

WAUKESHA COUNTY YOUTH APPRENTICESHIP STUDENT REGISTRATION FORM

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wis. Stats.]. All information will be kept confidential, secure and used only to analyze enrollment patterns, ensure equal access to the program, and evaluate program effectiveness. Provision of your Social Security Number (SSN) is voluntary; not providing it could result in an information processing delay.

Print legibly or type all information.
To complete and submit electronically, click in the box and type the required information, or click in the box and type an "X".

SECTION ONE – TO BE COMPLETED BY THE STUDENT

Name (First, Last):		
Date of birth:	SSN:	
Street address:		
City:	Zip:	Home Phone:
Parent/Guardian Name (First & Last):		
Email address:		
Student cell phone:		
Grade level in school:	Current Grade Point Average (on a 4 point scale):	
Name of high school:		

SECTION TWO – TO BE COMPLETED BY THE HIGH SCHOOL COORDINATOR

Program Type:	Level 1 (One Year) <input type="checkbox"/>	Level 2 (Two Year) <input type="checkbox"/>
Apprenticeship will begin on (Month/Day/Year):		and be completed by (Month/Day/Year):
Program:	Health <input type="checkbox"/>	Automotive <input type="checkbox"/>
	Manufacturing <input type="checkbox"/>	Printing <input type="checkbox"/>
Finance <input type="checkbox"/>	Other:	

PRIMARY EMPLOYER

Business Name:	
Mentor First & Last Name:	
Street Address:	
City:	ZIP:
Phone:	Email:
Starting Hourly Wage (must be minimum wage or higher): \$	Employee Start Date: (Must match date on Training Agreement)

SECONDARY EMPLOYER			
Business Name:			
Mentor First & Last Name:			
Street Address:			
City:			ZIP:
Phone:		Email:	
Starting Hourly Wage (must be minimum wage or higher): \$		Employee Start Date: (Should match date on Training Agreement)	
SECONDARY EMPLOYER			
Business Name:			
Mentor First & Last Name:			
Street Address:			
City:			ZIP:
Phone:		Email:	
Starting Hourly Wage (must be minimum wage or higher): \$		Employee Start Date: (Should match date on Training Agreement)	

12/2012



*Investing in
Wisconsin's Future*

**HIGH SCHOOL COORDINATOR –
SUBMIT WITH COMPLETED TRAINING AGREEMENT
WITHIN 30 DAYS OF STUDENT EMPLOYMENT**

NOTE: The employer and school district must have a signed Education/Training Agreement on file for every youth apprentice per section DWC 270.14(3)(c). Child labor laws apply to all youth apprentices.

Send completed forms to: Tim Alft, YA Coordinator
Waukesha County Technical College OR talft@wctc.edu
800 Main Street, Rm. B178-F
Pewaukee, WI 53072

Education/Training Agreement Wisconsin Youth Apprenticeship

This agreement is between _____
Youth Apprentice

and _____
Primary Employer

and _____
Secondary Employer Name (if applicable)

The undersigned parties agree to enter into a youth apprenticeship authorized by Chapter 106.13 of the Wisconsin statutes for the purpose of educating the student named above in the industry area of:

_____ Starting wage for the youth apprentice will be \$_____ per hour.
Program Area

The apprenticeship will begin on _____ and be completed by _____.
Month/Day/Year *Month/Year*

The Employer and School must have a completed copy of this Education/Training Agreement on file (which includes the signatures of the student, parent, employer, and the school principal or designee).
The parties agree to the following responsibilities in the implementation of this agreement:

The Youth Apprentice agrees to:

- maintain the academic and attendance requirements required by the youth apprenticeship consortium;
- observe company rules and other requirements identified by the employer; and
- participate in progress reviews scheduled with mentors, school personnel and parent(s) or guardian(s).

The Youth Apprentice's Parent or Guardian agrees to:

- assist the youth apprentice in meeting the academic and attendance requirements of the program;
- ensure transportation to and from the work site is provided; and
- participate in progress reviews scheduled with mentors, school personnel and the youth apprentice.

The Employer agrees to:

- provide a work based learning experience for the length of the agreement (or as specified if one of multiple employers);
- pay the youth apprentice for all work performed during the program at no less than minimum wage;
- provide worker's compensation for the youth apprentice for all hours worked;
- instruct the youth apprentice in the required competencies provided for this program;
- comply with all applicable state and federal child labor laws;
- ensure that any work performed in occupations declared hazardous shall be under the direct and close supervision of a qualified and experienced person;
- ensure that the work of any student learner in the occupations declared hazardous are incidental to his/her training, shall be intermittent and only for short periods of time;
- ensure that safety instruction will be provided;
- authorize the mentor to attend training related to the program; and
- authorize the mentor to participate in progress reviews scheduled with the youth apprentice, the youth apprentice's parent or guardian, and school personnel.

The School District agrees to:

- ensure the youth apprentice will meet high school requirements and the student will have the opportunity to successfully complete all requirements of the youth apprenticeship program;
- participate in progress reviews scheduled with mentors, the youth apprentice, and youth apprentice's parent or guardian;
- award credit toward graduation for both the related instruction and work-based component; and
- provide safety instruction for work considered hazardous under child labor laws.

The parties to this agreement also agree to comply with the following assurances:

- A. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any youth apprenticeship program on the basis of race, color, religion, sex, national origin, age, handicap, political affiliation or belief, or sexual orientation.
- B. Youth apprentices will be provided with adequate and safe equipment and a safe and healthful workplace in conformity with all health and safety standards of Federal and State law.
- C. The local youth apprenticeship consortium will establish and maintain a grievance procedure for youth apprentices, a copy of which will be given to and explained to the youth apprentice at the beginning of the program.
- D. Youth apprentices will not displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).
- E. The youth apprenticeship program will not impair existing contracts for services or collective bargaining agreements. Any youth apprenticeship program that would be inconsistent with the terms of a collective bargaining agreement shall be approved only with the written concurrence of the labor organization and employer involved.
- F. An employer will not hire a youth apprentice when:
 1. Any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent jobs, or
 2. The employer has terminated the employment of any regular employee or otherwise reduced its work force with the intention of filling the vacancy so created with a youth apprentice.
- G. A work permit is recommended for youth apprentices for work performed as a part of this program.

Youth Apprentice

<i>Printed Name</i>	<i>Signature</i>	<i>Date Signed</i>
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Parent or Guardian

<i>Printed Name</i>	<i>Signature</i>	<i>Date Signed</i>
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School Principal (or designee)

<i>Printed Name</i>	<i>Signature</i>	<i>Date Signed</i>
<i>Title</i>	() <i>Telephone Number</i>	

Employer Representative

<i>Printed Representative Name</i>	<i>Signature</i>	<i>Date Signed</i>
<i>Mailing Address</i>	<i>City, State, Zip Code</i>	() <i>Telephone Number</i>

Secondary Employer (if applicable)

<i>Printed Representative Name</i>	<i>Signature</i>	<i>Date Signed</i>
<i>Mailing Address</i>	<i>City, State, Zip Code</i>	() <i>Telephone Number</i>

Youth Apprenticeship Coordinator

<i>Printed Name</i>	<i>Signature</i>	<i>Date Signed</i>
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The youth apprentice's signature and that of his/her parent or guardian authorizes the school to release progress, grades and attendance reports to all parties of this agreement and the Department of Workforce Development while this agreement is in effect.