



Appendix A

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE



Appendix A
WORK PROCESS SCHEDULE
SPECIAL EDUCATION TEACHER
(USDOL OCCUPATION TITLE: K-12 TEACHER)
O*NET-SOC CODE: 25-3099.00 RAPIDS CODE: 3024HY

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

- Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

As per [USDOL Circular 2016-1](#), a “Hybrid approach” [Section 29.5(b)(2)(iii)] provides for the measurement of the apprentice’s skill acquisition through a combination of specified minimum hours of on-the-job learning and the successful demonstration of identified and measured competencies. A hybrid approach requires a minimum and maximum range of time/hours assigned. Sponsors that choose to utilize a hybrid approach must comply with these guidelines for the competency-based portion of the apprentice’s term of apprenticeship. The hybrid approach specifies a minimum and maximum range of hours of on-the-job learning for each task or job requirement, plus the successful demonstration of acquired skills as described by the task statements listed in the work process schedule. Under the hybrid approach, the term of the occupation cannot be less than 2,000 hours of on-the-job learning, per Section 29.4 Criteria for apprenticeable occupations. However, once a term of a hybrid occupation has been Approved the range of hours may be adjusted upward or downward by twenty-five (25) percent, but not both ways. For example: a hybrid occupation with a range of 3,000 to 4,000 hours can be increased with a range of 4,000 to 5,000 hours. A minimum/maximum range of hours would also give the apprentice an opportunity to accelerate the completion of the apprenticeship program with the appropriate test and evaluations provided to the apprentice, by the sponsor. Maximum allowable credit for prior work experience is 50 percent of training.

The term of a **SPECIAL EDUCATION TEACHER** apprenticeship is outlined as 5000 - 6000 hours of OJL attainment, supplemented by the 144 hours of related instruction per 2000 hours of OJL. Under the definition of the hybrid approach, the sponsor may choose reduce the hours of this apprenticeship program to 3750 hours or increase the term to 7500 hours.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 2 Apprentice to 1 Journeyworker.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$40,000 per year.



Period	Hours/Competencies	Minimum Wage
1	1 -2000	\$10.00/hr
2	2001- 4000	\$11.00/hr
3	4001 - 6000	\$12.00/hr

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 90 days.

6. SELECTION PROCEDURES

Please see page A-9.



Appendix A

ON-THE-JOB LEARNING OUTLINE SPECIAL EDUCATION TEACHER

(USDOL OCCUPATION TITLE: K-12 TEACHER)

O*NET-SOC CODE: 25-3099.00 RAPIDS CODE: 3024HY

REQUIREMENTS:

Apprentice Orientation Checklist and Apprenticeship Agreement Form 671

Per 29 CFR 29.5, prior to signing the apprenticeship agreement, each selected applicant must be given an opportunity to read and review the sponsor's Apprenticeship Standards approved by the Office of Apprenticeship, the sponsor's written rules and policies, the apprenticeship agreement, and the sections of any collective bargaining agreement (CBA) that pertain to apprenticeship. After selection of an applicant for apprenticeship, but before employment as an apprentice or enrollment in related instruction, the apprentice must be covered by a written apprenticeship agreement, which must be submitted to the Office of Apprenticeship.

It is the responsibility of the sponsor to submit the following proof of apprentice consent by uploading the following documents signed by the apprentice to the apprentice's RAPIDS profile:

1. Signed Form 671 (apprentice agreement)
2. Signed Apprentice Orientation Checklist

Visit the Idaho Sponsor Success Guide – Onboarding Apprentices to download required document templates.

To enter the Apprenticeship Program:

An apprentice must be at least 18 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.

- There is an educational requirement of: Obtained a high school diploma/GED
- There is a physical requirement of:
- The following aptitude test(s) will be administered:
- A valid driver's license is required.
- Other:

ON-THE-JOB LEARNING – WORK PROCESS SCHEDULE

Every registered apprenticeship teacher program includes structured on-the-job learning. On-the-job training is developed through mapping the skills and knowledge that the apprentice must learn over the course of the registered apprenticeship teacher program in order to be fully proficient in the job.

