

TEAM 
KENTUCKY®

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

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.



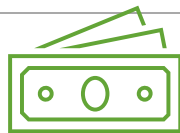
Related Technical Instruction

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.

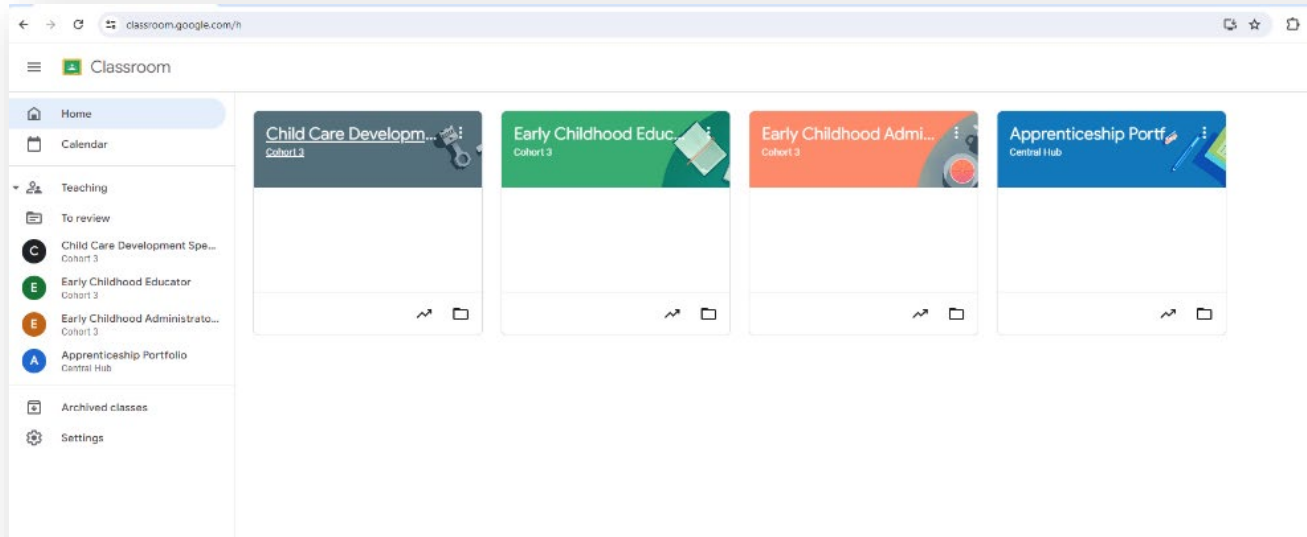
Agenda

3 Questions

1. **Google Classroom?**
2. **Invoicing/WIMA**
3. **Related Technical Instruction**

Questions about Google Classroom?

Google Classroom



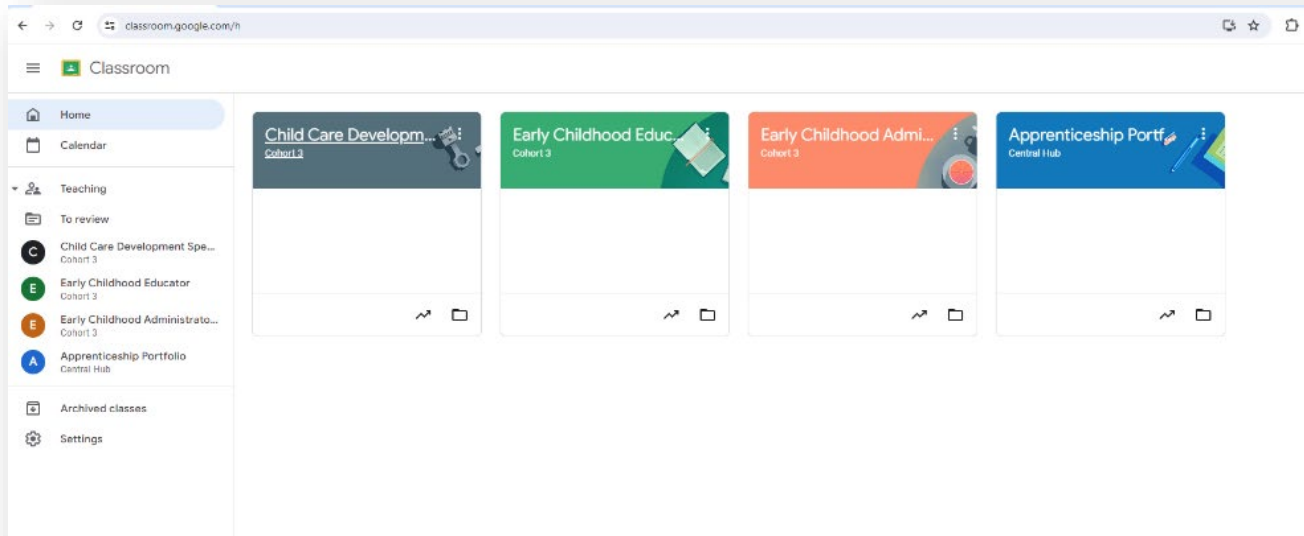
Each Registered Apprenticeship Occupation will have its own Google Classroom containing:

