

Common administrative practices and treatment of costs, as well as other policies as related to Apprenticeship programs

With the signing of the 2013-14 Budget Act by Governor Brown, the Related and Supplemental Instruction (RSI) funds administered by the California Department of Education (CDE) were shifted to the California Community College Chancellors Office (CCCCO) in order to streamline the RSI allocation, distribution and oversight process. Changes to the Ed Code language were finalized and included a new provision, 8155 (b) and 79149 (b) that stated:

(b) By March 14, 2014, the Chancellor of the California Community Colleges and the Division of Apprenticeship Standards of the Department of Industrial Relations, with equal participation by local educational agencies and community college apprenticeship administrators, shall develop common administrative practices and treatment of costs and services, as well as other policies related to apprenticeship programs. Any policies developed pursuant to this subdivision shall become operative upon approval by the California Apprenticeship Council.

Definitions:

- LEA – Local Education Agency, including: community colleges, school districts, Regional Occupational Programs (ROPs) or adult schools
- CCCCCO – California Community College Chancellors Office
- CDE – California Department of Education
- CTE – Career Technical Education
- RSI – Related and Supplemental Instruction
- DAS – Division of Apprenticeship Standards
- Program Sponsor or Program – as defined by DAS, the apprenticeship program sponsor
- LMI – Labor Market Information
- Part A of Chapter 1308, Statutes of 1971 – (1308/71 A) – RSI funds to College LEAs
- Part B of Chapter 1308, Statutes of 1971 – (1308/71 B) – RSI funds to CDE LEAs

Recommendations:

To ensure proper oversight of funding for Related and Supplemental Instruction and to increase Apprenticeship participation as a career option:

LEAs should:

- Attend committee meetings minimum once per year per program sponsor
- Attend CAC meetings at a minimum of once per year
- Invite Programs to participate on CTE advisory committees and attend board meetings
- Review curriculum as needed and consistently communicate curriculum approval timelines
- Ensure that all RSI hours are accurately collected from program sponsors and reported to the CCCCCO on regular apportionment timelines, including confirmation of apprentice status
- Complete other reporting documents on time as requested by CCCCCO
- Provide other educational support and training to the program sponsor as needed

Program Sponsors should:

- Report attendance to their LEA on a regular (monthly preferred) basis, to meet Controllers Office P1, P2, P3 deadlines.
- Ensure that sign in sheets and/or electronic attendance procedures are in place and auditable
- Invite LEAs to attend Committee meetings, graduations and other events as an educational partner

- Provide access to professional development opportunities for instructors to improve their classroom instruction

LEA and Program Sponsors, working together, should:

- Ensure that a consistent instructor evaluation process is in place and followed
- Ensure that a professional development process is in place and followed to improve instructor teaching skills
- Leverage resources to increase apprentice completion rate if needed
- Coordinate and communicate the curriculum review and approval process as needed
- Complete annual reporting documents as required by the CCCCO in a timely manner

The CCCCO should:

- Provide training, guidance and support to all LEAs and Programs as needed, especially as it relates to RSI attendance collection and reporting procedures
- Review and evaluate LEAs and Programs annually through an Annual Review Document and/or other means as necessary
- Conduct bi-annual meetings, (two North, two South), for all LEAs and Programs to ensure consistent monitoring of program sponsors and RSI funding statewide
- Provide training, guidance, evaluation and support to new CDE and Community College LEAs and Apprenticeship Program Sponsors as needed
- Provide Labor Market Information (LMI) data to all stakeholders to assist in identifying new and emerging apprenticeship opportunities statewide
- Support curriculum approval efforts by LEAs and Programs at the Chancellors Office
- Act as a central repository of “Best Practices” in all areas of Apprenticeship

The CCCCO and DAS should, in partnership:

- Create a process by which a program sponsor can, without undue disruption to classroom instruction, move to a different LEA
- Create recommendations by which increases in future RSI funding are allocated to established programs, regardless of LEA affiliation, based on quality of instruction, employer contributions, LMI data, completion rates and other criteria
- Create recommendations by which increases in future RSI funding are allocated to new programs, based on LMI data, employer contributions, expected completion rates and other criteria
- Promote Apprenticeship as a legitimate and rigorous post-secondary educational option and career pathway

