



**POLICY ISSUANCE 2022-12**

**Youth Apprenticeship | December 19, 2022**

**TO:** Division of Workforce Development and Adult Learning (DWDAL), Local Workforce Development Area (Local Area) directors, and K-12 Career and Technical Education Directors

**FROM:** Division of Workforce Development and Adult Learning (DWDAL) Maryland Department of Labor (MD Labor) and the Office of Career and College Readiness (Maryland State Department of Education)

**PURPOSE:** To provide policy guidance on Youth Apprenticeship in Maryland

**ACTION:** Local Area directors, American Job Center (AJC) Directors of State and Reemployment Programs, Office of Workforce Development (OWD) Registered Apprenticeship Navigators, MSDE Local Education Agency staff, and central office managers will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available on the [MD Labor website](#).

**EFFECTIVE:** August 1, 2023

**EXPIRATION:** Until cancelled or replaced.

**QUESTIONS:**

**Maryland Department of Labor**

Christopher MacLarion  
Director, Apprenticeship and Training  
DWDAL  
410.767.3969  
[christopher.maclarion@maryland.gov](mailto:christopher.maclarion@maryland.gov)

Lauren Gilwee  
Director, Policy  
DWDAL  
410.767.2268  
[lauren.gilwee@maryland.gov](mailto:lauren.gilwee@maryland.gov)

**Maryland State Department of Education**

Dr. Deann M. Collins  
Deputy Superintendent, Office of Teaching and Learning  
Maryland State Department of Education  
410.767.0651  
[deann.collins@maryland.gov](mailto:deann.collins@maryland.gov)

Phil Lasser  
Director, Office of Strategic Planning & Continuous Improvement  
Maryland State Department of Education  
410.767.0451  
[phil.lasser@maryland.gov](mailto:phil.lasser@maryland.gov)

## **ACRONYMS**

AJC	American Job Center
AMP	Apprenticeship Maryland Program
CTE	Career and Technical Education
DWDAL	Division of Workforce Development and Adult Learning
LEA	Local Education Agency
MATC	Maryland Apprenticeship and Training Council
MD Labor	Maryland Department of Labor
MSDE	Maryland Department of Education
OJL	On-the-Job Learning
PAC	Program Advisory Committee
STA	School-to-Apprenticeship
YAAC	Youth Apprenticeship Advisory Committee

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# GENERAL INFORMATION

## YOUTH APPRENTICESHIP

Maryland defines Youth Apprenticeship<sup>1</sup> as an “earn and learn” work model, based on Registered Apprenticeship, available through the local school systems that prepares students for the workforce while earning them credits towards High School graduation. This model is for students in 11<sup>th</sup> and 12<sup>th</sup> grade<sup>2</sup> and focuses on high-growth, high-demand industries. While distinct from Registered Apprenticeship, Maryland’s Youth Apprenticeship system aligns closely with the Registered Apprenticeship model where applicable. Youth Apprentices receive supervised, structured On-the-Job Learning (OJL)<sup>3</sup> from a mentor in a specific in-demand occupation, with a focus on Maryland’s Career and Technical Education (CTE) industry/occupation clusters.<sup>4</sup> Examples of these industries include, but are not limited to:

1. Arts, Media, and Communications;
2. Business Management and Finance;
3. Construction and Development;
4. Consumer Services, Hospitality, and Tourism;
5. Education;
6. Environmental, Agricultural, and Natural Resources;
7. Health and Bio Sciences;
8. Human Resource Services (including the Teacher Academy of Maryland);
9. Information Technology;
10. Manufacturing, Engineering, and Technology; and,
11. Transportation Technologies.

Students in Youth Apprenticeship programs work a minimum of 450 hours with an approved employer while receiving concurrent<sup>5</sup> related educational instruction through their high school, community college, online provider, association, Registered Apprenticeship Sponsor, or union, as approved by their local school system. Participating students typically work during their junior and senior years with a Division of Workforce Development and Adult Learning (DWDAL)/Maryland Apprenticeship and Training Council (MATC)-approved employer. They work with a mentor to learn valuable skills, earn high school credit, and earn either:

1. Industry-recognized credentials;
2. Post-secondary credentials; or,
3. Industry-recognized experience that will lead to an industry-recognized credential.

