



Appendix A

WORK PROCESS SCHEDULE ACCOUNTING ASSOCIATE

O*NET-SOC CODE: 43-3031.00 **RAPIDS CODE:** 1125CB

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

☐ Time-based ☒ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The Accounting Associate Program is meant to serve as an entry-level program for individuals new to accounting. Completion of the Accounting Associate program prepares and qualifies participants for entry into specialized and advanced fields in accounting. The term of the occupation is based on the apprentice's demonstration of the mastery of the competencies as specified and estimated to complete in approximately **2 years** supplemented by **324 hours** of related training instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 2 Apprentice(s) to 1 Journeyworker(s).

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$22.00 /per hour.

Period	Wage (Hourly)	Description
1	\$16.50	Starting Pay
2	\$17.50	33% of demonstrated competencies
3	\$18.50	50% of demonstrated competencies
4	\$20.00	100% of demonstrated competencies

5. PROBATIONARY PERIOD

Applicants selected for apprenticeship will serve a probationary period of **1000** hours.



6. SELECTION PROCEDURES

The selection procedures for this occupation are listed below: Applicants will be selected by individual participating employer sponsors using selection method # 4, as outlined in the California Code of Regulations, Title 8, Chapter 2, Part 1, Section 215, Chapter 6, from a pool of candidates created during the established recruiting process in accordance with the State and Federal Equal Opportunity regulations.

1. The minimum age of all applicants shall be 16 years. There is no maximum age.
2. Educational prerequisite for entry:
3. Successful completion of physical exam and background check
4. Physical prerequisites: The individual employer sponsor will define the physical examination required.
5. Interested applicants will have an opportunity to attend a public orientation and enroll in the program.
6. Applicants will follow the directives of individual employer partners through job application, interview, pre-screening, and on boarding



WORK PROCESS SCHEDULE COOK

O*NET-SOC CODE: 43-3031.00 RAPIDS CODE: 1125CB

Suggested On-the-Job Learning Outline

Cook	
Job Description: Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.	
RAPIDS Code: 1125CB	O*NET Code: 43-3031.00
Estimated Program Length: 24 Months	
Apprenticeship Type: <input checked="" type="checkbox"/> Competency-Based <input type="checkbox"/> Time-Based <input type="checkbox"/> Hybrid	

Suggested On-the-Job Learning Outline

On-the-Job Work Processes		
Competencies to be evaluated:	Date Completed	Initial
1. Demonstrate the ability to maintain financial or account records.		
2. Demonstrate the ability to operate computers or computerized equipment.		
3. Demonstrate the ability to execute sales or other financial transactions.		
4. Demonstrate the ability to verify accuracy of financial or transactional data.		
5. Demonstrate the ability to compile data or documentation.		
6. Demonstrate the ability to prepare cash for deposit of disbursement.		
7. Demonstrate the ability to calculate financial data.		
8. Demonstrate the ability to monitor organizational compliance with regulations.		
9. Demonstrate the ability to collect deposits, payments, or fees.		
10. Demonstrate the ability to operate office equipment.		
11. Demonstrate the ability to reconcile records of sales or other financial transactions.		
12. Demonstrate ability to monitor fiscal information.		
13. Demonstrate ability to code data or other information.		
14. Demonstrate the ability to answer telephones to direct calls or provide information.		
15. Demonstrate the ability to file documents or records.		
16. Demonstrate the ability to search for files, databases or reference materials to obtain needed information.		
17. Demonstrate ability to convert data among multiple digital or analog formats.		
18. Demonstrate ability to prepare documentation for contracts, transactions, or regulatory compliance.		
19. Demonstrate ability to calculate costs of goods or services.		
20. Demonstrate ability to maintain inventory records.		



RELATED INSTRUCTION OUTLINE COOK

O*NET-SOC CODE: 35-2014.00 RAPIDS CODE: 1125CB

Through consultation with the Apprenticeship Committee and the indenturing employer, apprentices will select an applicable program of study/course track and complete a minimum of 144 hours of related instruction per year of apprenticeship.

The standard term of apprenticeship shall be competency based with a minimum of 324 related and supplemental instruction (RSI) hours required, and completion required within approximately 24 months.

Courses will be approved by the Apprenticeship Committee and made available to applicable apprentices by approved education providers/institutions. Apprentices will enroll in, and complete, the required coursework that satisfies the minimum requirements of the program. Prior applicable education and training will be credited towards completion of related education requirements and apprentices will be offered tracks advancing their technical aptitude in the profession.

The following related training outline identifies the courses that are currently identified as suggested course work for this occupation:

Provider	
Name: Riverside City College, Moreno Valley College	
Address: 4800 Magnolia Avenue, Riverside, CA 92506 and 16130 Lasselle Street, Moreno Valley, CA 92551	
Email: John.Wilson@rcc.edu, Rosalinda.Rivas@mvc.edu	Phone Number: (951) 222-8491, (951) 571-6965
Suggested Related Instruction Hours: 324	

Suggested Related Instruction Outline

Courses	Hours
Principles of Accounting	54
Introduction to Business	54
Business Law I	54
Business Mathematics	54
Management Communications	54
Introduction to Computer Information Systems	54
Total Hours	324



Appendix A = Work Process Schedule and Related Instruction Outline by LAUNCH Apprenticeship Network, Department of Labor (DOL) – Apprenticeship Building America (ABA) Grant, FoundationCCC is licensed under CC BY 4.0.

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