



Pre-Apprenticeship Agreement

This pre-apprenticeship agreement is between ApprenticeshipNH-High School Program (ApprenticeshipNH-HS), Wilbur H. Palmer Career and Technical Education Center (CTE-Welding), and American Steel Fabricators and will remain in effect throughout the pre-apprenticeship and reviewed annually for any changes.

Note that this is not a partnership in a legal sense. It is a voluntary relationship to pursue shared interests. The agreement serves as a statement of mutual intent by the parties to ensure a shared understanding of all proposed benefits and responsibilities.

I. Partners and Contact Information

This pre-apprenticeship agreement is between ApprenticeshipNH-HS, Wilbur H. Palmer Career and Technical Education Center (CTE-Welding) and American Steel Fabricators. The primary contact information for each organization is listed below.

II. Purpose

The purpose of the pre-apprenticeship agreement is to develop a pre-apprenticeship relationship between ApprenticeshipNH-HS, Wilbur H. Palmer CTE-Welding Program, American Steel Fabricators, in which ApprenticeshipNH-HS will provide technical assistance for development and management of pre-apprenticeship programming, Wilbur H. Palmer CTE-Welding Program will provide access to educational programming that complements the Registered Apprenticeship of American Steel Fabricators, and American Steel Fabricators will provide opportunities for on-the-job learning and preferred entry to their established registered apprenticeship program.

III. Role of ApprenticeshipNH-HS

- a. Provide technical assistance for the development and maintenance of pre-apprenticeship programs.
- b. Provide information to post-secondary education options that align with the existing Registered Apprenticeship at American Steel Fabricators
- c. Provide support funds to the student, Wilbur H. Palmer CTE-Welding Program and/or American Steel Fabricators at their discretions and as allowed by the guidance and regulation of the US Department of Labor grant.
- d. Prompt attention to address any concerns brought up by Wilbur H. Palmer CTE-Welding Program, American Steel Fabricators, or student.
- e. Provide Wilbur H. Palmer CTE-Welding Program, American Steel Fabricators, and student recognition in program printed materials and media platforms when appropriate.

IV. Role of Wilbur H. Palmer CTE-Welding Program

- a. Provide general oversight of pre-apprenticeship and students enrolled into the pre-apprenticeship program.
- b. Provide a designated representative to remain in contact with ApprenticeshipNH-HS and American Steel Fabricators.
- c. Provide and align courses that have focused instruction tailored to address the entry requirements of an apprenticeship.
- d. Provide communication of student progress with ApprenticeshipNH-HS and American Steel Fabricators.
- e. Notify ApprenticeshipNH-HS, American Steel Fabricators, or assigned mentor of any changes or concerns with student progress.
- f. Recognize ApprenticeshipNH-HS, and American Steel Fabricators, in pre-apprenticeship program printed materials and media platforms when appropriate.
- g. Assist with selection of participants into the pre-apprenticeship program based upon established requirements by American Steel Fabricators as outlined in this agreement.

V. Role of American Steel Fabricators

- a. Provide adequate supervision of student when at the (RA Sponsor) facility.
- b. Provide at least one direct, fully trained mentor who will be responsible to work with the student to monitor on-the-job training.
- c. Provide a consistent and mutually agreed upon work schedule for the student reviewed and approved by Wilbur H. Palmer CTE-Welding Program, student, and parent/guardian.
- d. Provide a worksite, building, and working conditions for the student that are compliant with all applicable federal, state, local laws, codes and standards.
- e. Provide a designated representative of American Steel Fabricators to communicate with ApprenticeshipNH-HS and Wilbur H. Palmer CTE-Welding Program.
- f. Select participants for the pre-apprenticeship program based upon established requirements outlined in this agreement.
- g. Provide communication of student progress with ApprenticeshipNH-HS and Wilbur H. Palmer CTE-Welding Program.

- h. Notify ApprenticeshipNH-HS, Wilbur H. Palmer CTE-Welding Program, or assigned mentor of any changes or concerns with student progress.
- i. Give preferred or full entry into existing Registered Apprenticeship at American Steel Fabricators based on selection procedures outlined in this agreement.

VI. Mutual Agreement

- a. Representatives of both parties will meet as necessary for the purpose of planning for and evaluating all aspects of this cooperative program and discussing any problems and matters regarding the relationship of the parties to this agreement.

