**Youth Apprenticeship**

**School Based Coordinator (SBC) Checklist**

YA Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registering a Youth Apprentice: (June 1st through March 20th)**

* Initial meeting with all involved parties (YA student, parent, mentor, & SBC)
	+ Complete paperwork
	+ Go over program requirements on ETA
	+ Provide mentor training PowerPoint (Google folder)
	+ Go over schedule and checklist
* Education Training Agreement (Turned into Dana Melahn)
	+ All required signatures (YA student, parent, mentor, school, & SBC)
	+ Completely filled in:
		- Start date and anticipated end date
		- Salary
		- Program and Unit
* Youth Apprenticeship Registration Form/Packet (Turned into Dana Melahn)
	+ Completely filled out
	+ Please make sure the mentor’s email is listed

**Initial YA Payment to Schools (Late Fall)**

* The Southwest WI Workforce Development Board (SWWDB) will send out initial payment checks based upon how many YAs are registered from each school. This usually happens in late fall.
* Email will be sent out with roster and information on how the funds can be used.
* Check will be sent to the school district and the districts will need to report on how the funds were used in their district to support YA programming.

**Mid-Point Check (End of first semester or beginning of second semester)**

* Mid-Point Check meeting with all involved parties (YA student, mentor, & SBC)
	+ Go over checklist
		- How is their progress?
		- Are they on track to completing ALL required standards?
	+ Are they completing their hours? Are they on track to completing required amount?
	+ Are there any areas of concern?
	+ What goal does the YA student hope to achieve by the end of the program?

**Register Any Final Youth Apprentices (Due March 20th)**

* The deadline to register any final YA students from your school is March 20th.
* All paperwork (registration and ETA) need to be turned into Dana Melahn by March 20th to give time to review and put in the system by March 31st.

**Final YA Payment to Schools (April)**

* The Southwest WI Workforce Development Board (SWWDB) will send out the final payment checks based upon how many YA students are signed up by the March deadline.
* Payment amount will be different than the initial payment to account for the increase or decrease of YA enrollments from all the schools.
* Email will be sent out with roster and the check will be sent to the district.
* Districts will need to report on how the funds were used in their district to support YA programming.

**Grant Information Needed from Schools (March Deadline)**

* Number of project YA students for upcoming school year
* Projected program areas of YA students for upcoming school year
* Signed YA School District Affiliation Agreement Form (Signed by superintendent)

**Completing a Youth Apprentice (June through August)**

* Follow-up visit/conversation with all involved parties (YA student, mentor, & SBC)
* Did they complete the following:
	+ Two semesters of related instruction
	+ 450 hours of employment
	+ “2” or “3” on checklist criteria
	+ Did they complete any other job-site-training?
* Checklist must be turned into Dana Melahn (Due date- August 31st)
	+ Make sure to read all the requirements for each section
		- Required Skills
		- Minimum of 1 unit for level 1 or 2 units for level 2
		- Required related instruction
		- 450 hours (level 1) or 900 hours (level 2)
	+ Signatures from mentor are needed
	+ YA students are only allowed a “2” or “3” for each standard
	+ All standards must be checked
* Post Program Completion Survey must be completed/turned into Dana Melahn (Due August 31st)
	+ Paper copy or online link accepted
	+ Online link for the survey: <https://www.surveymonkey.com/r/GSWKSJD>
* Termination of Student
	+ Email information to Dana Melahn
		- Name of YA student and reason for termination
		- Last resort after going through all channels to help YA student succeed
* Student Continuing on to level 2 Youth Apprenticeship
	+ New ETA must be filled out and turned in to make sure the anticipated end date is correct
	+ Contact Dana Melahn that changes will need to take place in the DWD system
	+ All completion paperwork will need to cover both level 1 and level 2 requirements
* Special Circumstances
	+ If a student needs to have their YA extended passed their anticipated completion date, please talk to Dana Melahn. Special considerations will need to be approved by DWD.