

***REGISTERED
APPRENTICESHIP PROGRAM
MANUAL***



TABLE OF CONTENTS REGISTERED APPRENTICESHIP PROGRAM MANUAL



| | |
|---|--------|
| Introduction | Page # |
| A. Definitions | 3 |
| B. Scope of Apprenticeship Program | 4 |
| C. Establishment of Apprenticeship Occupations | 4 |
| D. Enrollment in Apprenticeship Occupation | 5 |
| E. USDOL Form 671 | 6 |
| F. Previous Credit | 7 |
| G. Apprenticeship Reinstatements | 7 |
| H. Transfer Incarcerated Individual in an Apprenticeship Occupation | 7 |
| I. Apprenticeship Completion | 8 |
| J. Duties of Apprenticeship Coordinator | 9 |
| K. Facility Apprenticeship Sponsor | 9 |
| L. Apprenticeship Program Audits | 10 |
| M. Apprentice Program Complaints | 11 |
| N. Occupational Standards Curriculum | 11 |
| O. Apprenticeship Committee | 11 |
| P. Evaluations | 12 |
| Q. Book and Test Key Sharing | 12 |
| R. Apprenticeship Occupations | 13 |
| U. Apprenticeship Participant Referrals | |
| Anamosa State Penitentiary (ASP) | 14 |
| Clarinda Correctional Facility (CCF) | 16 |
| Ft. Dodge Correctional Facility (FDCF) | 18 |
| Iowa Correctional Institution for Women (ICIW) | 20 |
| Iowa Medical & Classification Center (IMCC) | 22 |
| Iowa State Penitentiary (ISP) | 24 |
| Mt. Pleasant Correctional Facility (MPCF) | 26 |
| North Central Correctional Facility (NCCF) | 28 |
| Newton Correctional Facility (NCF) | 30 |

Registered Apprenticeship Program Manual

A. Definitions

1. Apprentice - An incarcerated individual actively working in a paid work assignment with a facility, and enrolled through the Registered Apprenticeship Partners Information Data System (RAPIDS) in a registered occupation with a USDOL Apprenticeship identification number.
2. Apprenticeship Committee - The committee set up by the Apprenticeship Coordinator to monitor program to ensure the USDOL Office of Apprenticeship standards are met.
3. 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.
4. Apprenticeship Occupation(s) - Registered occupations that exist within the IDOC program. All occupations must come from the USDOL approved Listing of Apprenticeable Occupations. Each registered apprenticeship occupation has a Standard Occupational Code (SOC) through the USDOL.
5. Registered Apprenticeship Training Representative (ATR) - The USDOL Office of Apprenticeship contact person for IDOC Apprenticeship Program, who registers the apprenticeship program, adds occupations to the existing program, and provides USDOL support for the IDOC concerning USDOL Apprenticeship.
6. 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.
7. Occupational Standards Curriculum - is an organized and systematic form of instruction designed to provide additional knowledge that is related to a particular apprenticeship occupation and industry.
8. Facility Apprenticeship Sponsor - The person designated by the Warden of each facility to facilitate the apprenticeship program for that location.
9. Journey/Mentor Worker - An individual fully trained in all competencies of a specific occupation that 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.

10. On-the-Job Training (OJT) - Specific skill set that is learned in a structured and supervised work environment.
11. On-the-Job Training Hours – Hours of training related to the instruction of a registered apprenticeship occupation.
12. Registered Apprenticeship Partners Information Data System (RAPIDS) - The USDOL's web-based database the Facility Apprenticeship Sponsor maintains to register, report, and complete incarcerated individual apprentices with the USDOL.
13. Standardized Registered Apprenticeship Occupation - An occupation in which the registered work process is the same for each facility apprenticeship program.

B. Scope of Registered Apprenticeship Program

1. The Registered Apprenticeship Program, through a partnership between the United States Department of Labor (USDOL) and the Iowa Department of Corrections (IDOC), have been established to provide meaningful on-the-job (OJT) 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.

C. Establishment of Registered Apprenticeship Occupations

1. All new occupations for the existing program must be approved by the IDOC and the USDOL before implementation.
2. Any Facility Apprenticeship Sponsor wishing to implement a new apprenticeship occupation for the existing program must submit the occupation to the Apprenticeship Committee to be approved.

3. New occupations shall be reviewed to determine whether the proposed apprenticeship occupation complies with the Department's requirements and mission.
4. The work process for an occupation at multiple locations having the same tasks and duties shall be the same throughout the state. The Apprenticeship Coordinator shall monitor all occupations to ensure program consistency.
5. Prior to approval of a new apprenticeship occupation, the Apprenticeship Coordinator shall determine whether the occupation provides a training experience in an occupation where an incarcerated individual may obtain gainful employment upon release.
6. Any new added occupation to an existing program shall have apprentices enrolled within 90 days of approval.
7. When an application is not approved by the Apprenticeship Committee or the USDOL, the Apprenticeship Coordinator shall notify the facility of the decision and the reason for the denial. When approval is granted, the Coordinator shall notify the Facility Apprenticeship Sponsor.

