program requirements. This form is completed by the Coordinator and uploaded in the Department’s participation tracking database, PMRS.
- S. **JOURNEYWORKER:** An offender who has achieved mastery level competency of an occupation by completing the occupation’s apprenticeship and who, in turn, provides On-Job-Training guidance for an apprentice in that same occupation as part of their regular paid duties. This individual must retain a paying job position corresponding to the same occupation.
- T. **OCCUPATION:** The specific course title in which the offender is referred and enrolled to learn a set of skills as determined by the approved work process.
- U. **OFFENDER CASE MANAGEMENT SYSTEM (OCMS):** The electronic database used by staff to record, store, and review offender data, including individualized case notes for program apprentices.
- V. **ON-JOB-TRAINING (OJT):** Skills learned on-the-job in which the apprentice must become proficient before a Certificate of Completion of Apprenticeship is awarded. The learning must be through structured, supervised, wage-earning work experience. The minimum-required hours earned in this category must be supported and validated through the work-site performance evaluations over the course of the apprenticeship.

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- W. OFFENDER WORKFORCE DEVELOPMENT SPECIALIST (OWDS): A specialist credentialed by the National Institute of Corrections through the completion of twelve (12) competencies consisting of a one hundred eighty (180) hour, college-accredited training program in offender workforce development.
- X. PREVIOUS CREDIT: Hours credited to an offender's apprenticeship that reduce the remaining balance of minimum-required hours and are a result of an apprentice meeting parameters and guidelines. This is applicable only to enrollments prior to 9/1/2019.
- Y. PROBATION PERIOD: The duration of time from enrollment in the Program Management Referral System up to the Registered Apprenticeship Partners Information Data System registration date (typically 45 – 90 days).
- Z. PROBATIONARY HOURS: OJT hours earned within the apprentice's probationary period.
- AA. PROCEDURAL GUIDELINES: Detailed set of program processes and parameters to be used for the direct operation and oversight of the Apprenticeship Program.
- BB. PROGRAM: An earned credit time/time cut program of study, approved by the Commissioner or designee, which includes any of the following criteria: Standardized Curriculum, Validated Evidence-Based Practices, and/or Established Performance Measure.
- CC. PROGRAM MANAGEMENT REFERRAL SYSTEM (PMRS): The electronic referral system housed within OCMS that tracks offender Program/Course participation.
- DD. PROGRAM SPONSOR: The facility in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program. This is comprised of facility location and program type.
- EE. REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): The Federal system which provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.
- FF. RE-ENTRY PORTFOLIO: A folder of information and documents compiled by staff for each offender with an Earliest Possible Release Date

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(EPRD) that includes originals or copies of certificates, resumes, birth certificates, Social Security cards, Bureau of Motor Vehicles (BMV)-issued identification cards, and other materials to be used in the community and provided to the offender upon release. Certificate(s) of Completion of Apprenticeship shall be filed in the Re-Entry Portfolio.

- GG. REFERRAL: A PMRS-based request for service provided by an entity within the Department.
- HH. RELATED TRAINING INSTRUCTION (RTI): An organized and systematic form of instruction designed to provide additional knowledge that is related to a particular apprenticeship occupation and industry, hereafter referred to as RTI. The method of delivery shall be in a traditional staff-led classroom, staff-supervised computer-based and/or self-study. Related training tests must be graded by staff. Apprentices must complete each required RTI component with a minimum score of eighty percent (80%).
- II. SHAREPOINT: Web-based portal for Apprenticeship document and information sharing accessible to staff involved in Apprenticeship program oversight.
- JJ. TRANSCRIPT: One page document accompanied by supporting information providing a summary of OJT and RTI activity at the point of program departure as per Procedural Guidelines (SF 55285). This is to be generated by the Coordinator in all cases of departure from program, except successful completion.
- KK. UNIT TEAM: A grouping of Re-Entry staff members, designated by the Warden, responsible for overseeing an offender's re-entry process.
- LL. WARDEN: The chief administrator of a facility appointed by the Commissioner, or designee, to oversee the operation of a facility.
- MM. WORK PROCESS: The training outline approved by and registered with the USDOL which identifies the occupation-specific criteria and the minimum hourly amounts designated for an apprentice to meet prior to approval for completion.
- NN. WORK-SITE SUPERVISOR: The staff person charged with direct oversight of an apprentice assigned to a specific area, shop, or crew. This staff person is responsible for ensuring the quality of the OJT; verifying the accuracy of tracking documentation and administering workplace

