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GOVERNOR'S OFFICE OF  
EARLY CHILDHOOD

**Growing and supporting the workforce of today and tomorrow**

Kentucky Governor's Office of Early Childhood  
Registered Apprenticeship Portfolio

# Welcome and Introduction



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# Takeaways

- Basic components of Registered Apprenticeship
- Benefits of Registered Apprenticeship
- Components of the Kentucky Governor's Office of Early Childhood Apprenticeship Portfolio
  - Wage Increase Milestone Achievement Program
  - Program Management
  - Youth Apprenticeship options
- Eligibility requirements to join Cohort 4
- Application process and next steps



# Housekeeping

## Materials:

- Materials will be sent to participants after the webinar.

## Recording:

- The webinar will be recorded for future reference.

## Questions:

- Please post your questions in the chat.
- We'll try to answer them during the webinar if time permits.
- If not, we'll ensure all questions are addressed via email.

## Muting:

- Kindly keep yourselves muted during the session.



# What is a Registered Apprenticeship Program (RAP)?

A Registered Apprenticeship Program is an officially recognized education and training model endorsed by the federal Department of Labor. It is a way for new and current employees to receive high-quality training that is aligned with industry standards.

**A Registered Apprenticeship contains these five components:**



## **On-the-Job Training/Learning**

Practical, hands-on experience that is learned while employed.



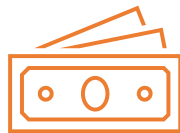
## **Related Technical Instruction**

Reinforces and supplements on-the-job skills.



## **Mentorship**

Apprentices receive support and guidance from skilled mentors.



## **Wage Progression**

Apprentices must receive at least one wage increase.



## **National Certification**

Apprentices receive an industry-recognized Journeyworker credential from the Department of Labor.

# Benefits of Registered Apprenticeship



## Hands-on Learning

Apprenticeships provide practical, hands-on learning opportunities for aspiring early childhood professionals, enabling them to gain direct experience in working with children in real-world settings.



## Professional Development

Apprenticeships offer structured training and mentorship programs that support the professional growth of early childhood professionals, equipping them with the essential skills and knowledge needed to provide quality care and education to young children.



## Alignment with Industry Standards

Apprenticeship programs in early childhood education align closely with industry standards and best practices, ensuring that apprentices receive training that meets the specific requirements of the field and prepares them for successful careers in childcare.



## Career Pathways

By participating in apprenticeships, early childhood education employers can provide their staff with clear pathways for career advancement, enabling them to progress from entry-level positions to more senior roles with increased responsibilities and leadership opportunities within the organization.



## Addressing Workforce Shortages

Apprenticeships offer a solution to the ongoing workforce shortages in the early childhood education industry by creating a pipeline of trained and qualified professionals. Employers can invest in apprenticeship programs to cultivate a skilled workforce that can meet the increasing demand for childcare services.

# How Registered Apprenticeship Works

In Kentucky, there are two ways to get started with Registered Apprenticeship as an early childhood education and care business:

## Option 1: Custom Apprenticeship Program

**Role: Employer-Sponsor or Intermediary**

### Process:

- **Collaboration:** Work with a state Apprenticeship Consultant to tailor a program to your business needs.
- **Development:** Identify suitable occupations, design Program Standards, and develop a detailed training plan for apprentices.
- **Registration:** State Apprenticeship Consultants will guide you through the registration and records management processes.

## Option 2: Join an Existing Framework

**Role: Employer-Partner under the Kentucky Governor's Office of Early Childhood**

### Benefits:

- **Ease of Entry:** Leverage the support of an established Intermediary to assist with records management.
- **Streamlined Process:** Utilize established and vetted Work Process Plans for quick and effective integration into Registered Apprenticeship.
- **Incentivize Progress:** Currently, participants are eligible to receive Wage Increases and Milestone Achievement awards.