D. Enrollment in Registered Apprenticeship Occupation

1. An incarcerated individual desiring to participate in apprenticeship occupation shall contact his/her Case Manager and Facility Apprenticeship Sponsor. The Case Manager and Facility Apprenticeship Sponsor shall meet with the incarcerated individual to determine whether assignment to a registered apprenticeship occupation is consistent with the incarcerated individual's case plan. Additionally, the Case Manager shall review the incarcerated individual's records to ensure that the incarcerated individual meets the criteria for placement in a registered apprenticeship occupation.
2. In order to be considered for assignment to the registered apprenticeship occupation, the incarcerated individual must meet the following criteria:
 - a. The incarcerated individual must be at least 18 years old.
 - b. The incarcerated individual must have at least a high school diploma or a high school equivalency diploma to complete an apprenticeship.
 - c. If the incarcerated individual does not meet the educational requirements upon enrollment, they shall complete an Education Requirement Notice. The incarcerated individual shall be allowed to

enter the apprenticeship program with the understanding that they must obtain a high school equivalency diploma or equivalency as one of the requirements for registered apprenticeship occupation completion.

- d. The incarcerated individual must have or have had OJT training related to an apprenticeship occupation and must be or have been paid for the employment.
 - e. The incarcerated individual must be capable of physically performing the essential functions of the related occupation with or without a reasonable accommodation.
3. The incarcerated individual is to be advised of the program requirements. It shall be explained that during the first 180 days after registering in an apprenticeship occupation, the incarcerated individual shall be considered to be on probationary status. During this time, the incarcerated individual can be removed from the job and program for any reason. While working in the apprenticeship program, the incarcerated individual should receive pay raises as determined by IDOC Policy **OP-WI-01**, *Incarcerated Individual Work Programs*.
 4. Facilities shall not in any way discriminate against incarcerated individuals in respect to the apprenticeship program. Department audits and USDOL compliance reviews will require the programs' apprentice gender and race/ethnicity be tracked and reported. Under no circumstances shall any favoritism or preference be used in registering an Apprentice.

E. USDOL Form 671

1. The incarcerated individual shall be required to sign USDOL Form 671, indicating that he/she understands the conditions and requirements of the Apprenticeship Program and that he/she agrees to abide by the requirements.
2. USDOL Form 671 must be printed from the RAPIDS system and signed by the incarcerated individual and the Facility Apprenticeship Sponsor.
3. A copy of USDOL Form 671 shall be provided to the incarcerated individual upon completion of registration.

F. Previous Credit

Facility Apprenticeship Sponsors may grant credit towards the required minimum term of a registered apprenticeship to new apprentices. Facility Apprenticeship Sponsors are required to review previous OJT credit hours and/or curriculum to ensure it meets the requirements of the standard. Facility Apprenticeship Sponsors should work with case managers, and work supervisors to determine the amount of credit given. Incarcerated individuals may be eligible for hours of credit based on previous wage earning and duties. This credit must meet the following criteria:

1. The worker has performed similar skills in other work assignments;
2. Previous work hours must be verified by hard copy payroll records

G. Registered Apprenticeship Reinstatements

Incarcerated individuals that were previously enrolled in the registered apprenticeship and did not complete the program may be eligible to retain all their earned OJT training 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 program;

H. Transfer Incarcerated Individual in a the Registered Apprenticeship Occupation

Incarcerated individuals who are currently enrolled in a specific apprenticeship occupational work assignment at one facility and are transferred to another facility shall be given priority in placement in the same occupational work assignment at the new facility if available. Any OJT or curriculum hours that the incarcerated individual has accumulated in an identical occupation and work process at one facility shall transfer to the other facility on an hour for hour basis.

1. Incarcerated individuals enrolled in the registered apprenticeship program in which the occupation is specific to a particular facility should, when possible, be held at that facility until completion of the requirements of that occupation/ apprenticeship.
2. Incarcerated individuals who are transferred before completion to an institution without that occupation shall have their apprentice program cancelled in RAPIDS and marked inactive in the IDOC database. All current

OJT and curriculum hours must be updated in RAPIDS before cancelling the apprentice in USDOL database.

3. Incarcerated individuals will still have the opportunity to complete their registered apprenticeship with another employer once released.

I. Registered Apprenticeship Completion

1. Each Facility Apprenticeship Sponsor shall review all registered apprenticeship completions under his/her oversight to verify that each incarcerated individual has completed the necessary requirements. These requirements include educational level, OJT and curriculum hours, mastering all required work process competencies, six month registration in RAPIDS, and complete documentation.
2. Registered Apprentices shall be required to complete all curriculum hours, with a minimum score of 70%.
3. Once approved by the Facility Apprenticeship Sponsor, the request for completion shall be processed as follows:
 - a. The Facility Apprenticeship Sponsor shall ensure all required documentation is in the apprentice file via either hard copy or electronic copy. The file shall include:
 - (1.) All the OJT documentation,
 - (2.) All curriculum documentation,
 - (3.) Copies of the completion certificates,
 - (4.) All signed documents between the incarcerated individual and the IDOC,
 - (5.) The USDOL registered apprenticeship Form 671 signed by the apprentice and the Facility Apprenticeship Sponsor,
 - (6.) A copy of the final completion certificate from the USDOL.
 - b. The Facility Apprenticeship Sponsor shall complete the registered apprenticeship documentation in RAPIDS and the IDOC database once the apprentice completes all requirements stated in the USDOL program standards.