Students also receive training on employability skills, interpersonal/social skills, and general knowledge related to employment culture and professionalism.

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<sup>1</sup> More information on Apprenticeship Maryland Program can be found on MD Labor’s website:

<http://www.labor.maryland.gov/employment/appr/youthappr.shtml>.

<sup>2</sup> A student is considered to be in 11<sup>th</sup> grade the day after completion of 10<sup>th</sup> grade.

<sup>3</sup> Sometimes also referred to as On-the-Job Training (OJT).

<sup>4</sup> More information on Maryland’s CTE clusters can be found here:

<https://www.marylandpublicschools.org/programs/Pages/CTE-Programs-of-Study/Clusters/index.aspx>.

<sup>5</sup> For the purposes of Youth Apprenticeship, MD Labor/MSDE defines concurrent as “existing, happening, or done during the course of an individual’s participation in the program.” In situations where concurrent OJL and Related Instruction are not feasible, Local Education Agencies may request approval from the Maryland State Department of Education (MSDE) for other alternatives, which MSDE may grant, in coordination with MD Labor, on a case-by-case basis.

Additionally, Maryland seeks to foster the following five principles for high-quality Youth Apprenticeship:

1. Career Oriented: Learning is structured around knowledge, skills, and competencies that lead to careers with family-supporting wages;
2. Equitable: Learning is accessible to every student, with targeted supports for those adversely impacted by long-standing inequities in our education system and labor market;
3. Portable: Learning leads to postsecondary credentials and transferable college credit that expand options for students;
4. Adaptable: Learning is designed collaboratively to be recognized and valued across an industry or sector; and,
5. Accountable: Student, employer, and program outcomes are monitored using transparent metrics to support improvement.<sup>6</sup>

The Maryland Department of Labor (MD Labor) considers occupations apprenticeable for Youth Apprenticeship if they are also considered apprenticeable via the Registered Apprenticeship model, defined in the following section. Specifically, apprenticeable occupations must be career occupations that require relevant and definable OJL and Related Instruction in order for an individual to become proficient in said occupation. Providers are encouraged to utilize the United States Department Of Labor (USDOL) O\*NET codes<sup>7</sup> to receive more information on how USDOL defines specific occupations.

### **Registered Apprenticeship**

Youth Apprenticeship is based on the proven Registered Apprenticeship model of job preparation that combines paid OJL with Related Instruction to progressively increase workers' skill levels and wages. While Youth Apprenticeship shares many similarities with Registered Apprenticeship, not all program components are identical.

Registered Apprenticeship is a business-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers. It allows employers to develop and apply industry standards to training programs, thereby increasing productivity and the quality of the workforce. As an “earn and learn” strategy, Registered Apprenticeship offers job seekers immediate employment opportunities that provide sustainable wages and advancement along a career pathway. Graduates of Registered Apprenticeship programs receive nationally recognized, portable credentials, and training that may be applied towards further post-secondary education.

All Registered Apprenticeship programs consist of the following five core components:

1. *Business Involvement* – Businesses, including public employers, are the foundation of every Registered Apprenticeship program. The skills needed for workforce success, provided through business input, form the core of the model. Businesses must play an active role in building Registered Apprenticeship programs and are involved in every step of their design and execution.
2. *OJL* – Every Registered Apprenticeship program includes structured OJL. Companies hire Apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge that the Apprentice must learn over the course of the program to become fully proficient at the job. In Maryland, OJL must consist of no less than 2,000 hours of full-time, W-2 paid

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<sup>6</sup> “Self-Assessment and Planning Tool for Youth Apprenticeship Programs,” Published by the Partnership to Advance Youth Apprenticeship, November 2019, Page 4. [https://jfforg-prod-new.s3.amazonaws.com/media/documents/YA\\_Self-Assessment\\_Tool\\_11-25-2019.pdf](https://jfforg-prod-new.s3.amazonaws.com/media/documents/YA_Self-Assessment_Tool_11-25-2019.pdf).

<sup>7</sup> More information on O\*NET codes can be found here: <https://www.onetonline.org/>.

employment per year of the Apprenticeship and must take place at the work site under the direction of a highly skilled journey worker.