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evaluations. Training, tracking, and evaluations are specific to each apprentice and each apprentice's work process.

V. APPRENTICESHIP PROGRAM STAFF EXPECTATIONS AND RESPONSIBILITIES:

If any facility-based position identified in this policy and administrative procedure does not exist at a facility, the Warden shall designate a staff position to fulfill these duties.

A. APPRENTICESHIP PROGRAM MONITOR RESPONSIBILITIES
(Apprenticeship Monitor is a Central Office position)

1. Support the Coordinator and other facility staff in the area of Apprenticeship;
2. Serve as the USDOL liaison for the Department;
3. Update and maintain policy and the Procedural Guidelines;
4. Communicate with facility staff to ensure adherence to policy, training requirements, and other guidance;
5. Provide technical program assistance;
6. Produce annual report;
7. Facilitate required Apprenticeship Coordinator Training on a quarterly basis, and;
8. Host an annual retreat and additional trainings deemed necessary by the Executive Director of Programs and Re-Entry Readiness.

B. DEPUTY WARDEN OF RE-ENTRY RESPONSIBILITIES

1. Supervise the facility Coordinator(s);
2. Establish the working hours and schedule for the Coordinator;
3. Ensure new Coordinators and designated Back-up Coordinators successfully complete the required Apprenticeship Coordinator Training facilitated on a quarterly basis by the Department's Monitors;
4. Support the Coordinator(s) in the direction of Apprenticeship Program(s) at their facility;
5. Ensure compliance of policies and administrative procedures of the Department, as well as program-specific Procedural Guidelines;
6. Serve as the facility liaison regarding staff training, staff changes, and questions/concerns involving Apprenticeship at their facility, and;
7. Direct appropriate staff in the delivery of Apprenticeship.

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C. APPRENTICESHIP COORDINATOR RESPONSIBILITIES

1. Coordinate and supervise assigned Apprenticeship Program operations;
2. Coordinate activity and monitor program progression for each apprentice;
3. Adhere to and comply with policies and administrative procedures of the Department, USDOL standards, and program specific Procedural Guidelines;
4. Collaborate with staff to include, but not limited to, Unit Team staff, work-site supervisors, additional Coordinators (within the facility and state-wide) in the course of quality program delivery;
5. The Coordinator shall ensure all relevant documentation reflecting an offender's participation, progress, and compliance with the program should be provided to the Unit Team, upon request; and,
6. Coordinators shall seek OWDS certification or be OWDS certified.

D. WORKSITE SUPERVISOR RESPONSIBILITIES

1. Provides direct oversight of an apprentice assigned to a specific area, shop, or crew;
2. Ensure OJT adheres to the work process, is delivered with each task being taught with quality in the industry-appropriate manner, and leads to the apprentice reaching a level of mastery in each required skill;
3. Verifies and validates the accuracy of tracking documentation, and;
4. Administers Apprenticeship evaluations as defined by this policy and administrative procedure.

VI. COMMUNICATION

The Coordinator shall be an available resource regarding inquiries, within the scope, related to the Apprenticeship Program. When inquiries received are outside their scope, the Coordinator shall redirect the inquiry to the appropriate party or contact the DWR for direction. The Coordinator shall be responsible for responding to inquiries in a timely and professional manner.

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VII. STAFF TRAINING

Each newly appointed Coordinator is required to attend a standardized, foundational Apprenticeship Coordinator Training. The training shall provide tools and guidance necessary for effective program oversight.

