



Caldwell Community College & Technical Institute

Trade-Up

PRE-APPRENTICESHIP PROGRAM

PROGRAM OVERVIEW

This pre-apprenticeship program is designed for high school juniors and seniors ages 16-18 and recent graduates with an interest and aptitude for a career in construction-related skilled trades (i.e., general contracting, plumbing, electrical, carpentry, heating and air conditioning, masonry, etc.).

The students' tuition is waived (free), so students are attending a college class for free while earning credentials and getting paid for their on-the-job-training time. The intent is to encourage vocational-minded high school students to pursue a skilled-trade occupation.

PROGRAM LENGTH

The pre-apprenticeship program occurs in the summer months when students are out of school (June 9 – August 4). The pre-apprenticeship program is registered with the State and consist of two-parts: 1) Classroom Instruction, and 2) On-the-Job Learning with an employer.

Classroom:

- 96-hour classroom portion taught by a National Center for Construction Education and Research (NCCER) instructor on the campus of Caldwell Community College & Technical Institute (CCC&TI) in Hudson.
- Class times are 8:00 a.m. – 4:30 p.m.
- Upon completion of the first 48 hours of classroom instruction, students will have an opportunity for a “paid” summer position as a pre-apprentice with a local construction company.

On-the Job Learning (*held at employer job site*):

- 136-192-hour work-based learning (WBL) working with local contractors.
- Students must complete a minimum of 136-hours up to a maximum of 192-hours of on-site construction experience with a local employer.
- Paid pre-apprentice positions pay a minimum of \$10 per hour. Final pay rate TBD. Students may work additional hours, if approved by employer.
- Work hours are established by employer and therefore vary.

CREDENTIALS

Credentials (students will earn these credentials upon completion of class work):

- OSHA 10 Construction accredited through the National Center for Construction Education and Research (NCCER).
- Core & Sustainable Construction accredited through the National Center for Construction Education and Research (NCCER).
- CPR/First Aid/AED certifications through the American Heart Association.

NOTE: student must complete 48-hours of 6 classroom days before being able to go to work for contractors.

Pre-Apprenticeship Program Schedule - 2023 (Watauga County)

Month	Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
June						9 Class		
	1	12 Class	13 Class	14 Class	15 Class	16 Class		
	2	19 Work	20 Work	21 Work	22 Work	23 Class		
July	3	26 Work	27 Work	28 Work	29 Work	30 Class		
	4	3 OFF	4 OFF	5 OFF	6 OFF	7 OFF		
	5	10 Work	11 Work	12 Work	13 Work	14 Class		
	6	17 Work	18 Work	19 Work	20 Work	21 Class		
August	7	24 Work	25 Work	26 Work	27 Work	28 Class		
	8	31 Work	1 Work	2 Work	3 Work	4 Class		

Construction Fundamental's Class (classroom)	Paid Pre-Apprenticeship Position (job site)
*Can take up to one (1) week of vacation (if approved by Instructor and Employer)	
To successfully complete the (WBL) work-based learning portion of the program, students will be required to work a minimum of 136 hours up to a maximum of 192 hours .	

Note: Before a student can be considered a successful completer of the program, the student must complete both the classroom and WBL learning to the satisfaction of the employer and college personnel.

In addition, the **Work-Based Learning (WBL) Workbook** (issued to students on the first day of class) must be completed and returned to college representative BEFORE a Certificate of Completion is issued.

- signing everywhere where Student Signature appears
- completing the Measurable Learning Objectives (MLO)
- completing his Time/Wage Report (i.e., time sheets)
- student's Self-Evaluation (End of Term)

Frequently Asked Questions

Q1. What exactly is an apprenticeship/pre-apprenticeship program?

Apprenticeship and pre-apprenticeships are a system of paid work-based learning designed to meet the needs of the employer by providing the employee with structured on-the-job learning and job-related education. The N.C. Community College System/ ApprenticeshipNC, is the State Agency to register programs for Federal purposes.

Q2: As a pre-apprenticeship student, what forms do I need to fill out to get into the program?

If students want to participate in this exciting opportunity, they must complete, sign, and return the following documents (below) to a college representative at the mandatory class orientation or by mail using a self-addressed stamped envelope:

Caldwell Community College & Technical Institute
2855 Hickory Blvd.
Hudson, NC 28638
Attn: Justin Harris

- a) Continuing Education and Workforce Development Student Application/Registration Form
- b) CCC&TI's Trade Up Pre-Apprenticeship Program Student Application
- c) NC Pre-Apprenticeship Agreement
- d) NC Department of Labor Youth Employment Certificate (if under 18 years of age)
- e) CCC&TI's Trade Up Insurance and Emergency Information Form
- f) CCC&TI's Trade Up Waiver of Liability and Hold Harmless Agreement

Q3: If I'm under 18 years old, where do I go to obtain a Youth Employment Certificate?