3. *Related Instruction* (classroom style training) – Registered Apprentices receive Related Instruction or classroom style training that complements the OJL. This instruction helps refine the technical and academic skills that apply to the job. Related Instruction may be provided by a community college, technical school or college, an Apprenticeship training school, nonprofit, community-based organization, industry organization, labor organization, business association, or by the business itself. The instruction may be provided at the school, online, or at the work site. Registered Apprenticeships must include at least 144 hours of Related Instruction per year of the Apprenticeship.
4. *Rewards for Skill Gains* – Apprentices receive increases in pay as their skills and knowledge increase. Progressive wage gains reward and motivate Apprentices as they advance through training and become more productive and skilled at their job.
5. *National Occupational Credential* – Every graduate of a Registered Apprenticeship program receives a nationally recognized credential, referred to as a Certificate of Completion. This portable credential signifies that the Apprentice is fully qualified to successfully perform an occupation. Many Registered Apprenticeship programs, particularly in high-growth industries such as healthcare, advanced manufacturing, and transportation, also offer interim credentials as Apprentices master skills as part of their career pathway.

The U.S. Registered Apprenticeship system is authorized through the National Apprenticeship Act of 1937. MD Labor’s DWDAL serves as the “State Apprenticeship Agency” and, in consultation with the MATC, is responsible for the following functions:

1. Registering Apprenticeship programs that meet federal and State standards;
2. Issuing certificates of completion to Registered Apprentices;
3. Encouraging the development of new programs through outreach and technical assistance;
4. Protecting the safety and welfare of Registered Apprentices; and,
5. Assuring that all programs provide high-quality training.

In Maryland, Registered Apprenticeships are approved by DWDAL in consultation with MATC. More information on requirements for Registered Apprenticeships in Maryland is available at <http://www.labor.maryland.gov/employment/appr/>.

### **School-to-Apprenticeship**

School-to-Apprenticeship (STA), a program within Registered Apprenticeship, is designed to allow high school youth ages 16 – 17 to enter a Registered Apprenticeship while still in high school and continue after graduation with full credit given for the high school portion. The STA Apprentices receive Related Instruction as defined in the Sponsor’s Standards of Apprenticeship. All STA Apprentices must be properly registered with the Maryland Apprenticeship and Training Program.

## **MARYLAND’S APPROACH TO YOUTH APPRENTICESHIP**

In 2015, the Maryland General Assembly passed the “Apprenticeship Pilot Program – Apprenticeship Maryland Act,”<sup>8</sup> which established a pilot Youth Apprenticeship program in the State. In 2016, the program, entitled the Apprenticeship Maryland Program (AMP), was launched in two Local Educational Agencies (LEAs), Frederick County and Washington County.

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<sup>8</sup> Full text of the statute can be found here: [https://mgaleg.maryland.gov/2015RS/chapters\\_noln/Ch\\_140\\_hb0942E.pdf](https://mgaleg.maryland.gov/2015RS/chapters_noln/Ch_140_hb0942E.pdf).

Recognizing the success of the program, MD Labor and MSDE continued operating Youth Apprenticeship upon the conclusion of the pilot in 2018. MSDE established Youth Apprenticeship as an approved program of study within Career and Technical Education. As of this policy issuance, AMP has grown from two LEAs to implementation in 23 of Maryland's 24 school districts, with over 400 active Youth Apprentices.

Additionally, the original legislation contained an annual reporting requirement to the Maryland General Assembly seeking, among other items, demographic information regarding the number of student participants, wage data for participants, and the number of completers of the program on an annual basis. With the abrogation of the original statute, AMP is no longer required to submit this annual report. However, AMP supports the completion of the annual report required of the Youth Apprenticeship Advisory Committee (YAAC), defined below, and continues to collect and report on these data elements.

With the abrogation of the statute authorizing the pilot program, this policy serves as the principal guidance document for all partners participating in Youth Apprenticeship in Maryland.

### **Youth Apprenticeship Advisory Committee**

The YAAC, established by statute passed during Maryland's 2014 legislative session,<sup>9</sup> is a body of diverse stakeholders that meets bi-monthly to review and identify ways to continue growing AMP within the State. Each year, the Committee submits a report to the Maryland General Assembly with updates on Youth Apprenticeship and any legislative recommendations the legislature should pursue.

