



YOUTH APPRENTICESHIP APPLICATION PROCESS

Wisconsin's Youth Apprenticeship (YA) program is a part of a statewide School-to-Work initiative. It is designed for high school students who want hands on learning in an occupational area at a worksite along with classroom instruction. This one or two-year elective program combines academic and technical instruction with mentored on-the-job learning. YA positions are paid position and students also earn credit while on the job. Students in this program must be taking a class associated with their apprenticeship placement and are required to complete a set number of hours. Each student in the program must be able to complete a skills checklist at the end of the program. Students who successfully complete their program will be given a certificate of completion. There are both one year and two-year YA certificate programs. Students can enroll as early as June of their sophomore year (2-year program) or June of their Junior year (1-year program). The requirements of the program must be completed by **August 31st** following high school graduation.

STUDENT REQUIREMENTS:

To be eligible to participate in the YA program, students must meet a list of requirements including:

1. Complete online student application (<https://www.easttroy-cte.com/youth-apprenticeship>)
2. Meet with instructor related to YA area to discuss possible job openings and pick up necessary paperwork (training agreement and registration form).
3. OBTAIN YOUTH APPRENTICESHIP WORK PLACEMENT- The student will receive assistance obtaining paid work experience in their Youth Apprenticeship Program area. Employment is NOT guaranteed in this program. Therefore, it is highly recommended that students also search for their own employment.
4. Meet with your counselor to set up your schedule for the following school year.
5. Be enrolled in two semesters of coursework that relates to the apprenticeship.
6. Prior to the apprenticeship, a **training agreement** and **registration form** must be completed by the student, employer, parent/guardian, and YA supervising teacher. Students are also required to submit a printout of their current year's schedule. All documents should be returned to their YA instructor.
7. During the apprenticeship, students must maintain a passing grade in all courses related to the YA program area and all courses needed to graduate.
8. If a student is absent from school, they may **NOT** go to work that day.
9. Complete the minimum number of units as outlined in the student's Youth Apprenticeship Area Skill Standard Checklist. The completion of these units is a shared responsibility between employer and the classroom instructor.
10. Complete a minimum of 450 paid work hours (or 900 for a 2-year YA) by August 31 following high school graduation.
11. Complete **Youth Apprenticeship Skill Standard Checklist** and **Post Program Survey**.