# Apprenticeship Portfolio Components

**Kentucky Governor's Office of Early Childhood**  
*Intermediary and Employer-Sponsor*

Supported registered apprenticeship occupations

Early Childhood Administrator/Director

Early Childhood Educator

Child Care Development Specialist

**Employer-Partner**

Supported registered apprenticeship participants

**Mentor**

**Apprentice**

**WIMA**

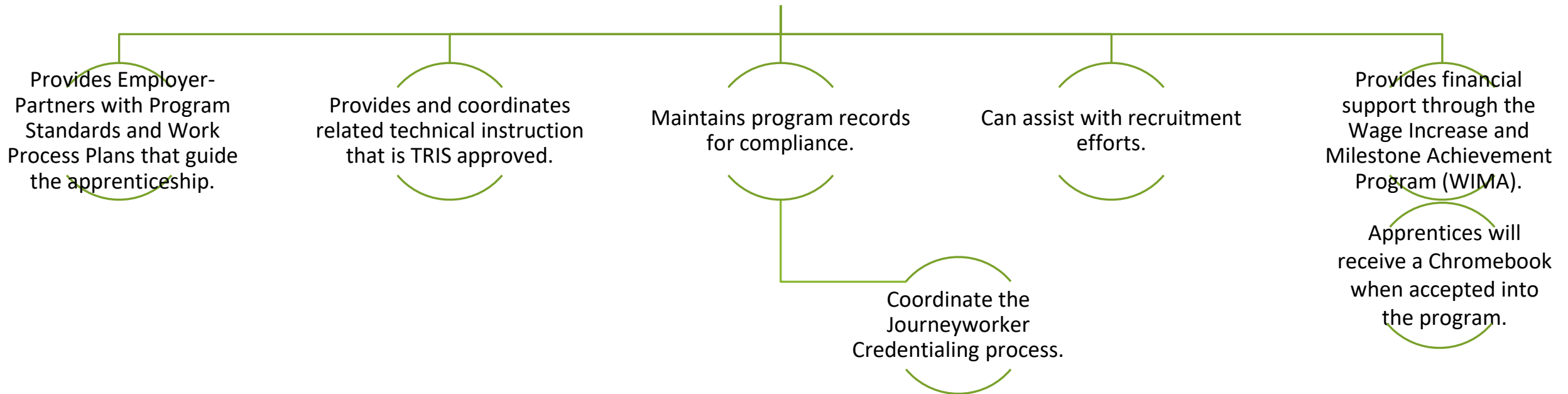
All participants are eligible to receive incentives through the WIMA Program



# Intermediary

## Kentucky Governor's Office of Early Childhood

### Benefits of joining the Kentucky Governor's Office of Early Childhood:



# Employer-Partner

## Type I Licensed Childcare Facility, Head Start, Public Pre-K, Blended Programs

Adhere to prescribed Program Standards and Work Process Plans.

Select program participants (Mentors and Apprentices) based on eligibility requirements.

Complete and submit registration and agreement forms for the Kentucky Governor's Office of Early Childhood.

Provide on-the-job training, assigning skilled mentors to guide apprentices in their learning journey.

Prioritize a safe and compliant work environment, delivering proper safety training, adhering to regulations, and implementing safety protocols.

Collaborate with educational partners, supporting classroom instruction by facilitating access to resources and reinforcing theoretical knowledge through relevant work experiences.



# Mentor

**Meet the definition of a Journeyworker, CDA or higher, minimum 3 years' experience in a early childhood education and care setting**

Guide apprentices in following the Work Process Plan, ensuring accurate tracking of progress.

Provide on-the-job training, demonstrating techniques, supervising work, and offering constructive feedback for skill refinement.

Help apprentices overcome challenges, providing solutions and support to foster problem-solving skills and resilience.



# Mentor Participation

## Mentor Skill Level

- Mentors must meet the definition of a journey worker, which is someone who has completed a Registered Apprenticeship Program OR who has extensive on-the-job training and work experience in their occupation as determined by their Employer.
- Mentors may only mentor apprentices who are at a lower level of experience and expertise than they are as determined by the Employer-Partner.

## Mentor to Apprentice Ratio

- Employer-Partners are required to maintain a 1:1 mentor-to-apprentice ratio during the mentor's initial 2,000 hours of mentorship.
- Following the mentor's completion of 2,000 hours with their first apprentice, the program permits a mentor-to-apprentice ratio of up to 4:1.

## Dual Roles

- Participants can serve as both mentors and apprentices simultaneously. Mentor-apprentices are limited to offering guidance to participants in different occupations.

