



COMMITTEE REPORT-OUTS

APPRENTICE STATUS KEY DEFINITIONS



Apprenticeship Status	Situation	Notes
Active	Apprentice is registered with DAS/DOL and no cancellation or completion is intended.	
Apprentice Completed	Staff has changed the status of the apprentice agreement to Completed with DAS/DOL.	
Recommended for Completion	The apprentice has met the requirements for completion and staff is recommending the committee approve completion (Note: This would show up as Apprentice Completed in the next report out).	
Apprentice Cancelled-Voluntary	At any time, an apprentice may willingly end his/her apprenticeship agreement. Staff are authorized to change the status of the agreement immediately, as no violation of the rules and regulations is documented, and the apprentice initiated the end of the agreement.	
Recommended for Cancellation-Class Attendance	For apprentices past their probationary period, the program must provide an opportunity for them to appeal cancellation before the committee. As soon as an apprentice discontinues class attendance, they should be added to the next report-out as recommended for cancellation. Special circumstances can be noted for the committee to approve.	We do not want to have inconsistencies regarding cancellations for class attendance. For example, if an apprentice misses a class term due to illness, staff can inform the committee and they can approve the missed term without canceling the apprentice. It is critical that documentation is made because if another apprentice missed that same term and was canceled and there was no documentation regarding the illness, it would look like we canceled one apprentice for missing classes but not another.
Recommended for Cancellation-OJT No Progress	For apprentices past their probationary period, the program must provide an opportunity for them to appeal cancellation before the committee. If six months have elapsed since an apprentice completed a competency evaluation (supervisor or administrative), they should be added to the report out as recommended for cancellation.	There shouldn't be too many special circumstances in this case. If an apprentice is not attending class and not working and doesn't want to violate any rules, they should voluntarily withdrawal from the program and return when able to continue progressing. This isn't a punishment, but just a way of taking a leave. If they are attending class and not working, an administrative evaluation is necessary.
Probationary Apprentice Cancelled-OJT No Progress	Probationary apprentices do not have the same appeal rights with the committee. If six months have elapsed since an apprentice completed a competency evaluation (supervisor or administrative), staff are authorized to cancel the apprenticeship immediately.	California statutes provide the probationary term as a way of protecting the program graduation rates and taking immediate action on apprentice agreements when it is clear the apprentice is not proceeding according to the agreement. For example, individual apprentices may not have been committed to (or fully understood the commitment they were making) the program when they signed the agreement and might not even show up to the first day of class or sign up for the right courses. The idea of the probationary period is to keep records clean in cases where the apprentice shows no intention of completing the program. The probationary period is not intended for treating probationary apprentices harshly, so, while the procedures are different, the rules are consistent.
Probationary Apprentice Cancelled-Class Attendance	Probationary apprentices do not have the same appeal rights with the committee. If a probationary apprentice does not attend required classes staff are authorized to cancel the apprenticeship agreement immediately. Special circumstances can be noted for the committee to approve.	