ON-THE-JOB LEARNING:

Alignment of the Idaho Framework for Teaching Evaluation:

On – The – Job Learning Competencies:

- State-Board Approved Idaho Framework for Teaching Evaluation
 - Use of Idaho Framework for Teaching Evaluation Rubrics



Idaho Framework for Teaching Evaluation

Domain 1 – Planning and Preparation

- i. *Demonstrating Knowledge of Content and Pedagogy*
- ii. *Demonstrating Knowledge of Students*
- iii. *Setting Instructional Outcomes*
- iv. *Demonstrating Knowledge of Resources*
- v. *Designing Coherent Instruction*
- vi. *Designing Student Assessments*

Domain 2 – The Classroom Environment

- i. *Creating an Environment of Respect and Rapport*
- ii. *Establishing a Culture for Learning*
- iii. *Managing Classroom Procedures*
- iv. *Managing Student Behavior*
- v. *Organizing Physical Space*

Domain 3 – Instruction and Use of Assessment

- i. *Communicating with Students*
- ii. *Using Questioning and Discussion Techniques*
- iii. *Engaging Students in Learning*
- iv. *Using Assessment in Instruction*
- v. *Demonstrating Flexibility and Responsiveness*

Domain 4 – Professional Responsibilities

- i. *Reflecting on Teaching*
- ii. *Maintaining Accurate Records*
- iii. *Communicating with Families*
- iv. *Participating in a Professional Community*
- v. *Growing and Developing Professionally*
- vi. *Showing Professionalism*



Additional Requirements:

- Idaho Teacher Evaluation using the State-Board Approved Idaho Framework for Teaching Evaluation for each year serving as an apprentice.
 - Basic or better in all twenty-two (22) components upon culmination of the apprenticeship program.
- Individualized Professional Learning Plan for each year serving as an apprentice.

The eligible special education endorsements that a Special Education Teacher Apprentice may seek are:

- Blended Early Childhood Education/Early Childhood Special Education (Birth–Grade 3)
 - The endorsement below may only be used in conjunction with the Blended Early Childhood Education/Early Childhood Special Education (Birth-Grade 3) endorsement and cannot be used in a middle school setting.
 - Blended Elementary Education/Elementary Special Education (Grade 4-Grade 6)
- Blind and Low Vision (Pre-K-12)
- Deaf/Hard of Hearing (Pre-K-12)
- Exceptional Child Education (K-8, 6-12, or K-12)
 - The endorsement below may only be added to the Exceptional Child Education (K-8 or K-12) endorsement
 - Early Childhood Special Education (Pre-K-3)

The special education endorsement may be paired with a general education endorsement. The endorsement program(s) must be provided by an approved related technical instruction provider.

**OJL hours may be reallocated according to industry demands*

TOTAL MINIMUM HOURS 5000



Appendix A

RELATED INSTRUCTION OUTLINE

SPECIAL EDUCATION TEACHER

(USDOL OCCUPATION TITLE: K-12 TEACHER)

O*NET-SOC CODE: 25-3099.00 RAPIDS CODE: 3024HY

RELATED INSTRUCTION DESCRIPTIONS:

Apprentice Orientation

USDOL Anti-Harassment Video:

<https://www.dol.gov/agencies/eta/apprenticeship/eo/harassment/video>

Informational video from the USDOL regarding Anti-Harassment created specifically for apprenticeship programs.

Apprentices receive related training and instruction that complements on-the-job learning. This instruction delivers the technical, workforce, and academic competencies that apply to the job. It can be provided by a college, a technical school, an apprenticeship training school, or by the employer itself. Credit for prior learning may be provided by public Educator Preparation Providers as stated in Idaho State Board of Education Policy III.L Prior Learning III.L. - Prior Learning | Idaho State Board of Education.

Related Technical Instruction:

- The related technical instruction must culminate in a baccalaureate degree that meets the applicable special education endorsement requirements per State Board Policy IV.D., applicable certification requirements per IDAPA 08.02.02.014, IDAPA 08.02.02.015, Idaho Core Teaching Standards, Comprehensive Literacy Standards, and appropriate Special Education Standards as indicated in the Idaho Standards for Initial Certification of Professional School Personnel.
- Prior to starting the apprenticeship program, the apprentice must be enrolled in an approved special education baccalaureate degree program or an associate's degree program that will lead into an approved special education baccalaureate degree program that meets the applicable special education endorsement requirements per State Board Policy IV.D., applicable certification requirements per IDAPA 08.02.02.014, IDAPA 08.02.02.015, Idaho Core Teaching Standards, Comprehensive Literacy Standards, and appropriate Special Education Standards as indicated in the Idaho Standards for Initial Certification of Professional School Personnel.
- Course names may vary across related technical instruction providers and their programs.
- Either at the time of entry into the apprenticeship program, or upon completion of the apprenticeship, apprentices must hold at least a bachelor's degree.
- At no point during the apprenticeship should the apprentice be the teacher-of-record.
- The apprenticeship will result in apprentices completing all requirements for full state certification or licensure. The apprentice will earn a bachelor's degree or higher in a specialty of education (e.g., special education) from a state-approved educator preparation



program during the course of the apprenticeship. In cases when an apprentice already holds a bachelor's degree or higher, they may complete a state-approved educator preparation program that does not result in the awarding of a degree.