1. Detailed Work Process Plan for Occupation
2. Activity Tracking Sheet for Occupation
 - Each Apprentice will have their own “Live” copy of the Activity Tracking Sheet that will auto save any progress
3. WIMA Invoicing Forms for each participant
4. Other Registered Apprenticeship Forms
5. Related Technical Instruction Topic
6. Occupation Specific Resources Topic (*coming soon*)
7. WIMA Wage Sustain Topic and Assignments (*coming soon*)

The Central Hub Classroom is available for reference to all participants!

Program Execution

Select Your Classroom:



- Click on the Google Classroom for your apprenticeship occupation or the occupation you're mentoring.
- Employer-Partners can access all Classrooms.
- No need to join other occupation-specific classrooms unless you're mentoring or an Employer-Partner.

Important Features to Understand

**Calendar, announcements,
assignments, stream, updating
information**

Questions about Invoicing/WIMA?

Wage Increase and Milestone Achievements (WIMA)

What is WIMA?

- The Wage Increase and Milestone Achievement Program (WIMA) complements the Kentucky Governor's Office of Early Childhood Apprenticeship opportunities.
- WIMA is one part of the Apprenticeship Portfolio.
 - WIMA provides:
 - **W**age Increase Support for Apprentices.
 - **M**ilestone **A**chievements for all participants; Employer-Partner, Mentor, and Apprentice.
- WIMA participation is optional.
 - If choose not to participate in WIMA, a completed Activity Tracking Sheet and Request for Graduation Form must be submitted for the apprentice to receive their Journeyworker Credential.
- Remember, Registered Apprenticeship regulation requires **at least one wage increase** between the start and finish of an apprenticeship.
 - WIMA provides Employer-Partners with Wage Increases to support this requirement.

Wage Increase and Milestone Achievements (WIMA)

WIMA Recordkeeping and Requirements

- Unlike Registered Apprenticeship Programs that are governed by federal and state regulations, the WIMA program is funded by a Preschool Development Grant (PDG), and therefore, there are no specific recordkeeping requirements.

Funds that Employer-Partner's receive for Wage Increases must be reflected on the Apprentice's paycheck.

- Employer-Partners may not give Wage Increase funds as a lump sum payment to the Apprentice, *it must be reflected on the paycheck.*

Wage Increase and Milestone Achievements (WIMA)

Currently the WIMA Program offers the following

- Assistance with increasing apprentice wages
- Assistance with sustaining apprentice wages
- Milestone Achievement Incentives for apprentices, mentors, and employers
- Wage Increase Support is available for 36 months total.

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.
- When an apprentice completes a Level, all participants are eligible to invoice
 - Employer-Partners can invoice for Wage Increase AND Milestone Achievement.
 - Mentors and Apprentices can invoice for Milestone Achievements.
- After an apprentice completes all four (4) Levels, the Employer can continue to receive wage increase support until 36 months has passed.

Early Care Administrator/Director AND Child Care Development Specialist

<i>Level</i>	<i>Hours Completed</i>
Level 1:	1,000 hours
Level 2:	2,000 hours
Level 3:	3,000 hours
Level 4:	4,000 hours

Early Childhood Educator

<i>Level</i>	<i>Hours Completed</i>
Level 1:	500 hours
Level 2:	1,000 hours
Level 3:	1,500 hours
Level 4:	2,000 hours

Wage Increase and 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 and 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

Activity Tracking Sheet

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.

