

Education/Training Agreement: Wisconsin Youth Apprenticeship

A fully signed copy of this Agreement is effective immediately. The agreement must be on file with the Employer and School when the student begins working. DWD should receive a copy within 30 days of the student's start date.

This agreement is between

Youth Apprentice

AND

Primary Employer

Secondary Employer (If Applicable)

The undersigned parties agree to enter into a youth apprenticeship authorized by Chapter 106.13 of the Wisconsin statutes for the purpose of educating the student named above as a student learner in the industry area and pathway of:

_____ (YA Program Area);

and _____ (YA Pathway).

Starting wage for the youth apprentice will be \$ _____ (minimum wage or higher) per hour.

The apprenticeship will begin on _____ (Month / Day / Year) and be completed by _____ (Month / Day / Year).

The youth apprentice and parent/guardian signatures authorize the school to release reports on Youth Apprenticeship grades, attendance, and progress towards high school graduation to the Youth Apprenticeship Coordinator and the Department of Workforce Development while this agreement is in effect to assist the youth apprentice.

Assurances – The undersigned parties agree to comply with the following:

- A. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any youth apprenticeship program on the basis of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.
- B. Youth apprentices will be provided with adequate and safe equipment and a safe and healthful workplace in conformity with all health and safety standards of Federal and State law.
- C. The local youth apprenticeship consortium will establish and maintain a grievance procedure for youth apprentices, a copy of which will be given to and explained to the youth apprentice at the beginning of the program.
- D. Youth apprentices will not displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).
- E. The youth apprenticeship program will not impair existing contracts for services or collective bargaining agreements. Any youth apprenticeship program that would be inconsistent with the terms of a collective bargaining agreement shall be approved only with the written concurrence of the labor organization and employer involved.
- F. An employer will not hire a youth apprentice when:
 1. Any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent jobs, or
 2. The employer has terminated the employment of any regular employee or otherwise reduced its work force with the intention of filling the vacancy so created with a youth apprentice.
- G. To comply with Child Labor laws, youth apprentices shall not work in a company where a strike or lockout is in active progress.
- H. Pupil records released pursuant to this agreement will not be further disclosed without prior written consent of the youth apprentice and/or the parent or guardian.

The Youth Apprentice agrees to:

- A. Maintain the academic and attendance requirements required by the youth apprenticeship consortium;
- B. Observe company rules and other requirements identified by the employer;
- C. Participate in progress reviews scheduled with mentors, school personnel and parent(s) or guardian(s); and
- D. Comply with the items stated in the Assurances section above.

Youth Apprentice:

Printed (Typed) Name	Signature	Date Signed
Email Address	Telephone Number	Date of Birth

The Youth Apprentice's Parent or Guardian agrees to:

- A. Assist the youth apprentice in meeting the academic and attendance requirements of the program;
- B. Ensure transportation to and from the work site is provided;
- C. Participate in progress reviews scheduled with mentors, school personnel and the youth apprentice; and
- D. Comply with the items stated in the Assurances section above.

Parent or Guardian:

Printed (Typed) Name	Signature	Date Signed
Email Address	Telephone Number	

The Employer agrees to:

- A. Provide a work based learning experience for the length of the agreement (or as specified if one of multiple employers);
- B. Pay the youth apprentice for all work performed during the program at no less than minimum wage;
- C. Provide worker's compensation for the youth apprentice for all hours worked;
- D. Instruct the youth apprentice in the required competencies provided for this program;
- E. Comply with all applicable state and federal child labor laws;
- F. Ensure that any work performed in occupations declared hazardous shall be under the direct and close supervision of a qualified and experienced person;
- G. Ensure that the work of any student learner in the occupations declared hazardous are incidental to his/her training, shall be intermittent and only for short periods of time;
- H. Ensure that safety instruction will be provided;
- I. Authorize the mentor to attend training related to the program;
- J. Authorize the mentor to participate in progress reviews scheduled with the youth apprentice, the youth apprentice's parent or guardian, and school personnel; and
- K. Comply with the items stated in the Assurances section above.

Employer Representative:

Printed (Typed) Name	Signature	Date Signed	
Street Address	City	State	Zip Code
Email Address	Telephone Number		

The School District agrees to:

- A. Ensure the youth apprentice will meet high school requirements and the student will have the opportunity to successfully complete all requirements of the youth apprenticeship program;
- B. Participate in progress reviews scheduled with mentors, the youth apprentice, and youth apprentice's parent or guardian;
- C. Award credit toward graduation for both the related instruction and work-based component;
- D. Provide safety instruction for work considered hazardous under child labor laws; and
- E. Comply with the items stated in the Assurances section above.

School Principal (or designee):

Printed (Typed) Name	Signature	Date Signed
Title	Telephone Number	Email Address

Youth Apprenticeship Coordinator:

Printed (Typed) Name	Signature	Date Signed
----------------------	-----------	-------------



Registration Form

Personal information you provide may be used for secondary purposes (Privacy Law, s.15.04(1)(m), WI Stats). All information will be kept confidential, secure, and used only to analyze enrollment patterns, ensure equal access to the program, and evaluate program effectiveness.