- c. The Apprenticeship Coordinator receives certificates from USDOL.
- d. The IDOC Director signs the certificate and the certificate is mailed to the Apprenticeship Coordinator who will forward to Facility Apprenticeship Sponsor to sign and give to the apprentice.
- e. The Facility Apprenticeship Sponsor shall notify the Case Manager of incarcerated individual's program completion.
- f. The Case Manager shall record the proper information in the incarcerated individual interventions in ICON.

J. Duties of Apprenticeship Coordinator

- 1. The Apprenticeship Coordinator shall ensure appropriate registered apprenticeship program training is completed for all Facility Apprenticeship Sponsors and designated facility staff.
- 2. Shall prepare monthly reports for IDOC Executive Staff, providing information, quarterly and annually with statistical summaries, on the operation of the apprenticeship programs.
- 3. Shall work 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 train and direct Facility Apprenticeship Sponsors in all aspects of the registered apprenticeship program.
- 6. Shall conduct quality assurance reviews.
- 7. Shall be responsible for reviewing and auditing each registered program at least once annually.

K. Facility Apprenticeship Sponsor

- 1. The Warden of each Facility that offers the registered apprenticeship program shall designate a staff member to serve as the Facility's Apprenticeship Sponsor.

2. The facility Warden shall provide the Apprenticeship Coordinator the name, title and contact information for the staff person designated as Facility Apprenticeship Sponsor and update accordingly.
3. Duties of the Facility Apprenticeship Sponsor include the following:
 - a. Monitor the Registered Apprenticeship Program.
 - b. Shall be the facility contact person regarding Apprenticeship Coordinator training, questions or program issues involving the facility's apprenticeship program(s).
 - c. Shall be responsible for ensuring each registered apprenticeship occupation at the facility is meeting both Department and USDOL program requirements. This responsibility includes conducting spot audits of the program to ensure the incarcerated individuals in the program are receiving the appropriate OJT training and curriculum.
 - d. Shall enter incarcerated individual data in the apprenticeship database in a timely manner and ensure incarcerated individual data is exported weekly and sent to the Apprenticeship Coordinator.
 - e. Shall be responsible for alerting the Apprenticeship Coordinator of Apprenticeship program changes and upcoming facility graduations.
 - f. Must attend all apprenticeship trainings and meetings.
 - g. Shall communicate with the education coordinator to establish incarcerated individual testing dates and times.
 - h. Shall notify education coordinator what incarcerated individuals are on the list to take tests and what tests they will be taking on a specified date.

L. 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 occupations that do not meet the requirements during its audit shall be given 90 days to correct and be re-audited within 120 days.

M. Registered Apprenticeship Program Complaints

1. Apprentices are prohibited from directly contacting the USDOL to address concerns or complaints without first following all steps of the IDOC/DOL complaint process.
2. The complaint process follows this order:
 - a. Meet with the Immediate Work Assignment Supervisor to discuss the concerns.
 - b. Meet with the Facility Apprenticeship Sponsor if the concerns are not resolved.
 - c. If the concerns remain, contact the Apprenticeship Program Coordinator in writing, explaining the complaint and the process to date.
3. If an apprentice has completed steps 2.a., b., and c. above, and remains dissatisfied with the response to the complaint, an inquiry to the USDOL can be completed.
4. Apprentice Program complaints are exclusively processed through the Apprenticeship complaint procedures and are not subject to incarcerated individual grievance procedures.

N. Occupational Standards Curriculum

Curriculum can be provided through self-study or other delivery methods. Curriculum is measured through written or proficiency tests graded by designated department staff. Apprentices must complete each required curriculum component with a minimum score of 70%.

O. Apprenticeship Committee

The Apprenticeship Committee monitors programs and ensure the USDOL Office of Apprenticeship standards are met.

1. The IDOC has a non-joint committee which may also be known as a unilateral or group non-joint (may include workers) committee has employer representatives but does not have a bone fide collective bargaining agent as a participant.

2. The Apprenticeship Committee shall:
 - a. Review the USDOL Apprenticeship Standards and ensure the IDOC is following the standards as stated.
 - b. Discuss and approve or deny new apprenticeship occupations
 - c. Review occupations by facility and make recommendations.
 - d. Review policies and procedures and make recommended changes as needed.
 - e. Ensure consistency within the programs at each facility.
 - f. Review apprenticeship database reports and discuss any concerns.
 - g. Ensure the program passes audits by the IDOC Apprenticeship Coordinator and the USDOL Office of Apprenticeship.
 - h. Identify challenges and make recommendations.

P. Evaluations

An annual work performance evaluation shall be completed on each registered apprentice.

1. The evaluation shall be completed by the apprentice work supervisor. The evaluation shall cover the apprentice work performance, how well the apprentice works with others, skill level of the apprentice, and overall performance.
2. The evaluation shall include the supervisor's and apprentice's signatures.
3. The case managers shall notify Facility Apprenticeship Sponsors of any below average evaluations on apprenticeship participants.

Q. Book and Test Key Sharing

1. Book sharing is designed to help apprentice who completed the OJT hours in an apprenticeship occupation and has been transferred to another facility without that apprenticeship occupation. If the participant has not completed the curriculum, the Facility Apprenticeship Sponsor shall contact another facility sponsor to borrow the needed books and test keys.

