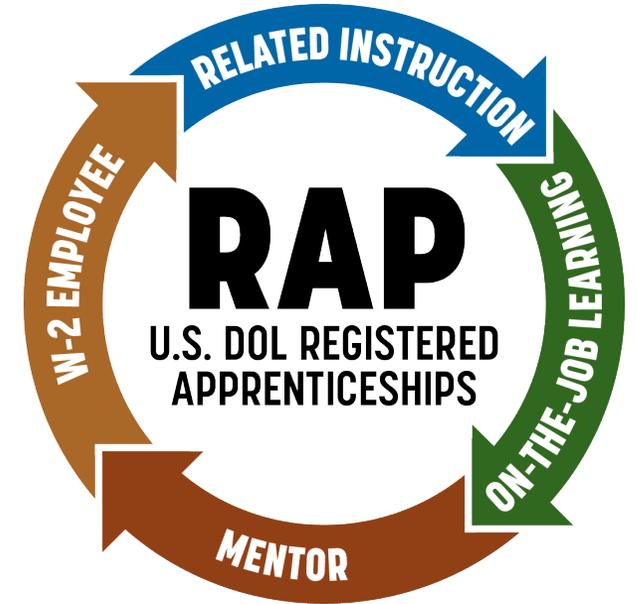
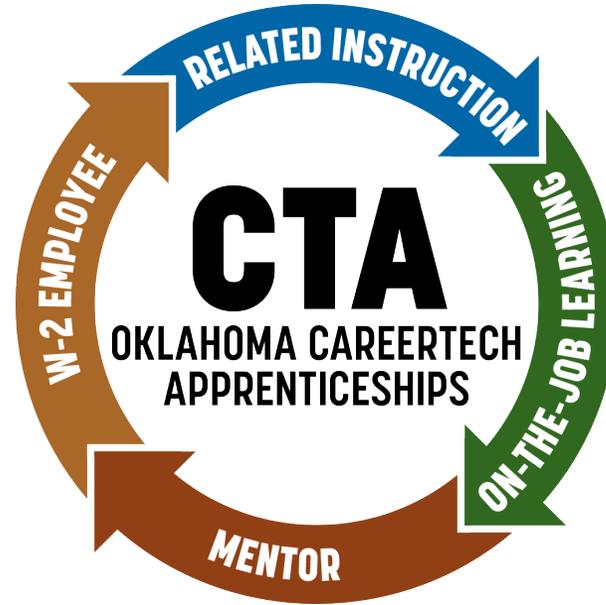




OKLAHOMA
CareerTech

Apprenticeship Oklahoma



Oklahoma Apprenticeship Pathways :
From High School to Workforce

Today's Goals

Workforce Pathways: Understanding

- Internships
- Work-Based Learning
- CareerTech Apprenticeship Program
- Registered Apprenticeship Program