A program hold is in effect for any program without a trained Coordinator, preventing program enrollments and completions. Appointing a trained Back-up Coordinator is required to avoid this program interruption.

Information and support shall be provided in the following areas, but is not limited to:

- Coordinator responsibilities;
- Program operation;
- Policy, and;
- Apprentice management.

Foundational training is provided on a quarterly schedule and is available for existing Coordinators, back-up Coordinators, DWRs, and any other staff involved with the Apprenticeship Program.

VIII. PROGRAM OPERATION MANAGEMENT

Facility-level program coordination, monitoring, and accountability of the daily delivery is provided through the Coordinator and supported by the DWR.

A. DOCUMENTATION

The Coordinator shall oversee, maintain, and ensure administrative tracking and detailed documentation required, in accordance with Department policy and the Procedural Guidelines.

1. Administrative

Documentation for a specific program, occupation, or apprentice may be requested, reviewed, and assessed by the Monitor or USDOL at any time. Any documentation deficiencies shall be corrected within thirty (30) days of notification. Administrative documentation is inclusive of, but not limited to: this policy and administrative procedure, Executive Directives, USDOL Standards, and the Procedural Guidelines.

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2. Apprentice File

The Coordinator is responsible for maintaining a hard-copy file for each enrolled apprentice as identified in the Procedural Guidelines. The file shall include, but is not limited to: Enrollment Packet, Apprentice Agreement form, OJT tracking and evaluation documents, RTI checklist and documents, and Graduate Record or Transcript.

Hard-copy documentation serves as the verification of each apprentice's program activity, progression and, when applicable, completion. Documents are expected to be legible, accurate, and complete.

3. Archive

Preservation of apprenticeship documentation is required to be in accordance with Policy and Administrative Procedure 01-04-104, "The Establishment, Maintenance, and Disposition of Offender Records." Upon program ending, the Coordinator shall upload the Apprentice file in accordance with the procedural guidelines.

B. REPORTING

Apprenticeship Program reporting guides, templates, and detailed tutorials are provided in Procedural Guidelines.

An apprenticeship monthly report is generated from enrollment, completion, and cancellation activity within a calendar month for each apprenticeship program within a facility. The statistical information about apprentices should include, but is not limited to: registration, cancellation, completion, and reinstatements.

The Coordinator shall submit to the assigned Monitor a standard monthly statistical report based on the program operations. This report is due no later than the fifth (5th) business day of each month. The report format will be provided by Central Office and is identified in Procedural Guidelines.

C. DATABASE USE & MANAGEMENT

The following databases serve as digital verification of apprentice milestones. The Coordinator is solely responsible for apprentice-specific entries once the referral in PMRS has been made.

1. OCMS / PMRS

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An OCMS note shall be required detailing the circumstances of PMRS actions performed by a Coordinator pertaining to Apprenticeship Program activity as identified in the Procedural Guidelines. An apprenticeship referral in PMRS is required prior to apprenticeship enrollment and shall be completed by the assigned Unit Team staff. The Coordinator is responsible for PMRS maintenance as it pertains to responding to each apprenticeship referral. These actions include the following as outlined in the Procedural Guidelines:

- Program waitlist
- Program start date
- Requirement verifications
- Program end date
- Completion type
- Uploading any appropriate support documentation into PMRS

Once the Coordinator has appropriately reviewed all program components and verified the apprentice as having successfully completed, the following action shall be taken resulting in a review for time credit on behalf of the apprentice:

- Uploading the completed graduate record, and required support documentation, to PMRS
- Changing the PMRS completion type to “Graduate Record Submitted”

If an offender is declined enrollment or removed from apprenticeship for any reason other than completion, the Coordinator shall take the following action:

- Entering the last date active in the program as the PMRS End Date
- Entering an OCMS Note, according to Procedural Guidelines
- Referring to Procedural Guidelines to identify the appropriate Completion Type

All PMRS actions including referral, wait list, start date, end date, and completion type shall be completed within five (5) business days of the action’s occurrence.