2. Anamosa, Rockwell City, and Mt. Pleasant shall maintain a complete set of all apprenticeship books as a library for all facilities to borrow.
3. The Facility Apprenticeship Sponsor that loans the books and test keys shall maintain a record of books on loan.
4. The Facility Apprenticeship Sponsor must return the books and test keys after they are no longer needed at that facility.
5. Due to the limited number of books and the increased wear and tear, the curriculum book will only be signed out to apprenticeship participants.

R. APPRENTICESHIP OCCUPATIONS

| TRADE | RAPIDS CODE | Program Length |
|---|-------------|----------------|
| Welding, Combination | 0622 | 6000 HR |
| Fabrication-Assembler Metal production | 0833 | 8000 HR |
| Cabinet Maker | 0055 | 8000 HR |
| Upholsterer | 0097 | 4000 HR |
| Materials Coordinator | 0856 | 4000 HR |
| Housekeeping, Commercial, Residential, Industrial | 0943 | 2000 HR |
| Computer Operator | 0676 | 6000 HR |
| Electrician | 0159 | 8000 HR |
| Refrigeration, Air-Conditioning mech. | 0666HY | 8800 HR |
| Maintenance repairer to Building | 0310 | 4000 HR |
| Plumber | 0432 | 8000 HR |
| Painter Construction | 0379 | 6000 HR |
| Screen Printer | 0520 | 4000 HR |
| Electrostatic Powder Coating Tech | 1036 | 8000 HR |
| Baker | 0028 | 6000 HR |
| Cook Any Industry | 0090 | 4000 HR |
| Landscape Tech. | 0574 | 2000 HR |
| Sewing Machine Repairer | 0508 | 6000 HR |
| Carpenter | 0067 | 8000 HR |

IDOC Registered Apprenticeship Program: Participant Referrals

| | | |
|--|---------------------------------|---|
| Institution: Anamosa State Penitentiary | Ph #: (319) 462-3504 | |
| Make Referral to: Amber Connolly | Ph #: (319) 462-3504, ext. 2279 | Email: Amber.Connolly@iowa.gov |
| IDOC Apprenticeship Coordinator: Dane Sulentic, (319) 371-1313 Dane.Sulentic@iowa.gov | | |

| Release Date of Returning Citizen (TDD) | Apprenticeship Options | Length of Program | Prerequisites |
|---|---|--|--|
| 3Years | Landscape Technician Housekeeper (Com, Res, Ind.) Cook (any industry) Maintenance Repairer to Building Screen Printer Upholsterer Materials Coordinator Computer Operator Welding Combination Baker (Bake Produce) Painter Constructions Sewing Machine Repair | 1 Year 1 Year 2 Years 2 Years 2 Years 2 Years 2 Years 3 Years 3 Years 3 Years 3 Years 3 Years | High School Diploma/Equivalency Paid OJT necessary 18 years or older |
| 4-10 Years | Cabinet Maker Electrician Refrigeration/Air Conditioning Mechanic Plumber Fabricator-Assembler Metal Production Powder Coating Technician Carpenter | 4 Years 4 Years 4 Years 4 Years 4 Years 4 Years 4 Years | |

Notes:

- There are no limitations as to which apprenticeship occupation the client is a participant in, as long as they meet prerequisites.
- Short-termers (TDD within 1-3 years of release) may be referred. These participants may complete the 1 to 3 year occupations or at least start an occupation. If they do not finish the occupation they may be able to complete the occupation in the community upon release. Your local apprenticeship sponsor will instruct the client on necessary steps to take in the community to further their apprenticeship opportunities.
- Carpenter apprenticeship occupation is the only occupation that has a 1:1 mentor ratio. All other occupations are a 5:1 mentor ratio.
- Long-termers/lifers will be admitted upon referral of any occupation. They should be able to complete longer term occupations before release recognizing this is an important institution community stability and registered apprenticeship program expansion opportunity.
- MPCF and NCCF possess curricula for all occupations. However, those two institutions do not have paid OJT for all occupations.

| Registered Apprenticeship Occupations | Hours | Study Hours | Years |
|---------------------------------------|------------|-------------|-------|
| Landscape Technician | 2000 hours | 170 | 1 |
| Housekeeper (Com, Res, Ind.) | 2000 hours | 290 | 1 |
| Cook (any industry) | 4000 hours | 348 | 2 |
| Maintenance Repairer to Building | 4000 hours | 330 | 2 |
| Screen Printer | 4000 hours | 290 | 2 |
| Upholsterer | 4000 hours | 300 | 2 |
| Materials Coordinator | 4000 hours | 325 | 2 |
| Computer Operator | 6000 hours | 570 | 3 |
| Welder | 6000 hours | 450 | 3 |
| Baker (Bake Produce) | 6000 hours | 438 | 3 |
| Painter Construction | 6000 hours | 460 | 3 |
| Sewing Machine Repair | 6000 hours | 465 | 3 |
| Cabinet Maker | 8000 hours | 580 | 4 |
| Electrician | 8000 hours | 635 | 4 |
| Ref. & Air Cond. Mech. | 8000 hours | 586 | 4 |
| Plumber | 8000 hours | 727 | 4 |
| Fabricator-Assembler Metal Production | 8000 hours | 635 | 4 |
| Powder Coating Tech | 8000 hours | 770 | 4 |
| Carpenter | 8000 hours | 580 | 4 |