The committee is made up of the following members:

1. Secretary of Labor (or designee);
2. State Superintendent of Schools (or designee);
3. Secretary of Commerce (or designee);
4. Secretary of Juvenile Services (or designee);
5. Assistant Secretary for the Division of Workforce Development and Adult Learning (or designee);
6. The following members, appointed by the Governor:
  - a. Two representatives of the MATC;
  - b. One representative of an employee organization;
  - c. One employer whose business has a non-joint Apprenticeship program;
  - d. One representative from a Community College;
  - e. One individual who holds a doctoral degree and specializes in labor economics with expertise in national and international Apprenticeship systems;
  - f. One representative of a nonprofit organization who is involved with employee training and workforce development; and,
  - g. One representative of the Maryland Chamber of Commerce.
  - h. Two representatives from regional business councils that service different regions of the State.

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<sup>9</sup> Full text of the statute can be found here:

<https://mgaleg.maryland.gov/mgaweb/Laws/StatuteText?article=gle&section=11-409&enactments=false>.

# AMP STAKEHOLDER ROLES AND RESPONSIBILITIES

YAAC works with a diverse array of stakeholders to support Youth Apprenticeship in Maryland, including:

1. MD Labor;
2. MSDE;
3. LEAs;
4. MATC;
5. Maryland Department of Commerce; and,
6. Youth Apprenticeship Sponsors/Employers.

Recognizing the varied expertise of the above partners, as well as the differing needs of Apprentices within the program, this section outlines the various roles and responsibilities of each entity involved with Youth Apprenticeship.

## MD LABOR

MD Labor jointly administers AMP with MSDE, in partnership with the local K-12 school systems, other state agencies, and employers/sponsors. In addition to broad oversight of the program, MD Labor staffs YAAC and MATC meetings.

MD Labor shall be responsible for the following AMP activities:

1. Conduct outreach to, and coordinate with, employers. This includes annual surveying<sup>10</sup> to determine if an employer is considered “participating” or “non-participating;”
  - a. MD Labor considers an employer to be “participating” if they plan to hire a Youth Apprentice within one year, or if they currently have a Youth Apprentice on staff (even if they do not plan to hire any additional Apprentices within one year). If an employer is unsure if they will be hiring a Youth Apprentice, the MD Labor Apprenticeship Navigator must follow-up in six months with that employer. At the follow-up, if the employer is still “unsure” they are determined to be “non-participating;”
2. Vet all prospective employers as part of the approval process for an AMP employer, which goes before the MATC. This vetting should include a site visit in conjunction with the LEA when possible;
3. Vet occupations to determine if they are apprenticeable. MD Labor considers occupations apprenticeable for Youth Apprenticeship if they are also considered apprenticeable via the Registered Apprenticeship model. Additionally, apprenticeable occupations must be career occupations that require relevant and definable OJL and Related Instruction in order for an individual to become proficient in said occupation;
4. Maintain a database that lists participating employers by LEA;
5. Support completion of YAAC’s annual report as mandated by the Maryland General Assembly;
6. Provide technical assistance to Youth Apprenticeship Sponsors and/or employers applying for MATC approval; and,
7. Coordinate with each LEA to include MSDE-approved Related Instruction in the application packets submitted to MATC for approval.

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<sup>10</sup> Surveying may be via e-mail, phone call, or in-person.

## MSDE

MSDE jointly administers AMP with MD Labor. In addition to general administration, MSDE shall be responsible for the following AMP activities:

1. Review and vet Related Instruction. In situations where concurrent OJL and Related Instruction are not feasible, LEAs may request approval from MSDE for other alternatives, which MSDE may grant, in coordination with MD Labor, on a case-by-case basis;
2. Review, vet, and approve LEA eligibility, including the Proposal Form;
3. Assist MD Labor with determining whether occupations should be deemed apprenticeable;
4. Participate on the YAAC;
5. Update curriculum and present annually to MATC.