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

- 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.

Activity Tracking Sheet

- An Activity Tracking Sheet is a document used to monitor and record the progress and activities of apprentices. It serves as a tool to track the on-the-job training hours, tasks completed, and skills gained by the apprentice during their training.
- While the Work Process Plan offers a thorough breakdown of the various components and intricacies of each occupation, the Activity Tracking Sheet streamlines the process by focusing primarily on the main components.

Task/Competency Category	TRACK Total Hours Apprentice Completed in Main Component/Competency		Hours REMAINING in each Subcomponent/Competency			
	TOTAL HOURS Required OJT	HOURS COMPLETED OJT (Enter hours in this column)	HOURS REMAINING OJT	TOTAL HOURS Required RTI	HOURS COMPLETED RTI (Enter hours in this column)	HOURS REMAINING RTI
ORIENTATION AND PROFESSIONAL DEVELOPMENT PLANNING	80	80	0	14	0	14
QUALITY RATING SYSTEM/PROGRAM INTEGRITY	400	400	0	20	0	20
GOVERNMENT COMPLIANCE WITH SUBSIDIZED PROGRAMS, GRANTS, ETC.	320	320	0	20	0	20
PROGRAM MANAGEMENT: STAFF EMPLOYER POLICIES AND PROCEDURES	400	200	200	20	0	20
PROGRAM MANAGEMENT: FAMILIES EMPLOYER POLICIES AND PROCEDURES	400	0	400	18	0	18
CLASSROOM SUPERVISION AND SUPPORT	400	0	400	30	0	30
BUSINESS ADMINISTRATION AND FINANCIAL RECORDS	800	0	800	60	0	60
PAYROLL REPORTS AND RECORDS	800	0	800	56	0	56

Main Components/Competencies ONLY

Total Hours Required in EACH Subcomponent/Competency

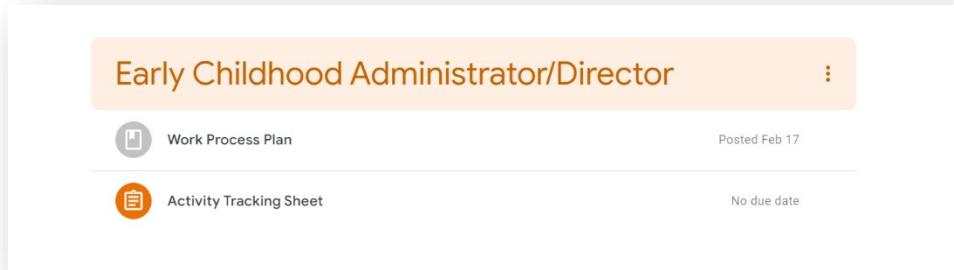
TRACK Total Hours Apprentice Completed in Main Component/Competency

Hours REMAINING in each Subcomponent/Competency

Activity Tracking Sheet

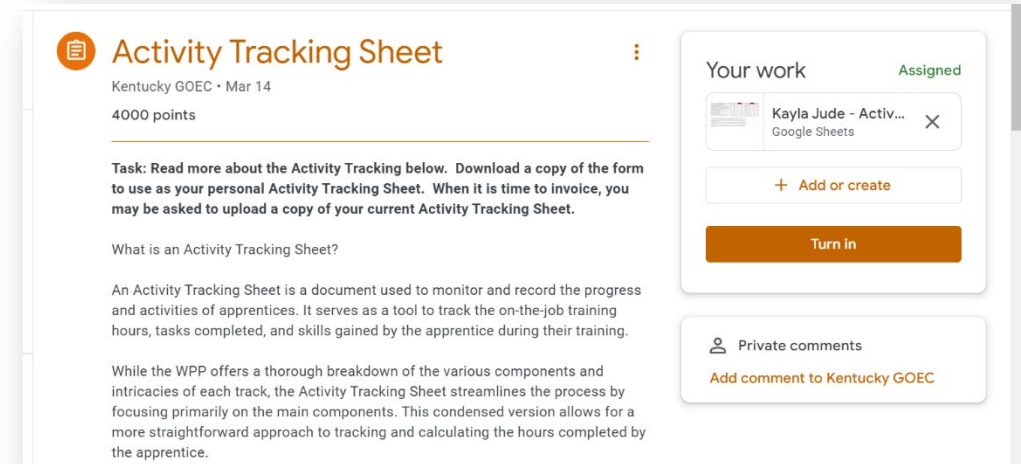
Activity Tracking Sheet Assignment:

- **Apprentices** select the Activity Tracking Sheet from their Google Classroom. The Activity Tracking Sheet must be completed on the Apprentice's Google Classroom



- In the assignment, select the Google Sheet under "Your Work" to access the personal copy of the Apprentice's Activity Tracking Sheet.

