

Career Tech Apprenticeship Agreement

Purpose: The purpose of this CTA agreement is to outline the roles and responsibilities of the Employer and the Technology Center in the establishment, management, and completion of the apprenticeship program in compliance with Oklahoma Department of Career and Technology Education (ODCTE) standards. The program will provide apprentices with structures on-the-job learning (OJL) and related instruction (RI), ensuring successful completion of the program requirements.

Employer Responsibilities:

1. Identify Apprentices:
 - a. Recruit and select apprentices in alignment with the program's goals.
2. On-the-Job Learning (OJL):
 - a. Develop and implement a plan for apprentices to achieve required OJL objectives and competencies.
 - b. Assign and oversee qualified mentors to oversee and support apprentices.
3. Oversight and Evaluation:
 - a. Monitor the progress and performance of apprentices during OJL.
 - b. Provide regular evaluation and feedback to Career Tech Instructor and apprentices.
 - c. Address performance issues as necessary.
4. Compliance:
 - a. Ensure all workplace policies and program standards comply with applicable laws and regulations, including wage, safety, and labor standards.
5. Recordkeeping:
 - a. Maintain accurate documentation of apprentice attendance, work hours, and performance during OJL and share relevant records with (technology center) as needed.

Technology Center Responsibilities:

1. Provide Related Instruction:
 - a. Deliver high-quality training aligned with the employer needs, industry standard, and the apprentice's OJL objectives.
 - b. Utilize qualified instructors to teach required technical skills and knowledge.
2. Track Completion of Program Requirements
 - a. Maintain accurate records of apprentices' contract number, progress in RI, attendance, and completion of all program requirements.
 - b. Share regular updates with (employer) regarding apprentices' progress.
3. Certificate of Completion:
 - a. Report to ODCTE apprentices who successfully meet all program requirements, including OJL and RI to receive Oklahoma Career Tech Apprenticeship Certificate of Completion.
4. Program Support:
 - a. Collaborate with (employer) to ensure alignment between OJL and RI objectives. Provide assistance as needed to maintain program quality and resolve issues.

Both parties agree to:

1. Program Alignment: Work collaboratively to ensure the apprenticeship program meets the needs of apprentices, employers, and the industry.
2. Communication: Maintain open and consistent communication to monitor the progress of apprentices and address challenges.
3. Compliance: Follow all EEO guidelines.

Apprenticeship Program Outline

This Career Tech Apprenticeship (CTA) Agreement is entered into by and between _____ and _____
Employer Name

_____ is entered into on this _____ of _____.

Technology Center Day Month Year

Occupation / Job Title: _____

Duration and Termination:

This MOU is effective from: _____ to _____ unless terminated earlier by agreement of both parties.

Start Date End Date

Apprentice Wage Information

Contract Number

Beginning Wage: _____

Ending Wage: _____

On the Job Learning (OJL) Objectives: List the on-the-job skills apprentices will learn under a qualified mentor, aligned with the employer's job description for the occupation.

Learning Objectives/Competencies:	Approximate Hours:
Total OJL Hours	

Related Instruction (RI) Hours: Identify all related instructions that will be provided by the technology center.

Courses/Curriculum	Approximate Hours:
Total RI Hours	

Total Career Tech Apprenticeship Hours (OJL + RI):

Apprentice Attachment

The program sponsor and apprentice agree to the terms of the CareerTech Apprenticeship Agreement in effect on the date of signing. Apprenticeship Standards may be amended during the term of this agreement with the consent of both parties.

The apprentice will be provided equal opportunity in all phases of apprenticeship employment and training, without discrimination based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, or disability.

This agreement may be cancelled at the request of the apprentice or suspended/cancelled by the sponsor for good cause, with due notice, an opportunity for corrective action, and written notification to the apprentice and to the technology center is on this agreement.

By signing this MOU, both parties affirm their commitment to the responsibilities outlined and to the successful implementation of the apprenticeship program.

Sponsor/ Employer:

Name: _____

Title: _____

Signature: _____

Date: _____

Technology Center Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

Apprentice:

Name: _____

Title: _____

Signature: _____

Date: _____

Guardian (if necessary):

Name: _____

Title: _____

Signature: _____

Date: _____