## LEA

LEAs are an integral partner in the success of AMP, working closely with MD Labor and MSDE to ensure that their students have access to high quality Youth Apprenticeship programming. LEAs shall be responsible for the following AMP activities:

1. Consult with MSDE to develop and approve Apprenticeship programs;
2. Ensure AMP is appropriately staffed. For larger LEAs with robust AMP programs, it may be appropriate to have one or more full-time, dedicated staff focused solely on AMP, whereas smaller LEAs may be able to partner to staff AMP with one regional coordinator working across multiple jurisdictions;
3. Coordinate with MD Labor to conduct and attend site visits of potential Sponsors/employers when possible;
4. Work with Sponsors/employers to develop Related Instruction. LEAs should strive to provide MD Labor with Related Instruction summaries within 15 calendar days of the employer site visit.
5. Register Youth Apprentices with MD Labor. LEAs should provide MD Labor with signed Youth Apprenticeship Agreements<sup>11</sup> (utilizing the format prescribed by MD Labor) for formal registration by no later than 10 calendar days from the hire date of the Youth Apprentice;
6. Ensure that all fields of the Youth Apprenticeship Agreements are complete, inclusive of fields containing participant demographics so as to facilitate accurate collection of necessary demographic data points for reporting purposes;
7. Ensure Related Instruction and OJL occur concurrently during the Youth Apprenticeship. In situations where concurrent OJL and Related Instruction are not feasible, LEAs may request approval from MSDE for other alternatives, which MSDE may grant, in coordination with MD Labor, on a case-by-case basis;
8. Ensure Youth Apprentice completions, cancellations, wage increases, and other actions are taken and communicated to MD Labor in a timely manner;
9. Provide reasonable accommodations for Youth Apprentices, as appropriate;
10. Inform MD Labor via e-mail within 10 calendar days if/when a Youth Apprentice exits their position;
11. Monitor Youth Apprentice wages, OJL Progress, and completion of the program;<sup>12</sup>
12. Ensure credit is given to Youth Apprentices towards High School graduation;
13. Respond in a timely manner to inquiries from MSDE or MD Labor;
14. Actively participate in annual AMP program reviews conducted by MD Labor;
15. Inform MD Labor via e-mail within 10 calendar days when a Youth Apprentice completes the program;

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<sup>11</sup> Youth Apprenticeship Agreements can be found on MD Labor's website:

<https://www.labor.maryland.gov/employment/appr/youthapprforms.shtml>

<sup>12</sup> MD Labor provides the initial vetting of wages and OJL, but it is the responsibility of the LEA to conduct monitoring. Monitoring must occur quarterly at a minimum, and more regularly as needed/as staffing allows.

16. Request Certificate of Completion from MD Labor; and,
17. Monitor safety of Youth Apprentices who are working off-site.<sup>13</sup>

## **MATC**

MATC is principally responsible for all Registered Apprenticeship programming in Maryland, which is independent of Youth Apprenticeship. However, MATC still supports Youth Apprenticeship by approving and/or registering new Sponsors/employers for AMP in consultation with DWDAL.

## **YAAC**

As noted above, YAAC provides guidance to the State on ways to successfully and equitably expand access to Youth Apprenticeship throughout Maryland. The following is the list of the YAAC's additional roles and responsibilities pertaining to AMP:

1. Provide oversight of AMP and guidance to staff involved in implementing the program;
2. Collaborate with the Career and Technical Education Committee established by the Blueprint for Maryland's Future statute; and,
3. Report to partners on the progress and expansion of AMP within the State.

## **MD DEPARTMENT OF COMMERCE**

The MD Department of Commerce is the State's primary economic development agency, stimulating private investment and job creation by attracting new businesses, encouraging the expansion and retention of existing companies, and providing workforce training and financial assistance to Maryland companies.

Pertaining specifically to Youth Apprenticeship, the Department's roles and responsibilities are:

1. Referring interested employers to MD Labor for potential AMP participation; and,
2. Participation on the YAAC.

## **YOUTH APPRENTICESHIP SPONSORS/EMPLOYERS**

Youth Apprenticeship Sponsors/employers are responsible for the core programming that is delivered to AMP participants. Each Sponsor/employer must work closely with each Apprentice to ensure their success in the program.

Sponsors/Employers shall be responsible for the following AMP activities:

1. Apply for approval to participate from MATC, working closely with staff from MD Labor, MSDE and/or the LEA;
2. Develop a brief description of the on-the-job tasks, associated work processes, and competencies that the Youth Apprentice will be expected to master in the eligible career track occupation;
3. Sign the Youth Apprenticeship agreement once a Youth Apprentice has been identified and return it to the participating LEA within 10 calendar days;

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<sup>13</sup> MD Labor provides an initial safety check for all job sites, but it is the responsibility of the LEA to conduct monitoring. Monitoring must occur quarterly at a minimum, and more regularly as needed/as staffing allows.