- The Activity Tracking Sheet auto-saves progress. Revisit the assignment and click on the Tracking Sheet to update hours.



Activity Tracking Sheet

How it Works

- Once an apprentice completes a Level the TOTAL HOURS WORKED box on the Activity Tracking Sheet will change color indicating it is time to invoice for WIMA.

	A	B	C	D	E	F	G	H
	Task/Competency Category	TOTAL HOURS Required OJT	COMPLETED OJT (Enter hours in this column)	HOURS REMAINING OJT	TOTAL HOURS Required RTI	COMPLETED RTI (Enter hours in this column)	HOURS REMAINING RTI	
5	ORIENTATION AND PROFESSIONAL DEVELOPMENT PLANNING	80	80	0	14	0	14	
6	QUALITY RATING SYSTEM/PROGRAM INTEGRITY	400	400	0	20	0	20	
7	GOVERNMENT COMPLIANCE WITH SUBSIDIZED PROGRAMS, GRANTS, ETC.	320	320	0	20	0	20	
8	PROGRAM MANAGEMENT: STAFF EMPLOYER POLICIES AND PROCEDURES	400	200	200	20	0	20	
9	PROGRAM MANAGEMENT: FAMILIES EMPLOYER POLICIES AND PROCEDURES	400	0	400	18	0	18	
10	CLASSROOM SUPERVISION AND SUPPORT	400	0	400	30	0	30	
11	BUSINESS ADMINISTRATION AND FINANCIAL RECORDS	800	0	800	60	0	60	
12	PAYROLL REPORTS AND RECORDS	800	0	800	56	0	56	
13	EMPLOYEE ENGAGEMENT STRATEGIES	240	0	240	18	0	18	
14	FAMILY ENGAGEMENT STRATEGIES	80	0	80	18	0	18	
15	COMMUNITY PARTNERSHIPS AND NETWORKING STRATEGIES	80	0	80	14	0	14	
16		4000	3200					

Total Hours BOX changed colors, indicating the apprentice has completed a level and it is time to invoice

- Participants will need to digitally sign and date the bottom of the Activity Tracking Sheet.
- Participants DO NOT select “Turn In” until ALL hours have been completed.

Program Execution

Start Tracking Hours:

- 1. Begin tracking Apprentice hours.
- 2. Refer to the Activity Tracking Sheet Assignment for tips and tricks on successful tracking.
- 3. Mentors collaborate on the Activity Tracking sheet with the Apprentice in the Apprentice's Classroom.

Verify Completed Levels:

- 4. When an apprentice completes a level, the TOTAL HOURS BOX changes color.
- 5. A signature and date is required on the Activity Tracking Sheet from the Employer-Partner, Apprentice, and Mentor when it is time to invoice.
- 6. YOU WILL NOT SUBMIT THE ACTIVITY TRACKING SHEET ASSISGNMENT!

I hereby acknowledge and confirm that the apprentice has completed the TOTAL on-the-job training hours reflected on this Activity Tracking Sheet. I understand that any intentional misrepresentation or submission of false statements in this invoice may have legal and financial consequences.			
Employer/Authorized Signatory			Date
Apprentice Signature			Date
Mentor Signature			Date

Program Execution

Continue Tracking and Invoicing:

6. Apprentices continue working on their Activity Tracking Sheet from the assignment. It auto-saves progress.
7. When it's time to invoice again, repeat steps 1-5.

Finalize Activity Tracking Sheet:

- **Do not select "turn in" on the Activity Tracking Sheet Assignment until your apprenticeship hours are complete.**
- Once "Turn In" is selected, you can no longer edit your Activity Tracking Sheet. It's finished once all hours are tracked and when ready for graduation.

Look Out for WIMA Wage Sustain Topic/Assignments:

- Future WIMA Wage Sustain Topic/Assignments will be posted in the Google Classroom.