Pre-Apprenticeship Program Details

I. Occupation and Opportunities

- a. Registered Apprenticeship Occupation: Welder-Fitter
- b. Number of anticipated pre-apprenticeship openings annually: 5

II. Pre-Apprenticeship Entry Requirements

- a. Age: 16
- b. Academic prerequisites:
 - i. Selection as pre-apprentice for American Steel Fabricators as follows;
 - 1. Candidate is in good academic standing and on pace to graduate.
 - 2. Student is enrolled in second year of welding program at Wilbur H. Palmer CTE Center
- c. Professional skill requirements:
 - i. Selection as pre-apprentice for American Steel Fabricator as follows;
 - 1. Successful completion of WorkReadyNH or equivalent job readiness prep course.
- d. Physical abilities:
 - i. As required for safety and ability to perform tasks.
- e. Transportation
 - i. Candidate is responsible for reliable transportation to and from American Steel Fabricators as required.
- f. Additional requirements

III. Pre-Apprenticeship Selection Procedures

- a. Interview process:
 - i. Selection as pre-apprentice for American Steel Fabricators as follows;
 - 1. Interview with representative from American Steel Fabricators
- b. Additional procedures:

IV. Pre-Apprenticeship Program Components

- a. Career exploration activities:
 - i. Job Shadow at American Steel Fabricators
- b. Academic components:
 - i. Two- year CTE Welding Program
- c. On-the-Job Learning components: N/A
- d. Additional components:

V. Potential Industry Recognized Credentials Earned Upon Completion of Pre-Apprenticeship

- a. Credential one: OSHA-10
- b. Credential two: CPR/First Aid

VI. Support Services Provided

- a. Academic
 - i. ApprenticeshipNH-HS will provide scholarship to eligible candidates as grant funds allow.
- b. HS financial support
 - i. ApprenticeshipNH-HS will provide a stipend to support personnel at high school as determined through a written agreement and as grant funds allow.
- c. Additional support
 - i. ApprenticeshipNH-HS will provide financial support to eligible candidates for transportation as grant funds allow.
 - ii. ApprenticeshipNH-HS will provide financial support to eligible candidates for tools, materials, and required uniforms as grant funds allow.

Transition to Registered Apprenticeship Program

I. Occupation and Opportunities

- a. Registered Apprenticeship Occupation: Welder/Fitter
- b. Number of anticipated registered apprenticeship openings annually: 3

II. Type of Entry to Registered Apprenticeship Program

- a. Guaranteed interview for students who successfully complete pre-apprenticeship as outlined in this agreement.

III. Entry Requirements

- a. Age: 18
- b. Academic prerequisites:
 - i. Successful completion of Wilbur H. Palmer CTE-Welding Program
 - ii. High School Diploma or on pace to earn high school diploma
- c. Professional skill requirements:
 - i. Successful completion of WorkReadyNH or equivalent professional skill preparation course
- d. Physical abilities:
 - i. Must meet minimum eligibility requirements as outlined in the Federal Standards of Apprenticeship.
- e. Transportation: As outlined in US DOL Standards of Apprenticeship
- f. Additional requirements

IV. Registered Apprenticeship Selection Procedures

- a. Interview process: As outlined in US DOL Standards of Apprenticeship
- b. Additional procedures: As outlined in US DOL Standards of Apprenticeship

- V. **Registered Apprenticeship Advanced Placement Components and Hours of Award**
 - a. Academic components:
 - i. Academic requirements waived:
 - 1. Fundamentals of Welding: American Steel Fabricators will not require the course, but college credit for course is contingent upon agreement between CTE Center and a CCSNH college.
 - ii. Academic requirements remaining: 600 hours (14 courses)
 - b. On-the-Job Learning (OJL) components:
 - i. OJL requirements and hours waived: Up to 300 hours
 - 1. Pre-Apprentices, upon hiring into the registered apprenticeship, who demonstrate competency, by American Steel expectations, may earn up to 300 hours advance placement in the following areas: Oxy-Fuel Welding, Oxy-Fuel Cutting, and Oxy-Fuel Brazing.
 - ii. OJL requirements and hours remaining: 7,700-8,000

Signatures

ApprenticeshipNH-HS Representative
Representative

Title

American Steel Fabricators Representative

Title

Wilbur H. Palmer CTE-Welding Program

Title



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