- Required instruction is determined by one or more of the following:
 - the apprentice's chosen degree program and credential area, and the participating educator preparation program's requirements
 - coursework already completed by the apprentice and accepted for transfer to a participating college, university, or other state-approved educator preparation program.
 - requirements for the student's major field of study (e.g., special education)
 - state requirements for approved educator preparation programs
 - state teacher licensure requirements
- Regardless of the type of degree to be awarded, OJL/clinical experience and related instruction are designed to be interdependent and complementary. The employer/sponsor(s) and related instruction provider should work in partnership to co-construct the apprenticeship experience so that OJL and related instruction are mutually reinforcing.
- The local education agency, working in collaboration with a supervising faculty member from the participating educator preparation program, determines whether the apprentice has demonstrated adequate mastery of the requirements in the Registered Teacher Apprenticeship Standards for Special Education.

RELATED INSTRUCTION PROVIDER

Idaho Division of Career Technical Education

650 W State St, Suite 324

Boise, ID 83702

Office: (208) 429-5522

kathleen.shoup@cte.idaho.gov



SELECTION PROCEDURES:

Definitions:

Apprentice – Means a worker at least 18 years of age, who is employed by an Employer.

Apprenticeship Agreement – means a written agreement between an Apprentice and the Sponsor which contains the terms and conditions of the employment and training of the Apprentice.

Employer – Means a Local Education Agency (LEA) employing an apprentice whether or not the LEA is a party to an Apprenticeship Agreement with the Apprentice.

Journeyworker – Means a teacher mentor who has attained a level of skill, abilities, and competencies recognized within an industry as having mastered the skills and competencies required for the occupation.

Sponsor – Means the Office of the State Board of Education, operating an apprenticeship program and in whose name the program is registered or approved.

The process for finding and selecting the best talent possible for an apprenticeship opening position includes the following:

Applicant Eligibility: Individuals hired as apprentices must be at least 18 years of age. **Solicitation of Applications:** The Employer identifies hiring needs and posts open positions in alignment with the Employer's hiring policy. Positions may be posted on career sites and/or the Employer's internal career board. The Employer is responsible to ensure public notification of open apprenticeship positions.

Screening and Interviews: The Employer will pre-screen applications to eliminate candidates who do not meet the qualifications to pursue any pathway to teacher certification in Idaho. Applicants to the program must meet the minimum qualifications described in the Registered Teacher Apprenticeship Standards.

The selection process should be grounded in the following principles:

Identification of candidates who have a strong interest in and commitment to serving the students and communities where apprentices will be working.

Processes to ensure potential apprentices have the background knowledge, dispositions, and basic skills that are needed to succeed in the apprenticeship and in the occupation. Next, the Employer will screen applicants to eliminate those who lack the desire and interest for the apprenticeship and to select candidates with the highest potential for apprenticeship success. Applicant screening may include, but is not limited to, interviews or job simulations.

Finally, the Employer will conduct formal interview with finalist candidates.

Candidate Selection: The Employer will select the most qualified candidate. The Employer will execute a contract or employment agreement with the selected candidate based on the Employer's governing policies.

The Employer will identify an experienced educator to serve as Journeyworker/Mentor to the Apprentice. This process may include meetings between the Apprentice and Journeyworker/Mentor to ensure a good fit.



Application for Apprenticeship Agreement: Within 15 days of executing a contract or employment agreement with an Employer, the Employer will submit an application for an Apprenticeship Agreement to the Sponsor. The application must be complete and signed by both the Apprentice and the Employer. . Apprenticeship Agreement Acceptance and Registration: The Sponsor is responsible for evaluating Applications for Apprenticeship Agreements. The application acceptance process will be uniformly and consistently applied to all applicants.

Applications for Apprenticeship Agreements will be approved if:

- all parts of the application are complete
 - the Employer has assigned an experienced teacher to serve as Journeyman
 - sufficient documentation is present to support any requested credit for prior learning
- the on the job training and related technical instruction plan meets the specific needs of the teaching assignment The Sponsor will register the Apprenticeship with the U.S. Department of Labor within 30 days of receiving an Application for Apprenticeship or 45 days of the employment contract's execution.

Equal Opportunity and Affirmative Action:

The Sponsor and the Employer will comply with the equal opportunity pledge in Section I of the Apprenticeship Standards.

provide equal opportunity for all qualified candidates in the apprenticeship program and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

The Sponsor and the Employer will comply with the Sponsor's Affirmative Action Hiring Plan, which will be adopted within two years of the registration date of the Apprenticeship Agreement for the Sponsor's fifth Apprentice as required by 29 CFR 30.4.

Any applicant who feels that they were wrongfully denied entry into the apprenticeship program may appeal the decision using the applicant appeals procedure described in Section J of the Standards.

Maintenance of Applications and Selection Records

The Sponsor will keep records as defined in the State Board of Education – Agency Specific Records Retention Schedule of the Records Management Guide.

The Employer will keep adequate records according to its own internal systems, policies, and procedures. There will be no undue burden placed on the Employer regarding the hiring of applicants as apprentices.

