Catawba County Schools
High School Apprenticeship Program

What is High School Apprenticeship?

High School Apprenticeship is a special educational program that provides a qualified student the opportunity to begin learning an occupation using a system that combines on-the-job learning and related academic and technical classroom instruction. The NC Department of Labor, a participating employer, and the school cooperatively put together an apprenticeship agreement that will require at least 2,000 hours of on-the-job learning plus an additional amount of classroom instruction. It is intended that upon high school graduation, the high school apprentice will continue as an adult apprentice until all of the apprenticeship requirements are fulfilled.

Who May Participate?

In order to be considered as a high school apprentice a student must meet the following criteria:

- Be a high school junior or senior.
- Be in no academic trouble.
- Be willing to make a firm commitment to the apprenticeship program.
- Be recommended by at least two teachers.
- Have a good attendance record.

If the student is enrolled in a vocational/technical skill development course, then one teacher recommendation must come from the teacher of that course. The first priority will be to place students enrolled in skill development courses into apprenticeship opportunities directly related to the respective courses. The high school apprenticeship program will not be used to replace a given student’s involvement in a skill development course. All operations will be performed without regard to race, sex, color, national origin or handicap. Apprenticeship positions will be open to students who are not enrolled in a vocational course.

Detrimental Occupations Limitations

In addition to the 17 hazardous occupations prohibited to youths under 18 years of age by federal law, the NC Commissioner of Labor has adopted regulations identifying six detrimental occupations in which youths under 18 may not be employed:

1. Welding
2. Any process where quartz or any other form of silicon dioxide or an asbestos silicate is present in powdered form
3. Any work involving exposure to lead or any of its compounds in any form
4. At any work involving exposure to benzol or any benzol compound which is volatile which can penetrate the skin
5. Spray painting
6. Handling of unsterilized hides or animal or human hair
Exceptions to Detrimental Occupations

Youths and employers working under the supervision of bona fide apprenticeship and student-learner programs, as defined by the Fair Labor Standards Act and the rules and regulations promulgated thereunder are exempt from the prohibition against employment of youths in detrimental occupations under the same conditions as the exemption from certain hazardous occupation limitations.

ABC Limitations

No person who holds any ABC permit issued pursuant to the provisions of Chapter 18B of the General Statutes for the on-premises sale or consumption of alcoholic beverages, including any mixed beverages, shall employ a youth:

1. under 16 years of age on the premises for any purpose
2. under 18 years of age to prepare, serve, dispense, or sell any alcoholic beverages, including mixed beverages

Youths under 16 years of age employed by their parents may be employed on the premises of an establishment owned solely by one or both of their parents who hold an ABC permit issued pursuant to the provisions of Chapter 18B of the General Statutes for the on-premises sale or consumption of alcoholic beverages so long as another employee at least 21 years of age is in charge and present at the licensed premises and the youth does not prepare, serve, dispense or sell any alcoholic beverages, including any mixed beverages.

How Does One Apply?

There are three categories of students who may be apprenticeship applicants.

- **Category 1**: Students responding to apprenticeship vacancy announcements.
- **Category 2**: Students who currently have jobs and are interested in getting into the apprenticeship program.
- **Category 3**: Students who are interested in being placed in an apprenticeship position that is not related to any current apprenticeship vacancy announcement.

For each category the application process will be as follows:

- **Step 1**: Student asks school counselor for an Apprenticeship Application. Teacher recommendation forms are included with the application. Students are responsible for having the application forms completed and returned to the counselor.
- **Step 2**: Student submits completed application to school counselor. Teacher recommendations do not have to be attached at this time.
- **Step 3**: Counselor forwards application to the school Apprenticeship Coordinator. Recommendations may or may not be attached at this time.
- **Step 4**: Apprenticeship Coordinator will collect the following data:
  - Copy of most recent SIMS summary of grades
  - Copy of student’s transcript from SIMS
• Copy of current Daily Attendance Profile
• Copy of discipline Tracking Profile

Step 5: After teacher recommendations are received, the Apprenticeship Coordinator will contact the school counselor to schedule an interview with the applicant at the school.

Step 6: After interviewing the applicant, the Apprenticeship Coordinator will inform the counselor and the applicant concerning the status of the applicant by using the appropriate form (Applicant’s Status Form). The form will indicate one of the following:
• Name of company with whom the student is scheduled to interview
• Position on waiting list, if immediate placement is not possible
• Reason for disqualification, if so determined

Step 7: If scheduled for interview, the applicant reports back to the counselor immediately after the interview with the employer.

Step 8: Employer notifies the applicant and the apprenticeship coordinator regarding the employer’s decision.

Step 9: Apprenticeship Coordinator notifies school counselor about the employer’s decision using the appropriate form.

Step 10: If selected, the NC Department of Labor Apprenticeship Consultant and the Apprenticeship Coordinator schedule an appointment with the employer to develop a training plan and to register the student with the NC Department of Labor Apprenticeship and Training Division.

Note: Students selected for an apprenticeship position are responsible for arranging their course schedule so that they can begin employment at the beginning of the semester or school term following notification that they have been admitted into the apprenticeship program.

What are the Student’s Responsibilities?

1. Be able to provide own transportation to and from your place of employment.
2. Agree to all of the conditions outlined in the “Training Agreement” and the “Rules and Regulations for High School Apprentices.”
3. Set up a meeting with parents and school apprenticeship coordinator to give input and sign apprenticeship registration documents.
4. Provide, in a timely manner, any and all required documents to the NC Department of Labor Apprenticeship Consultant and to the High School Apprenticeship Coordinator.
5. Participate in a high school course of study that is designed to accent the Apprenticeship Training program.

Note: One unit of high school credit can be earned during the course of the school year. One additional unit can be earned by a student who began the apprenticeship program as a junior and who continues the apprenticeship program by working at least 450 full-time hours during the summer months between his/her junior and senior year.