2. RAPIDS

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This database serves as the Federal government’s platform for apprentice tracking. The Coordinator shall be responsible for maintaining RAPIDS for the assigned program(s).

Coordinator duties included in regular RAPIDS maintenance shall include, but are not limited to:

- Registering a new apprentice
- Modification of the expected completion date
- Cancelling an apprentice
- Completing an apprentice
- Reconciling the database to reflect current apprenticeship enrollment
- Ensure the registered wage scale for an occupation does not exceed the pay rate for an apprentice’s job assignment

Each apprentice who is deemed appropriate to remain in apprenticeship after completing the probation period is to be registered in RAPIDS. Upon registration, each apprentice is assigned a unique USDOL Apprenticeship identification number and a 671 form is generated. The 671 form shall be printed and signed by both the Coordinator and the apprentice. The original 671 form is to be uploaded in PMRS and maintained in the apprentice’s file. A copy is to be provided to the apprentice.

IX. APPRENTICE MANAGEMENT

The Coordinator shall monitor, track, and assess the progression of each apprentice’s program activity, and take appropriate actions in a timely manner as required by the Procedural Guidelines. This includes ensuring the apprentice is meeting program expectations in an effective and timely manner.

A. ELIGIBILITY

Eligibility criteria for an offender to be referred to the Apprenticeship Program includes, but is not limited to:

- Case Plan: Must be guided by Case Plan and, when applicable, will follow Career Cluster recommendations made by the Caseworker and documented in OCMS notes. Caseworker referrals are made to DOL-ICI-Referral or DOL-Facility-Referral.

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- Conduct: Must be classified as program and work eligible by the facility
- Education: Must have, minimally, a high school diploma or a high school equivalency
- Age: Must be at least eighteen (18) years old
- Physical Condition: Must be capable of physically performing the essential functions of the Apprenticeship Program with or without reasonable accommodation

Upon notification of referral to the Apprenticeship Program, the Coordinator is to verify the above criteria and shall make the determination as to a work assignment's compatibility with the preferred or recommended apprenticeship. If the Coordinator determines criteria is met, the Coordinator shall initiate the enrollment process, as outlined in the Procedural Guidelines.

The Coordinator shall review and assess referrals for appropriate occupation enrollment with consideration for the following items:

- Duplicate Restricted
- Work Assignment
- Program Type Referral
- Occupation Cluster Recommendation

Eligibility for consecutive participation in apprenticeship programs shall be determined by an offender's Case Plan. The Department shall determine the occupations eligible for consecutive participation based upon industry grouping and labor market information. The list of recommendations is provided in the Procedural Guidelines.

B. ENROLLMENT

A program orientation shall be completed prior to PMRS enrollment and shall be inclusive of, but not limited to, providing hard copy and verbal review of the Enrollment Packet, guidelines specific to the facility, and USDOL approved work process.

Each offender enrolling shall sign and date the Enrollment Packet forms where indicated to acknowledge, and agree to abide by, program conditions.

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A copy of these signed forms shall be provided to the apprentice. Upon completion of the packet, the Coordinator is required to enter the start date of enrollment in PMRS for each offender enrolled, and upload enrollment pages 1-4 and the appropriate work process into the PMRS Verification tab for scanned documents.

- **Enrollment Information**– This document outlines the program expectations and parameters.
- **USDOL Apprentice Responsibilities**– This document outlines the responsibilities as identified in the USDOL Standards and Department policies.
- **New Apprentice Registration**– The PART A portion of the document shall be completed by the offender. The PART B portion of the document is to be entered by the Coordinator. This information shall be verified using the offender information system database prior to entry in RAPIDS.
- **Apprenticeship Communication Process**– This document outlines the process by which an offender participating in the Apprenticeship Program is to communicate. The Apprenticeship Communication Process does not replace Policy and Administrative Procedure 00-02-301, “The Offender Grievance Process.”