Early Childhood Administrator/Directors may ONLY mentor	Early Childhood Educators may ONLY mentor	Child Care Development Specialists <u>may NOT mentor an apprentice</u>
Early Childhood Educators	Child Care Development Specialists	
Child Care Development Specialists		

# Apprentice

**Must be at least 16 years of age**

Actively engage in the learning process, following the Work Process Plan, and participating in related technical instruction to enhance skills.

Collaborate with mentors to track progress.

Apply gained knowledge to industry practices, incorporating mentor-provided insights into daily tasks, techniques, and relevant trends.



# Approved Occupations for ECE

The Governor's Office of Early Childhood Apprenticeship Portfolio supports three (3) registered apprenticeship occupations.

**Occupations are related to specific job titles and duties in the Early Childhood Education industry.**

**Each occupation has its own specific Program Standards and Work Process Plan that outline:**

- On-the-job training tasks and duties
- Related technical instruction requirements that complements on-the-job training
- Lengths of training, program requirements, and apprenticeship regulations

**Each occupation has four levels, measured by hours completed.**

- Occupations typically take 1-2 years to complete, depending upon apprentice pace

# Approved Occupations for ECE

Occupation	Professional Goals	What You Learn	What You Earn*
<p><b>Early Childhood Administrator/ Director</b> Time-based <b>4,000 On-the-Job Training Hours</b></p> <p><b>288 Related Technical Instruction Hours</b></p>	<p>Early Childhood Program Administrator, Child care Center Director, Preschool Director, Early Learning Center Manager, Child care Program Coordinator, Head Start Program Director, Nursery School Director</p>	<ul style="list-style-type: none"> <li>• Leadership and management skills</li> <li>• Program development and evaluation</li> <li>• Budgeting and financial management</li> <li>• Knowledge of early childhood education regulations and licensing requirements</li> <li>• Communication and interpersonal skills for working with staff, parents, and community members</li> <li>• Problem-solving and decision-making abilities</li> <li>• Organizational and administrative skills</li> <li>• Staff supervision and professional development</li> </ul>	<p><b>Industry-Recognized Journey Worker Credential</b></p> <p><b>What you can earn*:</b></p> <ul style="list-style-type: none"> <li>• Director’s Credential</li> </ul>
<p><b>Early Childhood Educator</b> Time-based <b>2,000 On-the-Job Training Hours</b></p> <p><b>144 Related Technical Instruction Hours</b></p>	<p>Preschool Teacher, Child Care Teacher, Early Childhood Educator, Kindergarten Teacher, Head Start Teacher, Pre-Kindergarten Teacher, Toddler Teacher, Nursery School Teacher</p>	<ul style="list-style-type: none"> <li>• Knowledge of child development theories and practices</li> <li>• Curriculum planning and implementation</li> <li>• Classroom management techniques</li> <li>• Effective communication with young children and their families</li> <li>• Assessment and observation skills</li> <li>• Creativity and the ability to engage children in learning activities</li> <li>• Patience and empathy</li> <li>• Adaptability and flexibility in responding to the needs of children</li> </ul>	<p><b>Industry-Recognized Journey Worker Credential</b></p> <p><b>What you can earn*:</b></p> <ul style="list-style-type: none"> <li>• Child Development Associate (CDA) credential</li> </ul> <p><i>*must complete at least 3 college courses towards Associate in Interdisciplinary Early Childhood Education</i></p>
<p><b>Child Care Development Specialist</b> Time-based <b>4,000 On-the-Job Training Hours</b></p> <p><b>288 Related Technical Instruction Hours</b></p>	<p>Child Care Provider, Child Care Worker, Family Child Care Provider, Child Care Aide, Preschool Assistant, Child Caregiver, Child Development Specialist, Child Care Teacher Assistant</p>	<ul style="list-style-type: none"> <li>• Understanding of child development and age-appropriate care</li> <li>• Health and safety regulations and practices</li> <li>• Curriculum planning and implementation</li> <li>• Building positive relationships with children and families</li> <li>• Effective communication and collaboration skills</li> <li>• Ability to create a nurturing and stimulating environment</li> <li>• Observation and assessment skills</li> <li>• Cultural competence and inclusivity in working with diverse families</li> </ul>	<p><b>Industry-Recognized Journey Worker Credential</b></p> <p><b>What you can earn*:</b></p> <ul style="list-style-type: none"> <li>• Child Development Associate (CDA) Credential</li> <li>• Commonwealth Child Care Credential (CCCC)</li> </ul>