WIMA

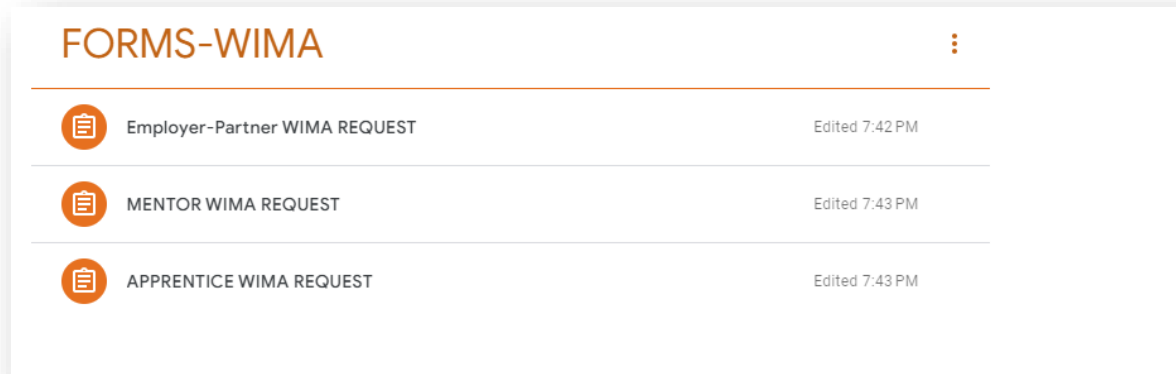
Forms

WIMA Invoicing

WIMA Invoice Form

Access WIMA Invoice Forms:

- In your Google Classroom, locate the WIMA Invoice Forms under the FORMS-WIMA Assignment.
- Each participant type (Apprentice, Mentor, Employer-Partner) and occupation has its own Invoicing Form.
- Access and fill out the correct WIMA invoicing form from your personal Google Classroom.



- Invoice Forms are processed by the Governor's Office of Early Childhood.

- Each participant will fill out and submit the invoice form.

EZ Vendor Number

Access WIMA Invoice Forms:

- All participants MUST have an EZ Vendor Number to receive WIMA funds
- It is the participants responsibility to ensure the correct EZ Vendor number is listed on WIMA Forms
- Incorrect EZ Vendors will result in delayed or missing payments.

EZ Vendor Number Assistance

(502) 564-5319

finance.crcgroup@ky.gov

elc.vendors@ky.gov

Questions about Related Technical Instruction?

Related Technical Instruction

What is Related Technical Instruction (RTI)?

Related Technical Instruction (RTI) is another vital component of registered apprenticeship programs.

Related Technical Instruction (RTI) supplements On-the-Job Training/Learning components outlined in the Work Process Plan (WPP). Apprentices should receive correlating and concurrent RTI to enhance their practical training.



Why Related Technical Instruction?

Purpose:

- Supplements On-the-Job Training
- Addresses theoretical and practical aspects of the field
- Ensures comprehensive skill development

RTI covers technical subjects relevant to the apprentice's occupation:

- Safety protocols
- Industry regulations
- Specialized techniques
- Equipment operation
- Related theoretical concepts



Delivery Methods

RTI can be delivered through various methods:

- Classroom instruction
 - Lecture, lab, practicum
- Occupational instruction
- Online courses
- Workshops
- Seminars
- Private instruction*
- Combination of these methods



Delivery Methods

Private Instruction*

Mentors or other on-site professionals may provide and supplement some Related Technical Instruction if:

1. Meet the state Department of Education's requirements for a vocational-technical instructor in the state of registration, **or be a subject matter expert**, which is an individual, such as a journeyworker, who is recognized within a business or industry as having expertise in a specific occupation; **and**
2. Demonstrate mastery in teaching techniques and adult learning styles prior to providing the related technical instruction ***[Employer-Partner discretion]***.

Requirements and Compliance Standards

RTI

- Apprentices must complete a minimum of 144 hours per calendar year.
- There is no maximum limit on RTI hours.
- RTI progress should be recorded on the Apprentice's Activity Tracking Sheet.