The Communication Process is as follows:

1. Work-site Supervisor
2. Apprenticeship Program Coordinator
3. Deputy Warden of Re-Entry
4. Apprenticeship Program Monitor

Working hours completed prior to the Program Start Date in PMRS shall not contribute toward completion. When the apprentice has been enrolled in OCMS with a Program Start Date by the Coordinator, they may begin OJT hour accrual. Upon enrollment, participants shall be advised the USDOL has no involvement with program eligibility, the loss of work assignment privileges, conduct reports, nor the awarding of credit time.

C. TRACKING

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The Coordinator is responsible for maintaining records evidencing the apprentice's progression through the requirements of the work process.

1. OJT

The hours of training credited shall be worked in a paid Department work assignment compatible with the registered occupation. Completion of the Apprenticeship Program requires the apprentice to demonstrate mastery in each set of skills identified in the work process. The work-site supervisor shall perform and document performance evaluations by work process skill, per the Procedural Guidelines. Evaluations shall include both achievement and deficiency, identifying specific skill areas in need of additional practice that may lead to hours in excess of the minimum-required.

OJT documentation is required to be:

- Accurate completion of the required form
- Reflective of actual dates worked
- Signed by the work-site supervisor
- Parallel to payroll hours, but not exceed thirty-two and one half (32.5) hours per week
- Submitted as required to the Coordinator

This policy and administrative procedure is not to restrict the schedule nor responsibilities of an apprentice's job assignment, rather only the maximum hours which can be applied toward the Apprenticeship Program. While working in the Apprenticeship Program, the offender shall receive pay as determined by the program sponsor.

2. RTI

The RTI hourly requirement is separate from the OJT hourly requirement and shall be completed parallel to OJT hours. Standardized RTI material shall be used when applicable. During the probationary period, the apprentice is expected to begin the related training instruction. RTI shall be delivered concurrent with timing of the work process skill areas being learned.

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The Coordinator shall maintain in the apprentice’s file all RTI documentation to include, but not limited to, a detailed RTI checklist that meets the expectation in the Procedural Guidelines.

At minimum, the checklist shall identify modules within the following categories of RTI:

- Occupation-specific
- Safety and First Aid
- Employment Readiness

Compensation for time spent completing related training shall be left to the discretion of the Program Sponsor.

D. PROGRAM END

An apprentice may depart from the Apprenticeship Program by means of Completion or Removal. The means of departure is to be reflected by the action the Coordinator takes in PMRS and RAPIDS. The Coordinator shall oversee, maintain, and ensure the appropriate program ending process is followed in a timely manner according to the Procedural Guidelines. Each apprentice file shall be archived with either an approved and signed Graduate Record through the completion process, or a signed transcript through the Removal process.

1. Completion

Program completion indicates the Coordinator has reviewed the apprentice file and determined all program requirements have been met successfully and shall generate, complete, and submit the Graduate Record for approval in PMRS.

The review is to include, but is not limited to, documentation evidencing:

- Education level;
- Evaluations verifying mastery level in each skill required by the work process;

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- Minimum-required OJT hours in a paid work assignment earned at a rate that does not exceed thirty-two and one-half (32.5) hours per week;
- Completion of RTI requirements;
- A minimum of six (6) months active apprentice status in in RAPIDS, and;
- Required documentation needed to verify previous apprenticeship enrollment, in the event of a transfer.

Graduate Record approval by an Apprenticeship Program Monitor is required BEFORE completing an apprentice with the USDOL in RAPIDS.

Graduate Record approval by the Monitor verifies Apprenticeship Program completion. Upon this approval, the verified completion is submitted to review for any credit time which the Apprentice may, or may not, be eligible to receive.

For offenders participating in the Case Plan Credit Time (CPCT) structure, the verified completion should be noted by the Case Manager and included in the packet for submission at the time of that offender's time cut review.