The process to obtain a work permit, known as a Youth Employment Certificate in North Carolina, is straightforward. The work permit is required for all minors seeking employment. Minors under the age of 18 who are seeking to work in North Carolina should take the following steps to obtain a work permit:

To get a youth employment certificate, you can either go to the DSS or complete application online?

1. Go to the N.C. Department of Labor's Youth Permit Page at:
<https://www.labor.nc.gov/workplace-rights/youth-employment-rules/youth-employment-certificate>
2. Follow the directions to submit the required information for a **youth employment certificate**.
3. After the information is submitted, the approved permit will be displayed on the screen.

Q4. Who covers the pre-apprenticeship student should they become injured on the job?

Although students are required to show proof of insurance before entering the program, students should be covered under the employer's worker's compensation plan. In North Carolina, statute defines "employee" and a company's responsibility to provide worker's compensation. Apprentices are employees and are covered under a company's guaranteed cost policy.

The employer is responsible for maintaining a safe work environment; eliminating hazards; training students to recognize hazards and use safe work practices; complying with child labor laws; evaluating equipment; and providing appropriate supervision.

The student's immediate supervisor is responsible for monitoring the student's safety and providing instruction when the need arises. All students are responsible for taking steps to protect themselves. They should know their rights, participate in training programs, recognize the potential for injury at work, ask questions, and follow safe work practices.

Q5. What if a pre-apprenticeship student working with an employer is not meeting company standards (i.e., laziness, attendance issues, failure to adhere to safety standards, failed drug test, etc.)?

Students working in the pre-apprenticeship programs are held to the same standards as regular employees, and as such, are subject to counseling,

suspension, or termination. Employers are not committed to retain pre-apprentices' students, if not a good fit. If an employment-related disciplinary situation has occurred, please notify the college.

Q6: What are the employer's responsibilities under the pre-apprentice program?

- a) Assign qualified journeyman/skilled trainer for each pre-apprentice.
- b) Ensure the pre-apprentice is supervised on the job.
- c) Ensure the student performs job-related tasks (e.g., don't have them just fetching tools, etc.).
- c) Verify pre-apprentice students' attendance and work hours.
- d) Evaluate on-the-job training learning (mid-term performance review required).
- e) Complete & maintain all documentation required for each pre-apprentice student.
- f) Work closely with CCC&TI representatives: document attendance, apprise the college of any disciplinary issues, etc.

Q7: What are the pre-apprenticeship students' responsibilities under the pre-apprentice program?

- a) Must adhere to all company policies and remain a pre-apprenticeship student employee in good standing with the company (e.g., show up on time, follow directions, be respectful, perform job in safe manner, etc.).
- b) Must provide own transportation to both college campus and work site.
- c) Must adhere to attendance policies at the college and at the work site.
- d) Must attend at least 80% of construction fundamentals course offered through the college's pre-apprenticeship program to maintain good standing in the program.

Q8: What are some of the benefits to registered pre-apprenticeship program sponsors or employers?

Many firms and companies have difficulty finding employees with the necessary skills or desired level of company-specific knowledge. Through pre-apprenticeships, employers can:

- a) Reduce operational costs (pre-apprentice labor cost is usually lower).
- b) Establish a streamlined recruitment channel to find new workers.
- c) Develop existing workers by providing additional responsibilities commensurate with pay (i.e., journeyman trainer).
- d) Build employee loyalty, reduce attrition, and foster new leaders.

Q9: What are some of the benefits to participants? Pre-apprenticeship training is a great way for students to:

- a) Learn a high-demand skills trade and receive practical hands-on training.
- b) Get paid while doing something “useful and constructive” over the summer.
- c) Add valuable marketable experience and references to your resumes.
- d) Graduate and start your career sooner, and in many cases, with a job offer.
- e) Earn industry-recognized stackable credentials:
 - OSHA 10 Construction
 - NCCER Core & Sustainability
 - CPR/First Aid/AED
- f) Earn a Construction Fundamentals Completion Certificate from CCC&TI.
- g) Earn a Pre-Apprenticeship Completion Certificate from the NC Community College System/State of NC.
- h) Receive a “tuition waiver” at any NC Community College.

Q10: What is a tuition waiver and what does it mean to the student?

Tuition waivers are available for high school students who enter a pre-apprenticeship or apprenticeship program while they are still in high school. **Registered pre-apprentices have 120 days from the day they graduate to transition into an apprenticeship to remain eligible for the waiver.** This benefit will continue for the length of the apprenticeship training term, providing a free college degree or certification to those who participate.

***Just in case you missed this important point!** If students register for this program as a pre-apprenticeship student while still in high school and transition into an apprenticeship within 120-days upon high school graduation and continue working as an apprentice—that student will be able attend a community college and earn a college degree for FREE (your tuition and fees are waived).*

Note: Tuition for an Associate’s Degree including 60-70 credit hours cost approximately \$5250.00.