
Pre- Apprenticeship Guide



Apprenticeship
Program

INTRODUCTION

What is Pre-Apprenticeship?

Pre-Apprenticeship training can be an important part of Registered Apprenticeship (RA) and provides potential apprentices with necessary skills to thrive in and complete their apprenticeship. The following are some examples of programs that have been approved throughout SUNY. The SUNY Apprenticeship Program (SAP) provides \$1,000 per Pre-Apprentice for tuition, fees and books at any SUNY School for trainings in areas within existing trade occupations. Upon successful completion of a Community-Based Pre-Apprenticeship Training funded by the SUNY Apprenticeship Program (SAP) of a course finishing on May 1, 2024 or later, participants are eligible for a \$500 stipend.

This guide includes examples of pre-apprenticeship programs that have been done at SUNY Community College's over the past few years. We welcome you to copy some of these examples or to bring new models to the committee. The SUNY Apprenticeship Program team meets every Thursday to review applications. To date, SAP has approved for support over 2,600 pre-apprentices.

THE RULES

A pre-apprenticeship program prepares potential apprentices with the skills necessary to meet entry or progression requirements and/or succeed in a Registered Apprenticeship or career. Applications must demonstrate an alignment to active New York State Department of Labor (NYSDOL) Registered Apprenticeship occupations. If there are no local employer sponsors, colleges may use this as a tool to grow sponsorship in the region.

Pre-apprentices must be considered students at the college for the training activity. Programs are not intended to encompass items from Appendix B of the trade outline or prior credit learning.



A pre-apprentice must be eligible to work in the United States and may only complete one training in preparation to enter an apprenticeship occupation.

To be eligible for funding, pre-apprentices will be required to sign a [Consolidated Information Release Form](#) providing access to Personally Identifiable Information (PII).

Invoices for pre-apprenticeship activity(s) are to be submitted no later than one month following course completion. Additional follow-up with the pre-apprentices is required by the college three months after the completion of the activity.

TYPE OF PRE-APPRENTICESHIP ACTIVITIES

Pre-Apprenticeship Training for Incumbent Workers

Pre-Apprenticeship Training can be used for incumbent workers. The company must be a registered sponsor/signatory OR have a program application submitted for review and approval which is posted for public comment on NYSDOL's website. Company may use the training to support the selection of Registered Apprentices.

Pre-Apprenticeship Community Based Training

To be considered for pre-apprentice training with SUNY funds, trainings must be a minimum of 24 hours in length. The youngest eligible pre-apprenticeship participants are high school seniors graduating within three months of program completion so they may obtain employment within the follow up period. Follow up is required by the college within three months of activity completion. Pre-apprentices earn a SUNY digital badge upon completion of the activity.

Components that must be broadly included in a community-based pre-apprenticeship training are:

- Leadership
- Communication
- Professional Skills / Behavior
- Pathways within job field to which training aligns (including labor market information)
- Overview of Registered Apprenticeship (including funding opportunities)
- Job Seeking Skills (LinkedIn, resume development)
- Safety as related to the job
- Skills training in industry sector

EXAMPLES

Incumbent Worker Pre-Apprenticeship Activities

Math and English Pre-Apprenticeship:

The pre-apprenticeship program provided math and English skills necessary for individuals to be successful in apprenticeship Related Instruction prior to the apprenticeship starting. Content included a review of basic math skills, trigonometry and geometry, and public speaking skills so that apprentices were confident when presenting information to co-workers and supervisors.

Computer Skills Pre-Apprenticeship:

Selected participants at this company took a computer course (computer basics, beginner Excel, intermediate Excel, and advanced Excel) to better equip them for their current role, as well as the potential to be selected for one of their company's new apprenticeship programs.

Basic Life Skills Pre-Apprenticeship:

Pre-apprenticeship dollars were used to support new hires for activities to provide basic skills needed to maintain their work with the goal of entering into an apprenticeship program:

- First Aid/CPR Training
- Strategies for Crisis Intervention & Prevention-Revised (SCIP-R) training
- Essential skills for work success and college transition services

Plant Maintenance Electrician Pre-Apprenticeship:

The pre-apprenticeship training was specifically for an incumbent employee. The company worked with the Center for Economic Growth (CEG) to establish a Registered Apprenticeship program as a signatory for the Plant Maintenance - Electrician title. Pre-apprenticeship training focused on remedial math skills, in preparation for the employee entering the RA program upon successful completion of the pre-apprenticeship training.

Coding Certificate Pre-Apprenticeship:

Coding has become one of the most in-demand skills in the workplace today. As a result, coding has become a core skill that bolsters one's chances of becoming a higher value to organizations. Students began by getting introduced to the basics of computer programming and various programming languages. Then they progressed to learn the basics of HTML and CSS. They learned the relationship between these two industry-standard web page coding languages and the step-by-step process of hand coding and building web pages. Finally, they discovered the advanced features of CSS and learned how to use this very powerful language.

