

State of Iowa Department of Corrections

Policy and Procedures

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ACA Standards: N/A
USDA Standards: Title 29 CFR 29.5
Responsibility: Dan Clark
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Authority:

1. PURPOSE

Providing guidelines for the on-going development and delivery of Registered Apprenticeship Program for incarcerated individuals and to ensure accountability in the operation and tracking of these programs in accordance and compliance with the requirements of the U.S. Department of Labor (USDOL).

2. POLICY

It is the policy of the Department of Corrections to provide incarcerated individuals with programs and opportunities to assist them in Re-Entry to their communities and for those serving life sentences, the opportunity to mentor other incarcerated individuals in the program. The USDOL Office of Apprenticeship program will assist incarcerated individuals in learning technical and knowledge-based skills; develop long term career plans and contingencies; obtain gainful employment; and increase employability skills and abilities.

3. DEFINITIONS

The following definitions are provided for the purpose of clarity:

- A. Apprentice - An incarcerated individual actively working in a paid work assignment at a facility, and enrolled through the Registered Apprenticeship Partners Information Data System (RAPIDS) in a registered occupation with a USDOL Apprenticeship identification number.

- B. Apprenticeship Committee- The committee set up by the Apprenticeship Coordinator to monitor the program and ensuring that USDOL Office of Apprenticeship standards are met.
- C. Apprenticeship Coordinator – An individual designated by the IDOC Director to serve as the IDOC liaison with the USDOL in the development and oversight of all Registered Apprenticeship Program.
- D. Apprenticeship Occupation(s) - Registered occupations that exist within the IDOC program. All occupations must come from the USDOL approved Listing of Registered Apprenticeable Occupations. Each Registered Apprenticeship Occupation has a Standard Occupational Code (SOC) through the USDOL.
- E. Registered Apprenticeship Training Representative (ATR) - The USDOL Office of Apprenticeship contact person for IDOC Registered Apprenticeship Program, who registers the program, adds occupations to existing program, and provides USDOL support for the IDOC concerning USDOL Registered Apprenticeship.
- F. Certificate of Completion of Registered Apprenticeship - The Certificate issued by the USDOL to those incarcerated individuals who have successfully completed all training requirements of a registered apprenticeship occupation.
- G. Facility Apprenticeship Sponsor- The person designated by the Warden of each facility to facilitate the apprenticeship program for that location.
- H. Journey/Mentor Worker - An individual fully trained in all competencies of a specific occupation who teaches and trains apprentices in the same occupation. For the purposes of the IDOC this may be a staff person or may be an incarcerated individual who has earned a Registered Apprenticeship Certificate of Completion in the specific occupation.
- I. On-the-Job Training (OJT) - Specific skill set that is learned in a structured and supervised work environment.
- J. On-the-Job Training Hours – Hours of training related to the instruction of an apprenticeship occupation.

- K. Registered Apprenticeship Partners Information Data System (RAPIDS) - The USDOL's web-based database the facility sponsor maintains to register, report, and complete incarcerated individual apprentices with the USDOL.
- L. Standardized Registered Apprenticeship Occupation - An occupation in which the registered work process is the same for each facility Registered Apprenticeship Program.
- M. See IDOC Policy **AD-GA-16** for additional Definitions.

4. PROCEDURES

A. Scope of Registered Apprenticeship Program

1. The Registered Apprenticeship Program, through a partnership between the USDOL and the IDOC, has been established to provide meaningful on-the-job instruction and training experiences combined with occupation-specific related training instruction.
2. This structured training will assist incarcerated individuals in their transition to their community, by equipping them with the skills, abilities, and verifiable work history which is needed to obtain meaningful employment.
3. The USDOL will provide a Certificate of Completion for each incarcerated individual who successfully completes the training requirements of the occupation in which they are registered and working.

B. Establishment of Registered Apprenticeship Program

1. New or updated Registered Apprenticeship Program and new Registered Occupations must be approved by the IDOC and the USDOL before implementation.
2. A Facility Apprenticeship Sponsor wishing to implement a new apprenticeship occupation will bring the occupation to the Apprenticeship Committee meetings for review and consideration.
3. Standardized Registered Apprenticeship Occupations at multiple locations require the same tasks and duties throughout the state.

4. Prior to approval of adding a new occupation, the Apprenticeship Coordinator shall determine whether the occupation provides a training experience in a field where an incarcerated individual may obtain employment upon release.
5. New occupations must have apprentices enrolled in said occupation within the first 90 days of approval. (Required by the USDOL)

C. Enrollment in Apprenticeship Program

1. Incarcerated individuals desiring to participate in the Registered Apprenticeship Program should follow the guidelines for enrollment in the apprenticeship occupation provided in the Apprenticeship Manual **(OP-ED-02 Attachment A)**
2. In order to be considered for assignment to an apprenticeship occupation, the incarcerated individual must meet the following criteria:
 - a. Age - the incarcerated individual must be at least 18 years old.
 - b. The incarcerated individual must have a high school diploma or a high school equivalency diploma to complete the Registered Apprenticeship Program.
 - c. If the incarcerated individual does not meet the educational requirements upon enrollment, they shall complete an Education Requirement Notice. The incarcerated individual will be allowed to enter the Registered Apprenticeship Program with the understanding that they must obtain a high school diploma or equivalency as one of the requirements for Registered Apprenticeship Program completion.
3. The incarcerated individual must have or have had on-the-job training (OJT) related to a Registered Apprenticeship Occupation and must have been paid for the employment.
4. The incarcerated individual must be capable of physically performing the essential functions of the related occupation with or without a reasonable accommodation.

D. Completion of the Registered Apprenticeship Program is determined based on USDOL Occupational Standards.

E. Duties of Apprenticeship Coordinator

1. Ensure appropriate Registered Apprenticeship Program training is completed for all Apprenticeship Sponsors and designated facility staff.
2. Shall prepare monthly reports for the IDOC Executive Staff, providing information, quarterly and annually with statistical summaries.
3. Shall coordinate with staff to ensure that any reports requested by the USDOL are prepared and submitted in a timely manner.
4. Shall ensure program consistency throughout all IDOC-Registered Occupations.
5. Shall be responsible for reviewing and auditing the registered program at least once annually.
6. Shall train and direct Facility Apprenticeship Sponsors in all aspects of the apprenticeship program.

F. Registered Apprenticeship Program Audits

1. All occupations are to adhere to audit recommendations and report changes implemented to the IDOC Apprenticeship Coordinator within 60 days of the final audit report.
2. Any occupation that does not meet the requirements during its audit shall be given 90 days to correct and be re-audited within 120 days.

G. Registered Apprenticeship Program Complaint

Apprentices are prohibited from directly contacting the USDOL to address concerns or complaints without first following all steps of the IDOC/DOL complaint process as outlined in the Apprenticeship Manual (**OP-ED-02 Attachment A**).

H. Registered Apprenticeship Reinstatements

Incarcerated individuals that were previously enrolled in a Registered Apprenticeship Occupation and did not complete the occupation may be eligible to retain all their earned on-the-job trainers' hours and their curriculum hours if they meet the following criteria:

1. The worker was previously registered in RAPIDS;
2. The worker is entering identical work process, occupation, and occupational standard.