IDOC Registered Apprenticeship Program: Participant Referrals

| | | |
|---|----------------------|---|
| Institution: Clarinda Correctional Facility | Ph #: (712) 695-7140 | |
| Make Referral to: Adan Maher | Ph #: (712) 695-7053 | Email: Adam.Maher@iowa.gov |
| IDOC Apprenticeship Coordinator: Dane Sulentic, (319) 371-1313 Dane.Sulentic@iowa.gov | | |

| Release Date of Returning Citizen (TDD) | Apprenticeship Options | Length of Program | Prerequisites |
|---|---|--------------------|---|
| 1-3 Years | Welding Combination Painter Construction | 3 Years 3 Years | High School Diploma/Equivalency Paid OJT necessary 18 years or older |
| 4-10 Years | Fabricator-Assembler Metal Production | 4 Years | Same as above |

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| Electrician | 8000 hours | 635 | 4 |
| Ref. & Air Cond. Mech. | 8000 hours | 586 | 4 |
| Plumber | 8000 hours | 727 | 4 |
| Fabricator-Assembler Metal Production | 8000 hours | 635 | 4 |
| Powder Coating Tech | 8000 hours | 770 | 4 |
| Carpenter | 8000 hours | 580 | 4 |

IDOC Registered Apprenticeship Program: Participant Referrals

| | |
|---|----------------------|
| Institution: Ft. Dodge Correctional Facility | Ph #: (515) 574-4700 |
| Make Referral to: Rob Seil | Ph #: (515) 574-4730 |
| Email: Rob.Seil@iowa.gov | |
| IDOC Apprenticeship Coordinator: Dane Sulentic, (319) 371-1313 Dane.Sulentic@iowa.gov | |

| Release Date of Returning Citizen (TDD) | Apprenticeship Options | Length of Program | Prerequisites |
|---|--|---|--|
| 1-3 Years | Landscape Technician Cook (any industry) Computer Operator Welding Combination Painter Construction Sewing Machine Repair | 1 Year 2 Years 3 Years 3 Years 3 Years 3 Years | High School Diploma/Equivalency Paid OJT necessary 18 years or older |
| 4-10 Years | Electrician Plumber Carpenter | 4 Years 4 Years 4 Years | Same as above |

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| Electrician | 8000 hours | 635 | 4 |
| Ref. & Air Cond. Mech. | 8000 hours | 586 | 4 |
| Plumber | 8000 hours | 727 | 4 |
| Fabricator-Assembler Metal Production | 8000 hours | 635 | 4 |
| Powder Coating Tech | 8000 hours | 770 | 4 |
| Carpenter | 8000 hours | 580 | 4 |

IDOC Registered Apprenticeship Program: Participant Referrals

| | | |
|---|----------------------|---|
| Institution: Iowa Correctional Institution for Women Ph #: (515) 725-5042 | | |
| Make Referral to: Kathy Culbertson | Ph #: (515) 725-5094 | Email: Kathy.Culbertson@iowa.gov |
| IDOC Apprenticeship Coordinator: Dane Sulentic, (319) 371-1313 Dane.Sulentic@iowa.gov | | |

| Release Date of Returning Citizen (TDD) | Apprenticeship Options | Length of Program | Prerequisites |
|---|--|------------------------------|--|
| 1-3 Years | Housekeeper (Com, Res, Ind.) Cook (any industry) Upholsterer | 1 Year 2 Years 2 Years | High School Diploma/Equivalency Paid OJT necessary 18 years or older |
| 4-10 Years | Electrician | 4 Years | |

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IDOC Registered Apprenticeship Program: Participant Referrals

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|---|----------------------|---|
| Institution: Iowa Medical and Classification Center Ph #: (319) 626-2391 | | |
| Make Referral to: Adam Dill | Ph #: (319) 626-4517 | Email: Adam.Dill@iowa.gov |
| IDOC Apprenticeship Coordinator: Dane Sulentic, (319) 371-1313 Dane.Sulentic@iowa.gov | | |

| Release Date of Returning Citizen (TDD) | Apprenticeship Options | Length of Program | Prerequisites |
|---|--|---|--|
| 1-3 Years | Housekeeper (Com, Res, Ind.) Cook (any industry) Welding Combination Baker (Bake Produce) | 1 Year 2 Years 3 Years 3 Years | High School Diploma/Equivalency Paid OJT necessary 18 years or older |
| 4-10 Years | Electrician Refrigeration/Air Conditioning Mechanic Plumber | 4 Years 4 Years 4 Years | |

Notes:

- There are no limitations as to which apprenticeship occupation the client is a participant in, as long as they meet prerequisites.
- Short-termers (TDD within 1-3 years of release) may be referred. These participants may complete the 1 to 3 year occupations or at least start an occupation. If they do not finish the occupation they may be able to complete the occupation in the community upon release. Your local apprenticeship sponsor will instruct the client on necessary steps to take in the community to further their apprenticeship opportunities.
- Carpenter apprenticeship occupation is the only occupation that has a 1:1 mentor ratio. All other occupations are a 5:1 mentor ratio.
- Long-termers/lifers will be admitted upon referral of any occupation. They should be able to complete longer term occupations before release recognizing this is an important institution community stability and registered apprenticeship program expansion opportunity.
- MPCF and NCCF possess curricula for all occupations. However, those two institutions do not have paid OJT for all occupations.