# Youth Apprenticeship Option

- TRACK, Tech Ready Apprentices for Careers in Kentucky, allows students to participate in Registered Apprenticeships in high school.
- TRACK is a Work-Based Learning option that allows students to attend school part-time, and then co-op at an employer to receive on-the-job-training.
- Students participate in the Early Childhood Education College and Career Pathway in high school by taking classes offered by the Family and Consumer Sciences Department
  - Classes count toward their related technical instruction for the apprenticeship.
  - Students continue their on-the-job training after they graduate to fulfill the on-the-job training requirements
  - Child Care Development Specialist is the current approved occupation for Youth Apprentices participating in the Early Childhood Education pathways

**For more information, contact**  
**Mary Taylor**  
**Office of Career and Technical Education**  
[mary.taylor@education.ky.gov](mailto:mary.taylor@education.ky.gov)



[TRACK RESOURCES](#)



# The Work Process Plan and Activity Tracking Sheet

## Work Process Plan

- A Work Process Plan (WPP) is a document that outlines the specific tasks and skills required for an apprentice to successfully complete a registered apprenticeship program.
- It is a detailed breakdown of the on-the-job training (OJT) and related technical instruction (RTI) components of the apprenticeship. It specifies the sequence of work processes and related technical instruction that the apprentice must complete throughout their training period.
- Apprentices, with the help of their Mentor, will track their progress and completed hours on an Activity Tracking Sheet provided by the Kentucky Governor’s Office of Early Childhood.

Detailed Work Process Plan	Required On-the-Job Training Hours	Required Related Technical Instruction Hours
<b>Program Expectations, Work Plan, Details, Supports and Resources</b>	<b>10</b>	<b>5</b>
○ <b>Reference Material</b> ---Kentucky Early Childhood Standards: Introduction to the Early Childhood Standards and Family		
<ul style="list-style-type: none"> <li>• Program expectation of Workplace Ethics and Personal Accountability</li> <li>• Discuss and Develop Professional Development Plan for Apprentice</li> </ul>		
<b>Set up classroom materials or equipment</b>	<b>80</b>	<b>5</b>
○ <b>Reference Material</b> --ALL STAR Quality Rating System —Space and Furnishings, Safety Practices		
<ul style="list-style-type: none"> <li>• Arrange childcare or educational settings to ensure the physical safety of children:</li> <li>• Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play.</li> <li>• Arrange indoor and outdoor space to facilitate creative play and motor-skill activities.</li> <li>• Assess comfort and accessibility for children</li> <li>• Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.</li> </ul>		

# Eligibility Requirements

Employer-Partner	Mentor	Apprentice
<ul style="list-style-type: none"> <li>• Public Preschool, Head Start, or Licensed Type 1 Childcare in the state of Kentucky.</li> <li>• No outstanding issues with the Department of Workplace Standards.</li> <li>• Valid license for Childcare Providers.</li> <li>• At least ONE CURRENT EMPLOYEE <u>OR</u> a job opening for an apprenticeship or willing to create one.</li> <li>• Experienced mentor required.               <ul style="list-style-type: none"> <li>• <i>See Mentor Eligibility</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provide on-site mentorship.</li> <li>• Meet the definition of a Journeyworker: someone who has completed a recognized apprenticeship program <u>OR who has extensive on-the-job training and work experience in their occupation.</u></li> <li>• Hold a valid Child Development Associate (CDA) or higher degree, with 3+ years of licensed Early Childhood Education experience.</li> <li>• Possess a higher skill level than the apprentice they mentor.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum age: 16               <ul style="list-style-type: none"> <li>• <i>Must be 21 at time of completion if participating in the Director Occupation.</i></li> </ul> </li> <li>• Employed by a participating Employer-Partner in covered occupations.</li> <li>• <i>If participating in the Early Childhood Administrator/Director occupation, must have a CDA.</i></li> <li>• Demonstrated need for apprenticeship program.               <ul style="list-style-type: none"> <li>• <i>“Demonstrated need” is at the discretion of the Employer-Partner.</i></li> </ul> </li> </ul>