4. Employ each Youth Apprentice for at least 450 hours prior to graduation;
5. Instruct the Youth Apprentice in the competencies provided through the program, as defined in the application packet submitted to MATC for approval;
6. Assign a supervisor/mentor to work with each Youth Apprentice and ensure that the appropriate ratio of mentors to Apprentices, as outlined in the Youth Apprenticeship Standards, is upheld;<sup>14</sup>
7. Conduct regular performance evaluations of the Youth Apprentice. Performance evaluations by the LEA must occur at least once within the first 60 days, with quarterly evaluations afterwards.;
8. Compensate the Youth Apprentice for all work performed during the program, in accordance with their approved application. Additionally:
  - a. Apprentices must be W-2 employees;
  - b. Pay must be, at minimum, the higher of the state minimum wage or the county minimum wage. Minimum wage exceptions utilized by small employers are not allowable for Youth Apprenticeship. Employers that use these exceptions may still participate, but must follow the pay requirements stipulated above; and,
  - c. Employers/Sponsors must provide proof of wages upon request.
9. Ensure Related Instruction and OJL occur concurrently during the Youth Apprenticeship. In situations where concurrent OJL and Related Instruction are not feasible, LEAs may request approval from MSDE for other alternatives, which MSDE may grant, in coordination with MD Labor, on a case-by-case basis;
10. Comply with applicable laws related to child labor and employment of minors work;<sup>15</sup>
11. Provide occupation-specific and/or work-site specific safety instruction to each Youth Apprentice;
12. Provide safe equipment and facilities for the Youth Apprentice in compliance with the Occupational Safety and Health Administration and Maryland Occupational Safety and Health requirements.

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<sup>14</sup> The supervisor/mentor role can involve multiple individuals so long as at least one person is assigned at all times throughout the Youth Apprenticeship

<sup>15</sup> More information on child labor and employment of minors' laws can be found here:  
<https://www.labor.maryland.gov/labor/wages/empm.shtml>.

# ELIGIBILITY AND APPLICATION FOR YOUTH APPRENTICESHIP

## STUDENTS

Any work-authorized 11<sup>th</sup> or 12<sup>th</sup> grader who attends school within a participating public LEA is eligible to enroll in Youth Apprenticeship. Students interested in AMP participation should apply through the process created by their LEA.

## LEA

To be eligible for AMP participation, a LEA must first create a Program Advisory Committee (PAC) and be approved by MSDE. The PAC must work to develop a proposal for the Youth Apprenticeship program's design.

LEAs must implement, evolve, reinforce, and monitor an equitable enrollment process, aligned with the Blueprint for Maryland's Future, that allows all students the opportunity to participate in the AMP program, especially students who have been historically underserved. LEAs must also provide targeted recruitment, interventions, supports, and advising that results in students successfully completing the apprenticeship program by earning an industry recognized credential.

AMP proposals<sup>16</sup> must feature the following program components:

1. Offer one or more industry recognized or post-secondary credential(s), or industry-recognized experience that will lead to an industry-recognized credential, for technical skills earned;
2. Specify in-demand occupations;
3. Meet criteria for size, scope, and quality;
4. Meet readiness criteria;
5. Ensure Related Instruction is provided concurrently with OJL to all participating Youth Apprentices. In situations where concurrent OJL and Related Instruction are not feasible, LEAs may request approval from MSDE for other alternatives, which MSDE may grant, in coordination with MD Labor, on a case-by-case basis;
6. Provide CTE completer course titles;
7. List assessment instruments to document student attainment of knowledge and skills; and,
8. Include an industry-mentored project or work-based learning opportunity.

The PAC consults annually with MD Labor and MSDE to review a proposal's eligibility for redetermination.

If the AMP proposal is denied, the LEA may request feedback from the MSDE review team and re-submit a new Proposal Form for consideration.