Simultaneously, the apprentice shall be completed in RAPIDS by the Coordinator and the Certificate of Completion of Apprenticeship shall be generated on their behalf. This certificate shall be placed in the ReEntry Portfolio of an offender's institutional file.

2. Apprenticeship Removal

In the event that an apprentice is removed from participation, not due to completion, the Coordinator shall take the following action:

- Cancel the apprentice in RAPIDS
- Enter an OCMS Note, according to the Procedural Guidelines, that will include:

a. Reason for non-completion removal

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b. Status of program progress upon removal

- Close the PMRS entry with the appropriate completion type as indicated in the Procedural Guidelines
- Generate, print, and sign a transcript to be placed with the Apprentice File

From the point of removal, hours worked shall not be applied toward apprenticeship.

E. REINSTATEMENT

An offender previously enrolled in the Apprenticeship Program who did not complete all requirements may be eligible for reinstatement. To be considered for reinstatement, the offender must be returning to the original registered RAPIDS profile and occupation within twelve (12) months of the last valid working day. If the apprentice meets this criteria, the Coordinator shall refer to the Procedural Guidelines to further review for reinstatement eligibility.

F. TRANSFER

Apprentices enrolled in an apprenticeship program shall be held at that facility until requirements of said apprenticeship are complete, unless the safety and security of the Department or administrative needs dictate otherwise.

1. Outbound Transfer

In the event that an apprentice is transferred while active in the Apprenticeship Program, the Coordinator shall, at minimum:

- Cancel the apprentice in RAPIDS
- Enter an OCMS Note, according to Procedural Guidelines
- Document all OJT and RTI progression, following Procedural Guidelines
- Generate, print, and sign a Transcript to be placed in the Apprentice File

2. Inbound Transfer

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In the event that an apprentice is transferred while active in the Apprenticeship Program, the circumstances must meet the following criteria to proceed as an eligible apprenticeship transfer:

- Meets the Procedural Guidelines
- The occupation is sponsored at the receiving facility
- Participation is aligned with the Case Plan,
- The transferred apprentice contacted the receiving facility’s Coordinator regarding their previous apprenticeship within forty-five (45) days of arrival.

An apprentice that meets the above criteria shall be given priority in placement for the compatible work assignment at the new facility. The receiving Coordinator shall request transfer documentation, review, and upload into the PMRS database as per the Procedural Guidelines

An eligible transferred apprentice:

- Is exempt from the probationary period
- Will complete an Enrollment Packet
- May not contribute working hours toward completion until the apprentice has been enrolled and registered in RAPIDS by the receiving Coordinator
- May be required to earn hours beyond the minimum requirement to achieve mastery of the occupation in a new work assignment.

X. CREDIT TIME:

Apprentices who complete all requirements of a USDOL occupation may be eligible for credit time consideration. Specific information can be found in Section VII, “Credit Time,” of Policy and Administrative Procedure 01-04-101, “Adult Offender Classification,” and the Procedural Guidelines.

XI. ADDING AN OCCUPATION:

Existing sponsors with a need for a new occupation must fill out the Add An Occupation Request form (SF 55292) and Application for New Program/Course form (SF 56011). Once completed this addition must be approved by the Department and the USDOL prior to implementation.

If deemed appropriate, the Apprenticeship Program Monitor shall request a proposal package which will include, but is not limited to, detailed work assignment

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job description, current and projected labor market information, community certifications compatible to the occupation, community established standardized curriculum options, and related facility work assignments.

When an occupation proposal package is granted approval, the Monitor shall notify the facility staff and guide the steps for implementation. When an occupation proposal package is not approved at either the Department level, or by the USDOL, the Monitor shall notify the facility of the decision and the reason for the denial

XII. APPLICABILITY

This policy and administrative procedure is applicable to all Department facilities housing adult offenders and their staff.

signature on file
 Robert E. Carter, Jr.
 Commissioner

 Date