# Wage Increase and Milestone Achievements (WIMA)

**The Wage Increase and Milestone Achievement Program (WIMA) complements the Registered Apprenticeship Program.**

## **Currently the WIMA Program offers the following:**

- Assistance with increasing apprentice wages
- Assistance with sustaining apprentice wages
- Milestone Achievement Incentive opportunities for apprentices, mentors, and employers

## **WIMA Duration**

- WIMA starts from Day 1 of the Registered Apprenticeship
- WIMA support cannot exceed 36 months total
- After an apprentice completes their apprenticeship, Employers can continue receiving wage increase support until 36 months have passed.
- WIMA is optional

## **Level**

- "Level" refers to a specific milestone or stage of progress that an apprentice reaches based on the number of hours completed in their training.
- After an apprentice completes a level, they will progress to the next.
- There are four (4) total levels in each Registered Apprenticeship Occupation
- When an apprentice completes a Level, all participants are eligible to invoice
- When an apprentice completes all four (4) Levels, the Employer can continue to receive wage increase support until 36 months has passed

# Wage Increase & Milestone Achievement (WIMA) Schedule

## Early Childhood Administrator/Director Child Care Development Specialist

Level	Hours Completed	Apprentice Wage Increase (as shown on paycheck)	GOEC Reimbursement Rate given to Employer-Partner (covers current wage increase and sustains the previous increase)	Apprentice Milestone Achievement Bonus	Mentor Milestone Achievement Bonus	Employer-Partner Milestone Achievement Bonus
Level 1:	1,000 hours	\$.50/hour wage increase=\$500	\$.50/hour wage increase=\$500	\$250	\$700	\$500
Level 2:	2,000 hours	\$.50/hour wage increase=\$500	\$1.00/hour wage increase=\$1,000	\$100	\$700	\$500
Level 3:	3,000 hours	\$.50/hour wage increase=\$500	\$1.50/ hour wage increase=\$1,500	\$100	\$700	\$500
Level 4: Journey Worker	4,000 hours	\$.50/hour wage increase=\$500	\$2.00/hour wage increase=\$2,000	\$500	\$1,100	\$1,000

# Wage Increase & Milestone Achievement (WIMA) Schedule

## Early Childhood Educator

Level	Hours Completed	Apprentice Wage Increase (as shown on paycheck)	GOEC Reimbursement Rate given to Employer-Partner (covers current wage increase and sustains the previous increase)	Apprentice Milestone Achievement Bonus	Mentor Milestone Achievement Bonus	Employer-Partner Milestone Achievement Bonus
Level 1:	500 hours	\$.50/hour wage increase=\$250	\$.50/hour wage increase=\$250	\$250	\$400	\$250
Level 2:	1,000 hours	\$.50/hour wage increase=\$250	\$1.00/hour wage increase=\$500	\$100	\$400	\$250
Level 3:	1,500 hours	\$.50/hour wage increase=\$250	\$1.50/ hour wage increase=\$750	\$100	\$400	\$250
Level 4: Journey Worker	2,000 hours	\$.50/hour wage increase=\$250	\$2.00/hour wage increase=\$1,000	\$500	\$800	\$500

# Next Steps

## Join Cohort 4!

### Step 1: Complete Application

- Complete the Application
- Employer-Partner's must have at least one apprentice and one mentor to complete the application

### Step 2: Conditional Acceptance

- Once your application is accepted, it will be reviewed.
- If eligibility requirements are met, you will receive an email stating your conditional acceptance into the Cohort.

### Step 3: Google Classroom Link

- Participants will receive a Google Classroom Link that will contain instructions and official Department of Labor paperwork to officially register participants.
- Complete all required paperwork in the Classroom.

### Step 4: Start Registered Apprenticeship

- Submitted paperwork will be reviewed and participants will be officially accepted into the Cohort.
- **Participants will receive Work Process Plans, Activity Tracking Sheets, and invoicing instructions.**
- **Apprentices will receive their Chromebook and additional information regarding Related Technical Instruction.**

Tentative start for Cohort 5 is

**January 2025!**

**Cohort 5 Application**





Thank you!

**After this webinar, you will receive an email with:**

- Application Link
- Recording Link and Power Point (PDF format)
- Occupational Information Chart
- WIMA Schedule Chart

**Please send additional questions:**

**[kyecac.workforce@ky.gov](mailto:kyecac.workforce@ky.gov)**