Minimally, records related to the apprenticeship will be maintained for 5 years from the last action and made available upon request to the U.S. Department of Labor or other authorized representative.

The Sponsor will maintain the following records:

- Application for Apprenticeship Agreement Records
- The original application for each applicant



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- Records pertaining to meetings, interviews, or follow-up calls with each applicant
 - Qualifications of each applicant;
 - The basis for evaluation for selection or rejection of each applicant;
 - Job assignment of each apprentice
 - Employment events for each apprentice, including, but not limited to, change of assignment, promotion, demotion, layoff, termination, pay rate increase
 - Pay rate and source of pay (e.g., discretionary or grant)
 - Hours worked, regular hours of work, and, separately, hours of training provided.
 - Any formal correspondence regarding or with the apprentice

Apprenticeship Operational Procedure Records

- Registered Apprenticeship Standards
- Changes to Registered Apprenticeship Standards
- Application for Apprenticeship Agreement Template
- Any pertinent standard notifications regarding the program (e.g., notices of acceptance, termination, or completion) and
- any other records pertinent to a determination of compliance with 29 CFR 30 as may be required by the U.S. Department of Labor

The records pertaining to individual applicants selected will be maintained in such a manner as to permit the identification of race, gender, or ethnicity.



SPONSOR OBLIGATION TO PREVENT HARASSMENT AND INTIMIDATION OF APPRENTICES:

Under the National Apprenticeship Act of 1937, OA is conferred the responsibility to protect the safety and welfare of apprentices. Pursuant to this authority, OA has issued regulations designed to ensure that apprentices participating in the National Apprenticeship System are free from unlawful discrimination, harassment, intimidation, and workplace violence. In all states under 29 CFR 30.3(b)(4), sponsors are obligated to develop and implement procedures to ensure that its apprentices are not harassed because of their race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability and to ensure that its apprenticeship program is free from intimidation and retaliation as prohibited by §30.17.

Harassment and intimidation of any apprentices is intolerable and unacceptable. Program sponsors are obligated under 29 CFR Part 30 to design and implement internal procedures and adopt practical measures for effectively addressing and mitigating harassment risks to apprentices, as well as for promptly handling and resolving apprentice complaints about harassment and intimidation. Additionally, sponsors are responsible for ensuring affiliated and contracted employers do not ignore, tolerate, or encourage any conduct that suggests acceptance of such behaviors.

Incidents of harassment and intimidation of apprentices warrant swift and decisive action from sponsors to prevent reoccurrences and promote environments of tolerance and equity in the workplace so that all apprentices feel safe, welcomed, and treated fairly.

Examples of practical measures sponsors may employ to combat incidents of harassment, discrimination, and intimidation include, but are not limited to:

- designating an individual or office within the employing organization to handle harassment complaints and effectively address harassment risks;
- establishing disciplinary guidelines and procedures for holding offending persons accountable for their actions;
- adopting a process for immediately referring incidents of workplace harassment that involve assault or other crimes to law enforcement agencies; and
- providing supportive services (such as counseling) to apprentices who have experienced harassment and intimidation in the workplace.

OA prohibits, and sponsors must be vigilant in preventing, retaliation against any apprentice for making a good-faith report of harassing conduct, opposing any harassing behavior or other form of discrimination, cooperating with or participating in any investigation of alleged harassing conduct, or otherwise engaging in protected activity.

Harmful and malicious conduct must never be ignored, tolerated, or abetted by program sponsors or participating employers. Apprentices of all racial, ethnic, sexual, religious, and disability backgrounds are entitled to a workplace that is safe, welcoming, and free of both physical and emotional abuse. When made aware of such conduct, the failure of RAP sponsors or an SAA to take immediate action to address and eradicate said conduct could result in the initiation of enforcement proceedings by the Office of Apprenticeship, as well as other governmental agencies, against those parties. Regulatory compliance dictates all reasonable measures be put forth to avoid such an outcome.



Employer Approval Acknowledgment

*This document serves as confirmation that **IDAHO DIVISION OF CAREER TECHNICAL EDUCATION** has requested, reviewed, and approved the Registered Apprenticeship Standards for the occupation of **SPECIAL EDUCATION TEACHER**. The **IDAHO DIVISION OF CAREER TECHNICAL EDUCATION** affirms that the standards accurately reflect the skills, knowledge, and competencies required for the role and agrees to implement and support the program as described.*

Authorized Signature: *Kathleen Shoup*
[Kathleen Shoup \(Feb 12, 2026 12:42:47 MST\)](#)

Printed Name & Title: Kathleen Shoup, Chief Educator Officer

Date: 02/12/2026







Appendix A - SPED Teacher - 3024HY 02-12-2026

Final Audit Report

2026-02-12

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