

Maryland Youth Apprenticeship



Apprenticeship Maryland (AMP)

- In support of the Blueprint for Maryland's Future, further driven by business and industry, youth apprenticeship is creating a pathway for student success upon graduation.
- The goal of the Blueprint is to have 45% of high school students graduate with either an industry-recognized credential or having completed an apprenticeship by 2030.

Overview

- Opportunities for youth apprenticeship are formal, established partnerships between the school system and an employer. Apprenticeship Navigators, from the Maryland Department of Labor facilitate this process and submit the proposed apprenticeships for approval to the Maryland Apprenticeship and Training Council, often referred to as MATC.
- Numerous avenues exist for employers and high schools to connect. Primarily, Local Education Agencies (LEA's) connect through regular outreach efforts, however, many currently approved employers were once internship providers whose programs were converted to the youth apprenticeship model.
- Employers are also welcome to reach out to schools directly or to an Apprenticeship Navigator who will make the appropriate introduction.
- Regardless of how the connection is made, the formal approval process will not begin until an Eligible Employer Application is completed, which can be found here.
- The goal of the Blueprint is to have 45% of high school students graduate with either an industry-recognized credential or having completed an apprenticeship by 2030.

The Requirements

- Students must work a minimum of 450 between their junior and senior years of high school. Depending on their school schedule and the county they live in, each student's version of this will differ slightly. Students can theoretically begin working the summer following their sophomore year – and are available for full-time hours during the summer(s) and part-time during the school year. The working hours are considered the On-The-Job Training (OJT) component of apprenticeship and students are expected to be working alongside a mentor during this time and paid at least minimum wage.
- Students will receive Related Instruction (RI) concurrently - Related Instruction can be provided by the student's high school, a community college, or an industry provider. Please be aware that The Maryland State Department of Education, (MSDE) will review and approve the Related Instruction to make sure it fully supports the occupation.
- The profession, must be a highly skilled, in-demand occupation. These are not typical part-time jobs. Apprenticeship opportunities are designed to provide the students with high-level, marketable skills.

The Approval Process



The Application Process

- As previously stated, the formal approval process does not begin until an Eligible Employer Application is completed, which can be found [here](#). Once this application is received by the Maryland Department of Labor (MDOL), it will be reviewed by an Apprenticeship Navigator to ensure the position is an apprentice-able occupation with an appropriate job description and hourly wage.
- Employers will then receive an email, acknowledging receipt of the application, an introduction to the appropriate LEA(s), concerns if any, will be raised and a request for a site visit will be made.
- During the site visit, MDOL and the LEA, will review program requirements, answer any questions the employer has, identify related instruction, and perform a safety check. The employer will sign the Youth Standards of Apprenticeship in which they are agreeing to follow the program requirements

The Application Process, cont.

- Once the following items are compiled, the packet will be sent to MSDE for review and approval of the Related Instruction. Eligible Employer Application Signed Youth Standards of Apprenticeship Related Instruction SDAT Listing Safety Checklist
- After MSDE approves the Related Instruction, the packet will be submitted to the Maryland Apprenticeship and Training Council (MATC) for approval.
- MATC meets every other month (January, March, May, July, September, and November) and completed program submissions must be submitted the month before the meeting to allow time for internal processing.
- Currently, prospective youth employers are not required to attend MATC meetings.

Next Steps

- Once students are hired, they will be registered with both the school system and the state through the [Youth Apprenticeship Agreement](#) form. This form details the apprenticeship specifics and is signed by the student, parent/guardian, school representative and employer
- Once a student is hired and registered, employers will need to review their availability and schedule their work hours accordingly.
- The student's work - also known as On the Job Training (OJT) will be monitored by the school; and each school has systems in place for tracking the student's progress. The LEA will directly communicate these procedures with the employer.

Note: depending on when a student enters the program – many will exceed the 450-hour requirement.

Frequent Acronyms

AMP – Apprenticeship Maryland Program

LEA – Local Education Agencies

MATC – Maryland Apprenticeship and Training Council

MDOL – Maryland Department of Labor

MSDE – Maryland State Department of Education

OJT – On the Job Training

RI – Related Instruction

Frequent Acronyms

[Youth Policy](#)

[USDOL Approved Occupation Search](#)

[Eligible Employer Application](#)

[Maryland State Dept. of Education](#)

[Apprenticeship page](#)

[Youth Standards of Apprenticeship](#)

[Youth Apprentice Agreement](#)