Apprenticeship – WBL Team



Joe Cox

580-430-1234



Gerrod Walker

405-880-3860

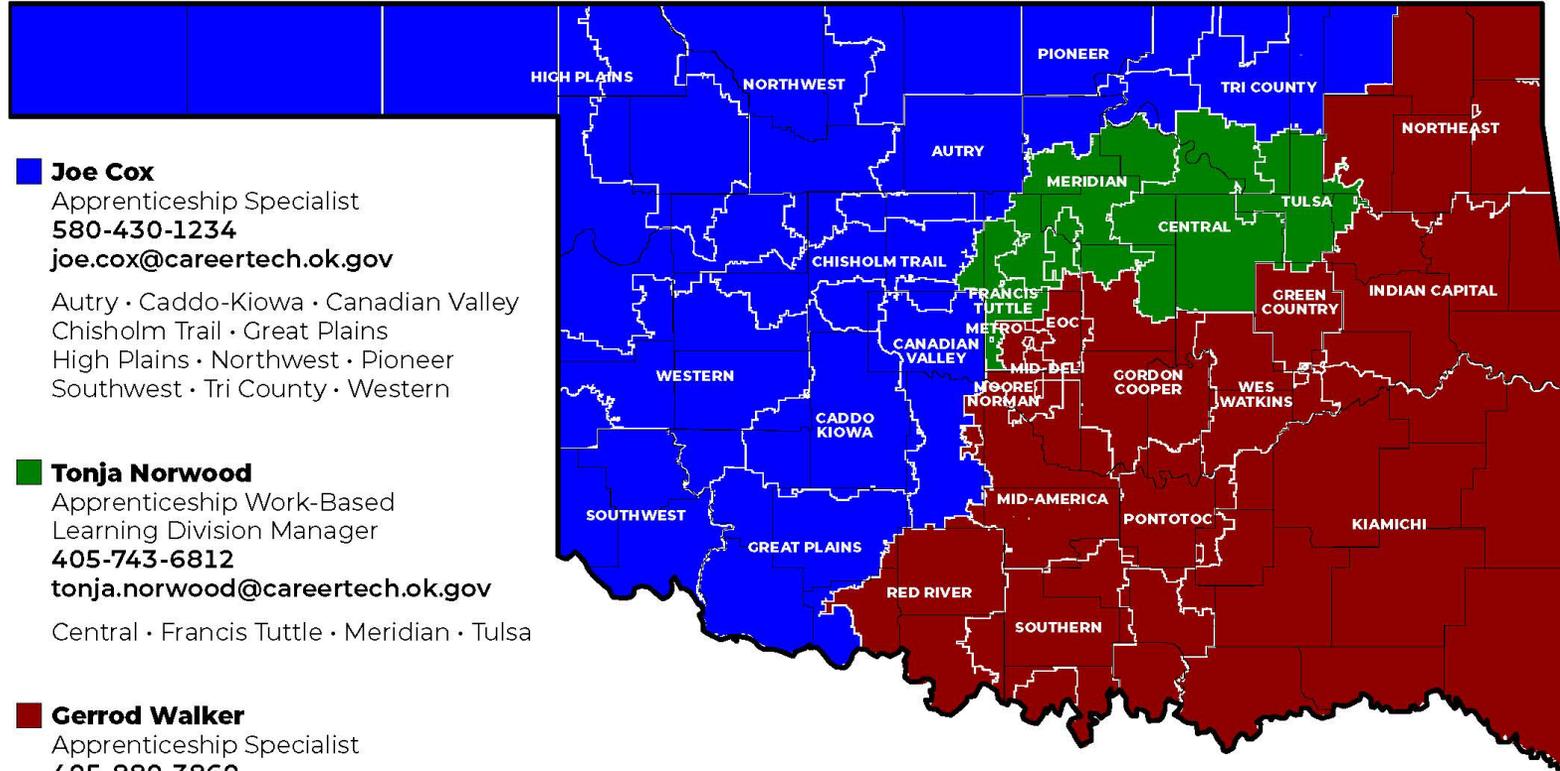


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Metro • Mid-America • Mid-Del
Moore Norman • Northeast • Pontotoc
Red River • Southern • Wes Watkins



Work-Based Learning

Course (120+ hours)

Short-Term Employee

Gain Experience

Post-Secondary Point (Jr. or Sr.)

Umbrella Term not tied to program

Same OCAS codes for all CTE courses



Internship

Course (120+ hours)

Post-Secondary Point (Jr. or Sr.)

Tied to program

- STEM Internship
- Business Internship

OCAS is specific to division



Internship/WBL

Recruit Business

Advisory

Need Workforce

Express Employment

Toolkits



- ▼
 - ▶ Apprenticeship_Registered Apprenticeship
 - ▼ College_Career Fairs
 - ▶ College_Career Fair Tools
 - ▶ College_Career Fairs Guide.pdf
 - ▼ Community Service_Volunteer Work
 - ▶ Community Service_Volunteer Tools
 - ▶ CommServ_Volunteer Guide.pdf
 - ▶ SDE Service-Learning.pdf
 - ▶ Service Learning Reflection Sheet - OKCCG.pdf
 - ▶ CTSO-CareerTech Curriculum for Speakers
 - ▼ Guest Speakers
 - ▶ Guest Speaker Tools
 - ▶ Guest Speakers Guide.pdf
 - ▶ Informational Interviews
 - ▶ Internship
 - ▶ Job Shadow
 - ▶ Mentoring



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Child Labor Laws

The Fair Labor Standards Act (FLSA) identifies certain occupations as particularly hazardous for individuals under 18 years old. However, the law provides exceptions for **student learners ages 16 to 18** who are enrolled in a course of study and training within a cooperative vocational training program. This exception applies to many of the identified hazardous occupations ([FLSA §570.50 – §570.68](#)).