Student Information

First name _____ Middle/Initial _____ Last name _____

Gender Male Female Birthdate (mm/dd/yy) ____/____/____ Social Security # _____

Race African American Asian/Pacific Islander White/Caucasian Hispanic Native American Other

Address _____ City _____ Zip _____ County _____

Telephone _____ Email address _____

Parent/Guardian's Names _____

NTC Student ID _____

School Information

High School _____

Grade when starting YA 11th 12th Current grade point average _____ Anticipated High School graduation (mm/dd/yy) ____/____/____

Student is considered at-risk/disengaged is a single parent

Is eligible for free/reduced lunch has a disability that may affect job performance

Apprenticeship Information (Select both program area and sub-category, if listed)

Agriculture <input type="checkbox"/> Farm <input type="checkbox"/> Vet <input type="checkbox"/> Landscape <input type="checkbox"/> Greenhouse <input type="checkbox"/> Water Resources <input type="checkbox"/> Ag Mechanic Tech	Architecture & Construction <input type="checkbox"/> Carpentry <input type="checkbox"/> Electrical <input type="checkbox"/> Masonry <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing <input type="checkbox"/> Drafting	Finance <input type="checkbox"/> Banking <input type="checkbox"/> Accounting <input type="checkbox"/> Insurance	Arts Graphic Design & Pre-press Press and Post-Press Op.	IT <input type="checkbox"/> General IT <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Web & Digital Media	Health <input type="checkbox"/> CNA <input type="checkbox"/> Dietary <input type="checkbox"/> Medical Office <input type="checkbox"/> Optometry <input type="checkbox"/> Pharmacy <input type="checkbox"/> Dental <input type="checkbox"/> Other _____
Hospitality <input type="checkbox"/> Restaurant <input type="checkbox"/> Lodging <input type="checkbox"/> Tourism Maintenance & Grounds	Manufacturing Assembly & Packaging Machining Welding Production Operations Mgmt. Maintenance, Installation, Repair	Marketing Professional Sales Merchandising Marketing Communication Marketing Research/Competitive Intelligence Marketing Management/Leadership	STEM Engineering / Drafting Mechanical / Electrical Engineering Civil Engineering Bioscience	Transportation Auto Tech Auto Collision Diesel Tech Logistics	

Employment begin date (mm/dd/yy) ____/____/____ Anticipated employment end date (mm/dd/yy) ____/____/____

School years to be in program: 2019-2020 2020-2021 2021-2022 2022-2023

Program Level: One-year Two-year

Name of class enrolled in as related coursework:

Year 1: 1st Semester _____ / 2nd Semester _____
(If dual credit is awarded, please list the 8 digit course number / name for the college course for which credit is awarded.)

Employer Information

Business name _____

Address _____ City _____ Zip _____

Mentor First Name _____ Last Name _____

Email Address _____ Telephone _____

Starting Wage per hour (must be \$7.25 or higher) _____

Welcome to Youth Apprenticeship (YA)!

Thank you for participating in NTC's Youth Apprenticeship (YA) program, which is facilitated by Department of Workforce Development (DWD). Please follow the instructions below to verify your NTC Student ID or to create one.

STEP 1:

Verify your NTC Student ID (you already have an NTC Student ID if you've completed an NTC course through Start College Now (SCN) or an NTC Dual Credit course at your high school):

1. Visit <https://my.ntc.edu>.
2. Enter your Student ID in the "User ID field" (9-digit NTC Student ID number, ex: 123456789)
3. Enter your Password (either the password you previously set OR default password - first two letters of first name, plus first two letters of last name, plus last four digits of Social Security number, ex: John Doe is jodo9999).
4. Click "Sign In."

Once NTC Student ID is verified, include this number on the front side of this registration form.

OR

If you know you have an NTC Student ID and/or password, but don't remember them? Reactivate account:

1. Visit <https://my.ntc.edu>.
2. Click "Set My Password."
3. Enter your Student ID number or your Social Security number.
4. Enter your Date of Birth and click "Move to Step 2."
 - If you receive an error message saying "No student record was found..." confirm you correctly entered your Student ID or Social Security number as well as your Date of Birth.
 - If so, try again. If not, return to the main MyNTC page and click "Create My Account."
5. Verify your info is correct, click "Move to Step 3."
6. Enter your password. Re-enter password.
7. Click "Move to Step 4."
8. Note your NTC email address and login information (User ID: 9-digit NTC Student ID number)
9. Click "Finish" to activate changes.

Once NTC Student ID is verified, include this number on the front side of this registration form.

STEP 2:

Don't have an NTC account? Create an NTC Student ID and password:

- You will need your Social Security Number
 - Pay attention to spelling and punctuation when creating an account
 - Use your full legal name when entering in your information
1. Visit <https://my.ntc.edu>.
 2. Click "Create My Account."
 3. Enter in information and follow steps provided.

Once NTC Student ID is verified, include this number on the front side of this registration form.

Unable to determine or create NTC Student ID?

Contact Dina Kilinski or Pam Hanke.

Dina Kilinski
kilinskid@ntc.edu
715-803-1190

Pam Hanke
hankep@ntc.edu
715-803-1130