The DAS should:

- Continue to promote new programs in non-traditional areas/crafts
- Support LEA attendance review processes when appropriate
- Provide technical assistance to LEAs who are looking to develop new apprenticeship and/or pre-apprenticeship programs
- Work with CCCCO to provide completion data for Apprentices to enable all LEAs to receive credit for Apprentices who graduate/complete/journey out

CCCCO and DAS Recommendations:

Create a process by which a program sponsor can, without undue disruption to classroom instruction, move to a different LEA

- (1) Program sponsors and LEAs should work diligently to maintain a good working relationship so that transfers are not constantly occurring
- (2) Program sponsors may be denied transfer of RSI funds (within or between Chapter 1308/71 Parts A or B) if CCCCCO feels that the transfer is not in the best interests of the overall system or if the LEA that they will be transferred to is not capable of monitoring the funds properly
- (3) Additionally, the DAS may also deny a change in LEAs, thereby negating transfer of funds
- (4) Program sponsors and LEAs should not expect funds to be transferred or made available without substantial advance notice being given to the CCCCCO, in writing
- (5) Most transfers, if approved, will take place on or around July 1 so as to coordinate with the fiscal cycle
- (6) If funds are requested to be moved from a college (1308/71 A) to a K12 CDE affiliated LEA (1308/71 B), notice must be given to the CCCCCO by September 1 so that a Budget Change Proposal (BCP) can be submitted and the Department of Finance can make the changes effective July 1 of the next fiscal year. (10 months later)
- (7) If funds are requested to be moved between colleges or between K12 CDE LEAs (within 1308/71 Part A or B), less time is required and written notice needs to be given to the CCCCCO by February 1, for July 1 transfer
- (8) If a Program sponsor wishes to move to another LEA but not transfer funds, the DAS will be responsible for the approval of a new LEA

Create recommendations by which increases in future RSI funding are allocated to established programs, regardless of LEA affiliation, based on quality of instruction, employer contributions, LMI data, completion rates and other criteria

Should additional funding become available that results in a return to pre 2008 funding levels for RSI, apprenticeship programs may receive an increase in RSI funding based on their current needs. If an apprenticeship program has shown an inability to properly account for the RSI funds that they have been receiving, LMI data indicates a decrease in jobs in that craft and/or has a low completion rate, increases may be denied after consultation between the DAS, LEA and CCCCCO. The intention is to increase RSI funding for established programs which (a) show a need; (b) properly account for their RSI reimbursement; and (c) have a high completion rate for apprentices, including passing rates on state required exams.

Create recommendations by which increases in future RSI funding are allocated to new programs, based on LMI data, employer contributions, expected completion rates and other criteria

When additional funding becomes available, beyond 2008 levels, the CCCCCO and DAS will work together to determine where funding should be distributed.

Treatment of Costs and Services

With the limited resources available to provide RSI funding to current apprenticeship programs, much emphasis has been placed on the varying percentages charged by LEAs to provide the services that the state has asked them to provide. Each LEA provides different levels of support, depending on the very specific nature of their relationship with the program sponsor.

For example, some LEAs provide the classroom space, materials and pay for the instructor salary, which may equal the total amount of RSI funding that is currently allocated to that particular program sponsor. Other LEAs provide instructor evaluation support, review curriculum, and attend most committee meetings but the instruction takes place at the sponsor facility. LEAs may also work with the program sponsor to provide college credit and/or certificates of completion to apprentices, which could increase the administrative costs.

Essentially, each partnership between an LEA and a program sponsor has very specific requirements, spelled out in their contract agreements. The overall goal then is to outline the minimum expectations for both parties and provide guidance as to what a “reasonable” administrative cost structure might be. If a college is willing to provide additional support, that is a negotiable cost to be agreed upon by the two parties.

Taking all of these items into account, it seems that a “reasonable” percentage for an LEA to charge the program sponsor would range from 10% to 20%, total. Mandating an exact minimum amount (or maximum) would not take into consideration the wide range of local situations and relationships.