Intro to Machining and Manufacturing Pre-Apprenticeship:

Participants received basic machining training: 40 hours of Shop Math, Precision Measurement, and Blueprint Reading; 80 hours of Surface Grinding, CNC Lathe Configuration, and Professional Skills; 80 hours of CNC Mill Configuration and Cylindrical Grinding. Upon successful completion of the program, employees received a raise in hourly wage. After six months, they were evaluated for participation in the company's Registered Apprenticeship program with MACNY. If accepted as an RA, the participants were enrolled in college courses. This intro course was transferred in as credit for prior learning for Machining I and Manufacturing Methods: 8 total credits.

ToolingU Pre-Apprenticeship:

Interns and newly hired incumbent workers were offered coursework through ToolingU. Coursework options included Intro to Shop Math, Measurements, Quality Control, GDNT. Curriculum was MAZAK specific which was the machinery used at the company. This coursework prepared students for entry into the CNC Machinist occupation and Registered Apprenticeship.

Community Based Pre-Apprenticeship Activities

Certified Manufacturing Associate Pre-Apprenticeship:

Students completed the Certified Manufacturing Associate training program and work towards earning a certification. In this program students learned about safety, math, measuring, and basic assembly - all foundation skills for those in manufacturing.

Direct Support Professionals Pre-Apprenticeship:

The pre-apprenticeship training was offered to local sponsors as well as being made available to the public to increase opportunities to support the community's growing need for proficient Direct Support Professionals (DSP). Pre-apprenticeship funds were directly applied to strategies to increase opportunities for underemployed or unemployed individuals to meet entry requirements and be better prepared for success working as a DSP.

Credit Bearing Environmental Pre-Apprenticeship:

Students took a three credit courses called Environmental Themes and Math and Measuring for Water and Wastewater. These two courses were bundled together to make a Water/Wastewater Pre-apprenticeship Program and the college is working to designate it as a microcredential with the same title. Students who graduated from these programs were interviewed by a local company for apprenticeship jobs.

The Opportunity Impact Training Pre-Apprenticeship:

The Opportunity Impact Training Program (OITP) was created several years ago as a partnership between a workforce board, a local SUNY college, and area employers. The goal was to take unemployed individuals in certain populations (screened by the workforce board) and give them an intensive three-week training course on the basics of manufacturing. Area businesses provided input on the program and committed to interviewing all the participants. The project included seven employers.

Dairy Processing Specialist Pre-Apprenticeship:

This three-day training was intended to expose career-ready students and under-/unemployed adults in two counties to jobs in the food industry. The program fostered connections for the food processors to recruit participants through direct connection and engaging activities and presentations. Any person who had been career-ready and might have been interested in a career in food processing was welcome and encouraged to enroll in the boot camp. Up to six companies were supportive and agreed to either facilitate tours on-site or send a representative to speak in person to the boot camp participants about employment opportunities, their experiences, and answer questions. This training was appropriate for those interested in pursuing a Dairy Processing Specialist Registered Apprenticeship and/or Industrial Manufacturing Technician Registered Apprenticeship. Everyone received a certificate from attending that could be used to boost their resume.

Dairy Specialist Pre-Apprenticeship:

Sixteen dairy farm businesses recommended candidates for increased technical training in animal care and leadership development skills to ultimately identify individuals to advance into the Dairy Specialist Apprenticeship program.

Certified Manufacturing Associate Pre-Apprenticeship:

The mission of the Future of Work Center Hudson Valley Consortium of Community Colleges was for the consortium to focus on regional engagement with employers, job seekers, and communities to establish and cultivate a talent pipeline for the manufacturing industry and to encourage the growth of the Registered Apprenticeship program in the region. The first step of this was to deliver the Certified Manufacturing Associate program in a hybrid format. Students were enrolled and given access to the online training content, and the college offered three in-person lab sessions on campus and a series of virtual sessions to cover the required elements of the pre-apprenticeship program.

Manufacturing Technology Bootcamp Pre-Apprenticeship:

The program approach of this pre-apprenticeship program was to offer participants a variety of entry-level manufacturing skills employed by many regional companies who could not find enough skilled workers for their operations. This intensive hands-on 80-hour boot camp, offered a wide array of introductory manufacturing topics and was leveraged with funds from other private sources. A regional certificate of merit was awarded to participants upon successful completion. This introductory course groomed entry-level manufacturing applicants for success, making them ideal candidates for Registered Apprenticeships in advanced manufacturing trades in the future. The courses incorporated foundational life skills for success on the job with hands-on technical skills. Learning objectives included

- demonstrating practical math skills by performing basic shop math
- learning basic safety concepts
- acquiring introductory computer literacy skills
- demonstrating precision measurement skills
- learning elementary blueprint reading
- understanding simple electronic circuits in relation to important manufacturing functions
- understanding the role of simple Computer Numerical Controls (CNC) devices
- understanding introductory welding techniques by practicing with immersive virtual reality welders
- practicing safety in a manufacturing laboratory
- understanding group dynamics, group decision-making, receiving feedback, and thinking critically.