## SPONSORS/EMPLOYERS

All employers that are interested in participating in Youth Apprenticeship must demonstrate that they expect to have one or more future job openings in the eligible occupation. Additionally, they must be located in reasonable proximity to the LEA currently participating in AMP.<sup>17</sup> Sponsors/employers already approved by the MATC for

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<sup>16</sup> Proposal Form is provided by MSDE

<sup>17</sup> The LEA may determine what is considered "close proximity," including if a participating employer can be across district or state lines from the LEA.

Registered Apprenticeship do not need to be re-approved for Youth Apprenticeship. New Sponsors/employers must be approved by the MATC prior to participating.

Employers or signatory contractors that are interested in Youth Apprenticeship participation and are already connected to an existing, approved Registered Apprenticeship Sponsor must:

1. Complete the online application found on MD Labor's website;<sup>18</sup>
2. Provide a letter of support from the Sponsor on behalf of the employers; and,
3. Provide a signed copy of the Youth Apprenticeship Standards document<sup>19</sup> to MD Labor.

Employers or signatory contractors that are not connected to an existing Registered Apprenticeship Sponsor must first become an approved employer by the MATC in consultation with DWDAL. Potential employers must follow the standard MATC process for employer consideration and approval. Once approved by the MATC, the online Youth Apprenticeship application must be completed.

Employers that are denied by MATC may submit an appeal to the Secretary of MD Labor (or designee) in writing within 14 calendar days of denial requesting reconsideration of the decision. The appeal must:

1. State the grounds for the request; and,
2. State the reasons why the application should be reconsidered and approved.

MD Labor must provide a written response to the appellant within 30 calendar days of request receipt. The Maryland Secretary of Labor (or designee)'s decision is final.<sup>20</sup>

It is strongly encouraged that employers contact Jeffrey Smith, Program Manager for Apprenticeship and Training, for technical assistance prior to submission of the Youth Apprenticeship application. He can be reached via e-mail at [jeffrey.smith1@maryland.gov](mailto:jeffrey.smith1@maryland.gov).

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<sup>18</sup> The AMP application can be found here on: <https://www.doit.state.md.us/selectsurvey/EligibleEmployer#>.

<sup>19</sup> Youth Apprenticeship standards can be found here:  
<https://www.labor.maryland.gov/employment/appr/youthapprforms.shtml>.

<sup>20</sup> Any of the time periods under this section may be extended by the Maryland Secretary of Labor (or designee) at their sole discretion.

## REPORTING

For all partners, all records, both electronic and physical, must be maintained in accordance with DWDAL's policy concerning security, to maintain confidentiality and protect PII.<sup>21</sup> PII is participant-level and employee data that either by itself or combined with other data can link to a specific individual or identity.

When emailing documents containing PII, all partners must use password-protection, encryption-preferred, strong authentication procedures, and/or other security controls to make the information inaccessible to unauthorized individuals. Physical records must be kept in locked offices or file rooms. If the file room is shared with other programs, and/or staff other than staff authorized for this program have access to that room, then the files must be maintained in locked cabinets.

## LEA

LEAs must submit reports using the common statewide Youth Apprenticeship Form to MD Labor. They may add any local addenda to the form as needed.

## EMPLOYERS

Employers must follow the reporting requirements outlined in their Youth Apprenticeship agreements<sup>22</sup> with MD Labor. In addition, employers must acknowledge that the agreements will be uploaded into any future data system used by MD Labor for tracking Youth Apprenticeship.

## YAAC

On behalf of the YAAC, MD Labor is responsible for submitting an annual report on Youth Apprenticeship to the Maryland General Assembly by December 1st of each year.

## MD LABOR

The MD Labor Director of Apprenticeship and Training (or designee) must report activities in the Registered Apprenticeship Partners Information management Data System for each grantee, as applicable.<sup>23</sup>

As of this policy issuance, MD Labor is updating the AIMS data system to include the ability to track Youth Apprentices. Once updated, the MD Labor Director of Apprenticeship and Training (or designee) must report activities into the AIMS system.

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<sup>21</sup> DWDAL's Policy Issuance on privacy and data security can be found here:

<http://www.labor.maryland.gov/employment/mpi/>.

<sup>22</sup> Youth Apprenticeship Agreements can be found here:

<https://www.labor.maryland.gov/employment/appr/youthapprforms.shtml>.

