

## QUALITY APPRENTICESHIP AND PRE-APPRENTICESHIP OPPORTUNITY

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### GENERAL INSTRUCTIONS

The attached Directive is being issued in draft to give the Workforce Development Community the opportunity to review and comment prior to final issuance.

Submit any comments by email or mail no later than **April 10, 2018**.

All comments received within the comment period will be considered before issuing the final Directive. Commenters will not be responded to individually. Rather, a summary of comments will be released with the final Directive.

Comments received after the specified due date will not be considered.

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**Email**            [CWDBInfo@cwdb.ca.gov](mailto:CWDBInfo@cwdb.ca.gov)  
Include "Draft Directive Comments" in the email subject line.

**Mail**             California Workforce Development Board  
Attn.: Quality Apprenticeship and Pre-apprenticeship Opportunity Directive  
800 Capitol Mall, Suite 1022  
Sacramento, CA 95814

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If you have any questions, contact Tim Rainey by email at [Tim.Rainey@CWDB.ca.gov](mailto:Tim.Rainey@CWDB.ca.gov) or by phone at 916-657-1443.

## QUALITY APPRENTICESHIP AND PRE-APPRENTICESHIP OPPORTUNITY

### EXECUTIVE SUMMARY

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This policy provides the guidance and establishes the procedures regarding the use of *Workforce Innovation and Opportunity Act* (WIOA) funds directed toward apprenticeable occupations, including pre-apprenticeship training. This policy applies to Local Workforce Development Boards (Local Boards) and Local Workforce Development Areas, and is effective immediately.

This policy contains only state-imposed requirements.

Retain this Directive until further notice.

### REFERENCES

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- WIOA (Public Law 113-128)
  - *California Unemployment Insurance Code* (CUIC) Section 14230(e)
  - Assembly Bill (AB) [554](#) (Chapter 499, Statutes of 2011)
  - AB [2288](#) (Chapter 692, Statutes of 2016)

### BACKGROUND

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AB 554 modified CUIC Section 14230(e) to require the California Workforce Development Board (State Board) and each Local Board to ensure that programs and services funded by WIOA and directed toward apprenticeable occupations, including pre-apprenticeship training, are conducted in coordination with one or more apprenticeship programs approved by the Department of Industrial Relations-Division of Apprenticeship Standards (DIR-DAS) for the occupation and geographic area. AB 554 also requires the State Board and each Local Board to develop a policy of fostering collaboration between community colleges and approved apprenticeship programs in their geographic area to provide pre-apprenticeship training, apprenticeship training, and continuing education in apprenticeable occupations through the approved apprenticeship programs.

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

Furthermore, AB 2288 modified CUI Section 14230(e) to require the State Board and each Local Board to ensure that WIOA funds respectively awarded by them for pre-apprenticeship training in the building and construction trades, fund programs and services that follow Multi-Craft Core Curriculum (MC3). The law also requires that providers of pre-apprenticeship programs funded with WIOA funds help increase the representation of women in those trades by developing a plan for outreach and retention of women in these pre-apprenticeship programs.

### **The MC3 Apprenticeship Readiness Curriculum**

The MC3 is an apprenticeship readiness curriculum developed by North America's Building Trades Unions (NABTU) National Training Directors. These programs provide a gateway for local residents, particularly those from underserved communities, including women, people of color and transitioning veterans, to gain access to the building trades state-approved and registered apprenticeship programs. The MC3 is a standardized comprehensive pre-apprenticeship curriculum that delivers an industry-recognized credential. Job seekers get to explore different trades through these introductory programs and decide which one is the best fit. The building trades and construction contractors get a pool of qualified, diverse candidates who have received a minimum of 120 hours of rigorous instruction.

To become an MC3 training provider, an entity must contact a local building trades council in the entity's area of operation. For approval as a new MC3 provider, a building trades council must submit an MC3 Implementation Plan to the NABTU for approval and for specific instructions on access to and use of the curriculum.

To locate a local building trades council, visit the State Building and Construction Trades Council of California [website](#).

To find apprenticeship programs approved by the DIR-DAS, visit their [website](#).

## **POLICY AND PROCEDURES**

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The full text of CUI Section 14230(e) reads as follows:

“(e) (1) The State Board and each Local Board shall ensure that programs and services funded by WIOA and directed to apprenticeable occupations, including pre-apprenticeship training, are conducted, to the maximum extent feasible, in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area. The State Board and each Local Board shall also develop a policy of fostering collaboration between community colleges and approved apprenticeship programs in the geographic area to provide pre-apprenticeship training, apprenticeship training, and continuing education in apprenticeable occupations through the approved apprenticeship programs.

(2) (A) The State Board and each Local Board also shall ensure, to the maximum extent feasible, that WIOA funds respectively awarded by them for purposes of pre-

apprenticeship training in the building and construction trades fund programs and services that do both of the following:

- (i) Follow the MC3 implemented by the State Department of Education for its pilot project with California Partnership Academies.
- (ii) Develop a plan for outreach and retention for women participants in the pre-apprenticeship program to help increase the representation of women in the building and construction trades.”

Before expending WIOA funds on apprenticeship and pre-apprenticeship programs, a Local Board must establish the following:

- WIOA funded programs are operated in coordination with at least one DIR-DAS approved apprentice program in the relevant geographic area for the relevant apprenticeable occupation.
- WIOA funded pre-apprenticeship training in the building and construction trades utilizes the MC3 curriculum.
- Pre-apprenticeship program operators funded with WIOA have a plan detailing, in writing, how they will conduct outreach to and ensure the retention of women in the pre-apprenticeship program.

### **Outreach and Retention**

Each Local Board must keep a list of all apprenticeship and pre-apprenticeship programs with whom they work and whether or not they are receiving WIOA funds. This list must also specify who the relevant DIR-DAS approved apprentice programs are for the relevant geographic area and occupations, and the manner in which the WIOA funded apprentice and pre-apprentice programs are coordinating with the relevant programs. The Local Board must also retain a copy of all written outreach and retention plans developed to meet the statutory and policy mandates detailed in this policy directive. Local Boards may be required to submit the foregoing information as part of their Local Plans and any future High Performance Board certifications.

## **ACTION**

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Bring this directive to the attention of all relevant parties.

## **INQUIRIES**

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If you have any questions, contact Tim Rainey at 916-657-1443.

/S/ JAIME L. GUTIERREZ, Chief  
Central Office Workforce Services Division