Teacher Assistant Pre-Apprenticeship:

This course helped individuals get into the Teacher Assistant field. The college worked with graduating high school seniors as well as others and prepared them to take Teacher Assistant positions. Trainees completed the following workshops:

- Child Abuse identification
- School Violence Intervention and Prevention
- Dignity for All Students Act (DASA) and Inclusive Classroom
- Strategies for Success
- Power Skills

Certified Nurse Assistant Pre-Apprenticeship:

Introduction to Certified Nurse Assistant (CNA) was a summer pre-apprenticeship program that introduced students to medical terminology and power skills to help them obtain a job. It also introduced them to apprenticeship opportunities and careers.

Direct Service Provider Pre-Apprenticeship:

The Professional Skill Development for Healthcare program was offered every three-four weeks to individuals seeking to become CNAs, DSPs, or DSP Supervisors. Successful completion of this program aligned employer support for further training and enrollment into the CNA, DSP, or DSP Supervisor Apprenticeship program.

Medical Administrative Assistant Pre-Apprenticeship:

This community-based training for Medical Administrative Assistants provided a potential pathway to the Medical Billing and Coding Certificate which was offered at the SUNY School. After successful completion of this course, students received national certification that prepared them to go directly to work in a medical practice or hospital and/or seek an apprenticeship in Medical Billing and Coding.

Healthcare Pre-Apprenticeship:

The pre-apprentice program was open to the public and designed to assist applicants looking to start a career in healthcare. The program led to an industry-recognized credential that made applicants more competitive in the job market. Training was 50 hours in total. Learning objectives included Essential Skill Development, Pathways in Healthcare, Apprenticeship 101, Safety, and Personal Care Aide (PCA). It provided students with the foundation of working in a home setting and providing care limited to personal care. Training led to New York State PCA certification.

The Behavioral Health Technician Pre-Apprenticeship:

This course provided students with the knowledge necessary to perform in healthcare settings serving individuals with mental health and substance use conditions through the role of Behavioral Health Technician (BHT). The successful completion of this course also articulated to the Chemical Dependency Counseling Certificate and A.A.S. offered at the school.

Direct Support Professional Pre-Apprenticeship:

This pre-apprenticeship program was designed to be open to the public to help potential applicants to the Racker Center gain much-needed skills to help them be competitive in the application process. The program was also open to current Racker Center employees interested in gaining more skills to help them prepare to be successful in Racker's apprenticeship program. The Racker Center currently has a Direct Support Professional apprenticeship program and the company was interested in expanding their apprenticeship program to include the Direct Support Professional Supervisor apprenticeship program. Learning objectives included effective communication skills including verbal, written, and electronic forms of communication; interpersonal relations, including inclusion and diversity training and conflict resolution; utilizing technology to provide effective client services; and understanding and determining limits of role and how/when to ask for assistance. The program was held live online through the Zoom platform.

Mechatronics Pre-Apprenticeship:

The pre-apprenticeship training was offered to incoming candidates for incumbent employees, with a focus on preparing them for entry-level work as maintenance technicians in advanced manufacturing environments. Specifically, Global Foundries, which had an RA program, had requested that the SUNY School create the program in hopes of enrolling completers in their RA program. As a result, the curriculum was general enough to prepare students for work in a variety of organizations but tailored enough to address specific pain points the company saw with apprentices, such as math. It included 72 hours of hands-on instruction in an advanced manufacturing lab, and included an OSHA LOTO certificate. Students received a hand tool kit and calipers.

Women in Manufacturing Pre-Apprenticeship:

This course focused on increasing women's interest in manufacturing. The class was 72 hours in length and offered two nights per week. One night was focused on power skills and the other was focused on in-person hands-on activities in manufacturing. Students visited manufacturers as part of the class and manufacturers were guest speakers as well. This pre-apprenticeship collaborated with Empire State Development funding given to MACNY to provide support services and additional resources. Upon completion of this course, students received a \$1,000 stipend.

College Stop Out Pre-Apprenticeship:

This program worked with OnPoint for College Stop Outs and provided them with an introduction to advanced manufacturing. The course focused on basic power skills and concluded with two site visits to manufacturers organized by MACNY. The desire was to help the students apply to those manufacturers at the end of the course.



CONTACT INFORMATION

Advanced Manufacturing, IT, Education, Other

Mohawk Valley Community College

315-792-5538

www.mvcc.edu/suny-apprenticeships/

Healthcare & Human Services

SUNY Schenectady County Community College

518-595-1101

www.sunysccc.edu/apprenticeship

System and Administration

SUNY Apprenticeship Program

Public facing website:

www.suny.edu/apprenticeship/

Internal college website:

<https://system.suny.edu/wfd/college-apprenticeships/>



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