<sup>23</sup> Reporting in the Registered Apprenticeship Partners Information management Data System will only occur when USDOL grant funds are being used to support the activity and when the YA's are dually registered as STAs.

## **MONITORING BY THE STATE**

MD Labor monitors Youth Apprenticeship Sponsors/employers as outlined in the Youth Apprenticeship standards. Additionally, MD Labor/MSDE may conduct desk and/or on-site monitoring for each LEA that participates in Youth Apprenticeship every two years to ensure participant wages, OJL progress, safety of participants on the worksite, and non-discrimination and equal opportunity provisions are being met and/or monitored by the LEAs. Monitoring may include desk and/or on-site monitoring. Failure of MD Labor/MSDE to supervise, evaluate, or to provide guidance and direction shall not relieve the grantee of any liability to comply with the terms of the program.

## **FAIR PRACTICES AND ACCESSIBILITY**

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity, and sexual orientation), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status, political affiliation or belief, for the beneficiaries, applicants, and participants only, on the basis of citizenship status. Interested parties may refer to MD Labor's Nondiscrimination Plan<sup>24</sup> and Language Access Plan<sup>25</sup> for more information on reasonable accommodations and related services.

LEAs working with participants in need of reasonable accommodations are responsible for securing the necessary support and must follow MSDE's Fair Practices and Accessibility rules.

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<sup>24</sup> MD Labor's Nondiscrimination Plan is available at the following link:

<http://www.labor.maryland.gov/employment/ndp/>.

<sup>25</sup> The DWDAL and Division of Unemployment Insurance Language Access Plan is available at the following link:

<http://www.labor.maryland.gov/employment/wioa-access.pdf>.

## REFERENCES

### LAW

- [Family Educational Rights and Privacy Act](#) (FERPA) (20 U.S.C. § 1232g);
- [National Apprenticeship Act of 1937](#), 29 U.S.C. § 50;
- MD Code Ann., Labor & Emp. § 11-401 et seq. “[Planned Apprenticeship Standards and Activities](#);”
- MD Code Ann., Labor & Emp. § 11-405 “[Duties of the Council](#);” and,
- MD Code Ann., Labor & Emp. § 11-409 “[Youth Apprenticeship Advisory Committee](#).”

### REGULATION

- 29 CFR § 29-30, “[Apprenticeship Programs; Equal Employment Opportunity](#);”
- 29 CFR § 97.42, “[Retention and Access Requirements for Records](#);”
- COMAR 09.12.42, “[Equal Employment Opportunity](#);” and,
- COMAR 09.12.43, “[Maryland Apprenticeship and Training](#).”

### USDOL GUIDANCE

- TEGL 23-19, “[Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor \(DOL\) Workforce Programs](#),” dated June 18, 2020;
- TEGL 7-18, “[Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act \(WIOA\)](#),” dated December 19, 2018;
- TEGL 13-16, “[Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act \(WIOA\)](#),” dated January 12, 2017;
- Training and Employment Notice (TEN) 31-16, “[Framework on Registered Apprenticeship for High School Students](#),” dated January 17, 2017;
- TEN 44-11, “[Encouraging Enhanced Partnerships and Collaboration between the Workforce Investment System and Registered Apprenticeship Programs](#),” dated May 10, 2012;
- TEGL 39-11, “[Guidance on the Handling and Protection of Personally Identifiable Information \(PII\)](#),” dated June 28, 2012;
- TEN 48-08, “[Release and Availability of Report Titled, The Benefits and Challenges of Registered Apprenticeship: The Sponsors’ Perspective](#),” dated June 1, 2009; and,
- TEGL 02-07, “[Leveraging Registered Apprenticeship as a Workforce Development Strategy for the Workforce Investment System](#),” dated July 12, 2007.

### OTHER RESOURCES

- American Institute for Innovative Apprenticeship, “[National Occupational Frameworks](#);”
- American Institute for Innovative Apprenticeship, “[Starting a Registered Apprenticeship Program: A Guide for Employers or Sponsors](#),” dated June 2017;
- [Youth Apprenticeship Forms, Documents, and Reports](#)
- [DWDAL Policy Issuance Page](#);
- [Language Access Plan](#);
- [Maryland WIOA Combined State Plan](#); and,
- [MD Labor’s Non-Discrimination Plan](#).