Calculating Related Technical Instruction

Type of Related Technical Instruction	One (1) Credit Hour Equates To:	Contact Hour/Clock Hour/ Credit Ratio:
Lecture	Fifteen (15) Class Hours	Ratios: 15:1 (1 credit hour)
Laboratory	Thirty (30) to forty-five (45) class hours	Ratios: 30:1 to 45:1
Clinical Practice	Forty-Five (45) to sixty (60) class hours	Ratios: 45:1 to 60:1
Cooperative Work Experience	Sixty (60) to ninety (90) class hours	Ratios: 60:1 to 90:1
Practicum	Sixty (60) to ninety (90) class hours	Ratios: 60:1 to 90:1
Private Instruction	Seven and one half (7.5) to fifteen (15) class hours	Ratios: 7.5:1 to 15:1

Recording RTI

- All RTI must be captured on both the Activity Tracking Sheet.
- The Governor's Office of Early Childhood will coordinate and offer trainings to fulfill some RTI obligations.
 - The Governor's Office will ensure these trainings are recorded on the Apprentice TRIS record.
- Apprentices are responsible for ensuring all RTI obligations are satisfied.
 - Apprentices must ensure outside RTI is captured in TRIS to receive training credit.



Occupational RTI Requirements

Registered Apprentice Occupation	RTI Hour Requirements	Specific Related Technical Instruction Obligations
Early Childhood Administrator/Director	288 Hours	Fulfill and satisfy Director's Credential requirements
Early Childhood Educator	144 Hours	Take at least three (3) college credit courses towards an Associates in Interdisciplinary Early Childhood Education (IECE)
Child Care Development Specialist	288 Hours	Fulfill and satisfy Commonwealth Child Care Credential (CCCC) and Child Development Associate (CDA) Associate

Approved Training Agencies

Division of Child Care Cabinet Approved Training Agencies (offering Non-College Scholarships for the CCCC/CDA)					
Agency Name	Agency Address	City, State, Zip	Contact	Phone	E-mail
Appalachian Early Childhood Network	151 Miss Edna Lane	Hazard, KY 41701	Karen "KT" Thompson	606-269-9436	kt@appchildnetwork.org
Child Care Council of Kentucky	2501 Sanderville Road Ste. 120	Lexington, KY 40511	Debbie Link	859-254-9176	debbie.link@cccoky.org
Child Care Training Center	295 Basham Lane	Cecelia, KY 42724	Vicki Basham	270-763-2915	vickirb295@gmail.com
4C – Community Coordinated Child Care	1215 South Third Street	Louisville, KY 40203	Jennifer Pruitt	502-618-5668	jennifer-pruitt@4Cforkids.com
ECCTC	132 Welchwood Drive	Berea, KY 40403	Tina Abner	859-582-9032	tina@ecctc.org
EC LEARN	22 Spiral Drive	Florence, KY 41051	Sandra Woodall	330-417-3580	swoodall@eclearn.org
Henderson Community College	2660 South Green Street	Henderson, KY 42420	Bridget Murray	270-831-9675	bridget.murray@kctcs.edu
Talk Child Care Connections	5057 Poplar Level Rd Ste 8	Louisville, KY 40219	Asia Rivers	502-909-7462	info@talkchildcareconnections.com
Western Kentucky Community & Technical College	4810 Alben Barkley Drive ATB Room 209B	Paducah, KY 42001	Greta Henry	270-534-3087	greta.henry@kctcs.edu
Western Kentucky University	1906 College Heights Blvd #11031	Bowling Green, KY 42101	Sherri Meyer	270-745-7087	sherri.meyer@wku.edu

Updated as of 1.3.2023

Scholarship Opportunities

- Students can receive up to \$6,305 per semester to cover tuition and eligible fees.
- To qualify, students must: Be pursuing an approved credential or degree in early childhood education; and
- Be working at least 20 hours per week at a participating facility or as an associate teacher in a state-funded preschool program.



Scholarship Opportunities



Approved programs of study:

- Child development associate credential;
- Associate's degree in early childhood education;
- Bachelor's or master's degree in interdisciplinary early childhood education; and
- Kentucky early childhood development director's certificate.

Thank you!

The text "Thank you!" is written in a blue, cursive font. It is surrounded by several green stars of varying sizes and a large, blue, brush-stroke-like flourish underneath. The background is white.

**Questions and Answers will be
posted in the Google
Classroom for your review**

**Please send additional questions:
kyecac.workforce@ky.gov**