

MENTORING REQUEST

APPRENTICESHIP APPLICATION PROCESS



A provider is eligible for mentor/coaching for Apprenticeship (2 years/4000 hours of on-the-job training) when he or she:

- ☆ Is **registered in the Professional Development System (PDS)** and is eligible for incentives.
- ☆ Works directly with children in a child care program for 25 hours per week.
- ☆ Is enrolled in a college degree-seeking program (CDA, AA, Bachelor's) at an Idaho college or university.
 - An exception can be made for mono-lingual Spanish speaking providers to attend Treasure Valley Community College.
- ☆ The center/home facility at which the provider works is registered with the U.S. Dept. of Labor – Dept. of Apprenticeship – as a registered apprenticeship site. (If it is not, it is an easy process to become registered. (See below.)
- ☆ Is willing to meet with a mentor/coach (someone who ideally has a bachelors degree in Early Childhood Education or one that is at least one degree higher than the degree that the apprentice is seeking) for one hour a week – for the purpose of integrating classroom learning into the child care setting – for the entire two years.
- ☆ Completes an IdahoSTARS **Academic Scholarship Application Form**, requests a Mentor/Coach for an Individual Project, and sends it to the Scholarship Office in Boise.

The process to become a registered apprenticeship site is as follows:

1. If the center where the provider works is NOT registered with the U.S. Dept. of Labor – Dept. of Apprenticeship:
 - Talk with the Director of the program – telling them about the HUGE benefits of having their site registered
 - If they would like to talk with the Mentor Director to learn more – please have them call her in the Boise office and/or give her their contact information and she will contact them.
 - Ask the Center Director to call the U.S. Department of Labor Apprenticeship representative for Early Childhood Apprenticeship. Office of Apprenticeship 1150 N. Curtis Rd./ 204 Boise, Idaho 83706 Phone: 208.321.2976 (This is true for both center and home child care facilities. ALL must be registered as official Apprenticeship sites!)
 - The representative will discuss the program with them, ask them some questions and draw up a document – The Standards of Apprenticeship – for their site. The representative will then mail a copy to them for the Director's approval and signature.
 - After the Standards of Apprenticeship are signed, the representative will register the program online.

- Then the Director will talk with the representative about completing an Apprenticeship Agreement Form – which can be done on the phone or on-line – in order to register the specific provider who wants to become an apprentice. (In the case of a home provider – s/he will be registering her/himself as the apprentice.) Sometimes Directors want multiple providers to become apprentices – when this is the case, they each complete an individual Apprenticeship Agreement Form.
 - Once they are registered, the representative will contact the Mentor office and send a copy of The Standards of Apprenticeship for the site as well as a copy of the Apprenticeship Agreement Form, for each Apprentice at the site, to the Mentor office in Boise.
 - Once the Mentor Director knows that the Dept. of Labor paperwork is complete, an agreement can be completed between the mentor/coach, the apprentice, the center director and the Mentor director.
 - The signed agreement will be sent to all parties.
 - When the signed agreement is returned to the Mentor office in Boise, the Apprenticeship can begin!
2. IF THE SITE IS CURRENTLY REGISTERED WITH THE Dept. of Labor, follow the same procedure – eliminating the part about registering the site and drawing up The Standards of Apprenticeship.

*Note: The Director can opt to give an apprentice credit for previous work experience of up to half of the required hours for apprenticeship. i.e. – if the apprenticeship is normally 4000 hours of on-the-job-training, the site director can give the apprentice up to 2000 hours of credit for previous work experience – thus shortening the time of the apprenticeship by half. The U.S. Department of Labor representative and/or the Mentor director will explain this option in more detail if the site director would like to learn more.

**Because the Apprenticeship Program is extremely compatible with IdahoSTARS Academic scholarship – the IdahoSTARS scholarship counselors will notify the Regional CCR&R Consultants when a new scholar is registered. This is an excellent opportunity for the Regional Consultant to contact the new scholar to invite him/her to join the Apprenticeship program – thus greatly enhancing the application of the knowledge gained in their college experience to their child care setting.