| Registered Apprenticeship Occupations | Hours | Study Hours | Years |
|---------------------------------------|------------|-------------|-------|
| Landscape Technician | 2000 hours | 170 | 1 |
| Housekeeper (Com, Res, Ind.) | 2000 hours | 290 | 1 |
| Cook (any industry) | 4000 hours | 348 | 2 |
| Maintenance Repairer to Building | 4000 hours | 330 | 2 |
| Screen Printer | 4000 hours | 290 | 2 |
| Upholsterer | 4000 hours | 300 | 2 |
| Materials Coordinator | 4000 hours | 325 | 2 |
| Computer Operator | 6000 hours | 570 | 3 |
| Welder | 6000 hours | 450 | 3 |
| Baker (Bake Produce) | 6000 hours | 438 | 3 |
| Painter Construction | 6000 hours | 460 | 3 |
| Sewing Machine Repair | 6000 hours | 465 | 3 |
| Cabinet Maker | 8000 hours | 580 | 4 |
| Electrician | 8000 hours | 635 | 4 |
| Ref. & Air Cond. Mech. | 8000 hours | 586 | 4 |
| Plumber | 8000 hours | 727 | 4 |
| Fabricator-Assembler Metal Production | 8000 hours | 635 | 4 |
| Powder Coating Tech | 8000 hours | 770 | 4 |
| Carpenter | 8000 hours | 580 | 4 |

IDOC Registered Apprenticeship Program: Participant Referrals

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|---|--|
| Institution: Iowa State Penitentiary | Ph #: (319) 372-5432 |
| Make Referral to: Rebecca Bowker | Ph #: (319) 372-5432 Ext. 41815 Email: Rebecca.Bowker@iowa.gov |
| IDOC Apprenticeship Coordinator: Dane Sulentic, (319) 371-1313 Dane.Sulentic@iowa.gov | |

| Release Date of Returning Citizen (TDD) | Apprenticeship Options | Length of Program | Prerequisites |
|---|---|---|--|
| 1-3 Years | Landscape Technician Housekeeper (Com, Res, Ind.) Cook (any industry) Computer Operator Baker (Bake Produce) Painter Construction Sewing Machine Repair | 1 Year 1 Year 2 Years 3 Years 3 Years 3 Years 3 Years | High School Diploma/Equivalency Paid OJT necessary 18 years or older |
| 4-10 Years | Cabinet Maker | 4 Years | |

Notes:

- There are no limitations as to which apprenticeship occupations the client is a participant in, as long as they meet prerequisites.
- Short-termers (TDD within 1-3 years of release) may be referred. These participants may complete the 1 to 3 year occupations or at least start an occupation. If they do not finish the occupation they may be able to complete the occupation in the community upon release. Your local apprenticeship sponsor will instruct the client on necessary steps to take in the community to further their apprenticeship opportunities.
- Carpenter apprenticeship occupation is the only occupation that has a 1:1 mentor ratio. All other occupations are a 5:1 mentor ratio.
- Long-termers/lifers will be admitted upon referral of any occupation. They should be able to complete longer term occupations before release recognizing this is an important institution community stability and registered apprenticeship program expansion opportunity.
- MPCF and NCCF possess curricula for all occupations. However, those two institutions do not have paid OJT for all occupations.

| Registered Apprenticeship Occupations | Hours | Study Hours | Years |
|---------------------------------------|------------|-------------|-------|
| Landscape Technician | 2000 hours | 170 | 1 |
| Housekeeper (Com, Res, Ind.) | 2000 hours | 290 | 1 |
| Cook (any industry) | 4000 hours | 348 | 2 |
| Maintenance Repairer to Building | 4000 hours | 330 | 2 |
| Screen Printer | 4000 hours | 290 | 2 |
| Upholsterer | 4000 hours | 300 | 2 |
| Materials Coordinator | 4000 hours | 325 | 2 |
| Computer Operator | 6000 hours | 570 | 3 |
| Welder | 6000 hours | 450 | 3 |
| Baker (Bake Produce) | 6000 hours | 438 | 3 |
| Painter Construction | 6000 hours | 460 | 3 |
| Sewing Machine Repair | 6000 hours | 465 | 3 |
| Cabinet Maker | 8000 hours | 580 | 4 |
| Electrician | 8000 hours | 635 | 4 |
| Ref. & Air Cond. Mech. | 8000 hours | 586 | 4 |
| Plumber | 8000 hours | 727 | 4 |
| Fabricator-Assembler Metal Production | 8000 hours | 635 | 4 |
| Powder Coating Tech | 8000 hours | 770 | 4 |
| Carpenter | 8000 hours | 580 | 4 |

IDOC Registered Apprenticeship Program: Participant Referrals

| | |
|---|--|
| Institution: Mt. Pleasant Correctional Facility | Ph #: (319) 385-9511 |
| Make Referral to: Jeremy Howk | Ph #: (319) 385-9511 Email: Jeremy.Howk@iowa.gov |
| IDOC Apprenticeship Coordinator: Dane Sulentic, (319) 371-1313 Dane.Sulentic@iowa.gov | |

| Release Date of Returning Citizen (TDD) | Apprenticeship Options | Length of Program | Prerequisites |
|---|--|--|--|
| 1-3 Years | Landscape Technician Housekeeper (Com., Res., Ind.) Cook (any industry) Maintenance Repairer to Building Screen Printer Upholsterer Materials Coordinator Computer Operator Welding Combination Baker (Bake Produce) Painter Construction Sewing Machine Repair | 1 Year 1 Year 2 Years 2 Years 2 Years 2 Years 2 Years 3 Years 3 Years 3 Years 3 Years 3 Years | High School Diploma/Equivalency Paid OJT necessary 18 years or older |
| 4-10 Years | Cabinet Maker Electrician Refrigeration/Air Conditioning Mechanic Plumber Fabricator-Assembler Metal Production Powder Coating Technician Carpenter | 4 Years 4 Years 4 Years 4 Years 4 Years 4 Years 4 Years | Same as above |

Notes:

- There are no limitations as to which apprenticeship occupation the client is a participant in, as long as they meet prerequisites.
- Short-termers (TDD within 1-3 years of release) may be referred. These participants may complete the 1 to 3 year occupations or at least start an occupation. If they do not finish the occupation they may be able to complete the occupation in the community upon release. Your local apprenticeship sponsor will instruct the client on necessary steps to take in the community to further their apprenticeship opportunities.
- Carpenter apprenticeship occupation is the only occupation that has a 1:1 mentor ratio. All other occupations are a 5:1 mentor ratio.
- Long-termers/lifers will be admitted upon referral of any occupation. They should be able to complete longer term occupations before release recognizing this is an important institution community stability and registered apprenticeship program expansion opportunity.
- MPCF and NCCF possess curricula for all occupations. However, those two institutions do not have paid OJT for all occupations * **Note the programs in red are OJT programs** and the ones in black are curriculum only.

| Registered Apprenticeship Occupations | Hours | Study Hours | Years |
|---------------------------------------|------------|-------------|-------|
| Landscape Technician | 2000 hours | 170 | 1 |
| Housekeeper (Com, Res, Ind.) | 2000 hours | 290 | 1 |
| Cook (any industry) | 4000 hours | 348 | 2 |
| Maintenance Repairer to Building | 4000 hours | 330 | 2 |
| Screen Printer | 4000 hours | 290 | 2 |
| Upholsterer | 4000 hours | 300 | 2 |
| Materials Coordinator | 4000 hours | 325 | 2 |
| Computer Operator | 6000 hours | 570 | 3 |
| Welder | 6000 hours | 450 | 3 |
| Baker (Bake Produce) | 6000 hours | 438 | 3 |
| Painter Construction | 6000 hours | 460 | 3 |
| Sewing Machine Repair | 6000 hours | 465 | 3 |
| Cabinet Maker | 8000 hours | 580 | 4 |
| Electrician | 8000 hours | 635 | 4 |
| Ref. & Air Cond. Mech. | 8000 hours | 586 | 4 |
| Plumber | 8000 hours | 727 | 4 |
| Fabricator-Assembler Metal Production | 8000 hours | 635 | 4 |
| Powder Coating Tech | 8000 hours | 770 | 4 |
| Carpenter | 8000 hours | 580 | 4 |

IDOC Registered Apprenticeship Program: Participant Referrals

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|---|--|
| Institution: North Central Correctional Facility | Ph #: (712) 297-7521 |
| Make Referral to: Brian Pibal | Ph #: (712) 297-7521 Ext. 215 Email: Brian.Pibal@iwd.iowa.gov |
| IDOC Apprenticeship Coordinator: Dane Sulentic, (319) 371-1313 Dane.Sulentic@iowa.gov | |

| Release Date of Returning Citizen (TDD) | Apprenticeship Options | Length of Program | Prerequisites |
|---|--|--|--|
| 1-3 Years | <p style="color: red;">Landscape Technician</p> <p style="color: red;">Housekeeper (Com, Res, Ind.)</p> <p style="color: red;">Cook (any industry)</p> <p style="color: red;">Maintenance Repairer to Building</p> <p>Screen Printer</p> <p>Upholsterer</p> <p>Materials Coordinator</p> <p style="color: red;">Computer Operator</p> <p style="color: red;">Welding Combination</p> <p style="color: red;">Baker (Bake Produce)</p> <p>Painter Construction</p> | <p style="color: red;">1 Year</p> <p style="color: red;">1 Year</p> <p style="color: red;">2 Years</p> <p style="color: red;">2 Years</p> <p>2 Years</p> <p>2 Years</p> <p>2 Years</p> <p style="color: red;">3 Years</p> <p style="color: red;">3 Years</p> <p style="color: red;">3 Years</p> <p style="color: red;">3 Years</p> | High School Diploma/Equivalency Paid OJT necessary 18 years or older |
| 4-10 Years | <p style="color: red;">Cabinet Maker</p> <p style="color: red;">Electrician</p> <p>Refrigeration/Air Conditioning</p> <p>Mechanic</p> <p style="color: red;">Plumber</p> <p style="color: red;">Fabricator-Assembler Metal</p> <p style="color: red;">Production</p> | <p style="color: red;">4 Years</p> <p style="color: red;">4 Years</p> <p>4 Years</p> <p>4 Years</p> <p style="color: red;">4 Years</p> <p style="color: red;">4 Years</p> | Same as above |

Notes:

- There are no limitations as to which apprenticeship occupation the client is a participant in, as long as they meet prerequisites.
- Short-termers (TDD within 1-3 years of release) may be referred. These participants may complete the 1 to 3 year occupations or at least start an occupation. If they do not finish the occupation they may be able to complete the occupation in the community upon release. Your local apprenticeship sponsor will instruct the client on necessary steps to take in the community to further their apprenticeship opportunities.
- Carpenter apprenticeship occupation is the only occupation that has a 1:1 mentor ratio. All other occupations are a 5:1 mentor ratio.
- Long-termers/lifers will be admitted upon referral of any program. They should be able to complete longer term occupations before release recognizing this is an important institution community stability and registered apprenticeship program expansion opportunity.
- MPCF and NCCF possess curricula for all occupations. However, those two institutions do not have paid OJT for all occupations * **Note the programs in red are OJT programs** and the ones in black are curriculum only.

| Registered Apprenticeship Occupations | Hours | Study Hours | Years |
|---------------------------------------|------------|-------------|-------|
| Landscape Technician | 2000 hours | 170 | 1 |
| Housekeeper (Com, Res, Ind.) | 2000 hours | 290 | 1 |
| Cook (any industry) | 4000 hours | 348 | 2 |
| Maintenance Repairer to Building | 4000 hours | 330 | 2 |
| Screen Printer | 4000 hours | 290 | 2 |
| Upholsterer | 4000 hours | 300 | 2 |
| Materials Coordinator | 4000 hours | 325 | 2 |
| Computer Operator | 6000 hours | 570 | 3 |
| Welder | 6000 hours | 450 | 3 |
| Baker (Bake Produce) | 6000 hours | 438 | 3 |
| Painter Construction | 6000 hours | 460 | 3 |
| Sewing Machine Repair | 6000 hours | 465 | 3 |
| Cabinet Maker | 8000 hours | 580 | 4 |
| Electrician | 8000 hours | 635 | 4 |
| Ref. & Air Cond. Mech. | 8000 hours | 586 | 4 |
| Plumber | 8000 hours | 727 | 4 |
| Fabricator-Assembler Metal Production | 8000 hours | 635 | 4 |
| Powder Coating Tech | 8000 hours | 770 | 4 |
| Carpenter | 8000 hours | 580 | 4 |

IDOC Registered Apprenticeship Program: Participant Referrals

| | |
|---|---|
| Institution: Newton Correctional Facility | Ph #: (641) 792-7552 |
| Make Referral to: Brett Reyes | Ph #:(641) 792-7552 Ext. 316 Email: Brett.Reyes2@iowa.gov |
| IDOC Apprenticeship Coordinator: Dane Sulentic, (319) 371-1313 Dane.Sulentic@iowa.gov | |

| Release Date of Returning Citizen (TDD) | Apprenticeship Options | Length of Program | Prerequisites |
|---|--|-------------------------------|---|
| 1-3 Years | Cook (any industry) Materials Coordinator Baker (Bake Produce) | 2 Years 2 Years 3 Years | High School Diploma/Equivalency Paid OJT necessary 18 years or older |
| 4-10 Years | Electrician | 4 Years | |

Notes:

- There are no limitations as to which apprenticeship occupation the client is a participant in, as long as they meet prerequisites.
- Short-termers (TDD within 1-3 years of release) may be referred. These participants may complete the 1 to 3 year occupations or at least start an occupation. If they do not finish the occupation they may be able to complete the occupation in the community upon release. Your local apprenticeship sponsor will instruct the client on necessary steps to take in the community to further their apprenticeship opportunities.
- Carpenter apprenticeship occupation is the only occupation that has a 1:1 mentor ratio. All other occupations are a 5:1 mentor ratio.
- Long-termers/lifers will be admitted upon referral of any occupation. They should be able to complete longer term occupations before release recognizing this is an important institution community stability and registered apprenticeship program expansion opportunity.
- MPCF and NCCF possess curricula for all occupations. However, those two institutions do not have paid OJT for all occupations.

| Registered Apprenticeship Occupations | Hours | Study Hours | Years |
|---------------------------------------|------------|-------------|-------|
| Landscape Technician | 2000 hours | 170 | 1 |
| Housekeeper (Com, Res, Ind.) | 2000 hours | 290 | 1 |
| Cook (any industry) | 4000 hours | 348 | 2 |
| Maintenance Repairer to Building | 4000 hours | 330 | 2 |
| Screen Printer | 4000 hours | 290 | 2 |
| Upholsterer | 4000 hours | 300 | 2 |
| Materials Coordinator | 4000 hours | 325 | 2 |
| Computer Operator | 6000 hours | 570 | 3 |
| Welder | 6000 hours | 450 | 3 |
| Baker (Bake Produce) | 6000 hours | 438 | 3 |
| Painter Construction | 6000 hours | 460 | 3 |
| Sewing Machine Repair | 6000 hours | 465 | 3 |
| Cabinet Maker | 8000 hours | 580 | 4 |
| Electrician | 8000 hours | 635 | 4 |
| Ref. & Air Cond. Mech. | 8000 hours | 586 | 4 |
| Plumber | 8000 hours | 727 | 4 |
| Fabricator-Assembler Metal Production | 8000 hours | 635 | 4 |
| Powder Coating Tech | 8000 hours | 770 | 4 |
| Carpenter | 8000 hours | 580 | 4 |