Students enrolled in CareerTech training programs receive **industry-specific safety training**, which is a key reason the law allows their employment in otherwise restricted occupations.

U.S. Department of Labor

U.S. Department of Labor – Child Labor: Guidance for following the provisions of the Fair Labor Standards Act (FLSA), including news, fact sheets, and other resources. <https://www.dol.gov/agencies/whd/child-labor>

U.S. Department of Labor – Wage and Hour Division: Promotes positive and safe work experiences for teens by providing information about protections for young workers to youth, parents, employers, and educators. <https://www.dol.gov/agencies/whd/youthrules>

U.S. Department of Labor- Provisions: Fact Sheet Child Labor Provisions of the Fair Labor Standards Act (FLSA) for Nonagricultural Occupations <https://www.dol.gov/agencies/whd/fact-sheets/43-child-labor-non-agriculture>



Oklahoma Department of Labor

Oklahoma Child Labor Unit: The Child Labor Unit (CLU) is responsible for educational outreach and enforcement efforts for Oklahoma's youth employment laws, which regulate the legal age or employment, work permit process, hours and times standards, breaks, and permitted and prohibited jobs. <https://oklahoma.gov/labor/workplace-rights/child-labor.html>

Work Permits: In Oklahoma, 14 and 15-year-olds are required to obtain a work permit from their school before starting employment. Employers are legally required to have this certificate on file. The permit must be approved by the principal or an administrative officer of the minor's school, or by the parents if the minor is homeschooled. The issuing officer verifies the minor's age and ensures compliance with school laws (Title 70 Section 10).: <https://oklahoma.gov/labor/workplace-rights/child-labor/work-permit.html>

Oklahoma Child Labor FAQ: Provides answers to frequently asked questions for Oklahoma Employers. <https://oklahoma.gov/labor/workplace-rights/child-labor/faqs---child-labor-unit.html>



Express Partnership

Express WBL Partnership

Work-Based Learning (WBL) bridges the gap between classroom learning and hands-on career experience — giving students the chance to apply their skills, gain confidence, and prepare for the jobs of tomorrow.

When employers open their doors to host paid student internships, they're not just helping students — they're investing in their own future workforce.

We know concerns about liability, insurance, or program logistics can hold some businesses back. That's where Express Employment Professionals comes in!

Express removes the barriers — handling the details so employers, students, and schools can focus on what matters most: developing skilled, work-ready Oklahomans.

[Express Flyer](#)

[Express Agreement](#)



Agreement

Student Information:

Name: _____
Address: _____
Email: _____
Phone Number: _____ Birthday: _____
Student Signature: _____ Date: _____

School – CareerTech Information

School & Program Name: _____
Instructor Name: _____
Occupation Title/Description: _____
Anticipated Graduation Date: _____
Enrollment Date(month/year): _____ Estimated hours in program to date: _____
School Contact Name: _____
School Contact Email: _____
Signature: _____ Date: _____

Express Employment Information

Express Contact Name: _____
Express Contact Email: _____
Signature: _____ Date: _____

Worksite Information

Contact Name: _____
Contact Email: _____
Signature: _____ Date: _____

WBL Student under 18 (only)

Guardian Name: _____
Guardian Address: _____
Guardian Email: _____
Guardian Signature: _____ Date: _____

Is the occupation identified by [USDOL as hazardous occupation](#) for employees under 18? Yes No

Does the occupation qualify for CTE or apprenticeship hazardous occupation exception? Yes No

Work-Based Learning Planning

Does the student have a driver's license? Yes No

What Type of License does the student have? Class A Class B Class C Class D

Transportation Plan:

How will the WBL student travel to and from the worksite each day?

(Example: personal vehicle, carpool, public transportation, family member, school-provided transportation, etc.)

Technology & Applications Required:

What technology, software, or apps will the WBL student need access to for this position?

(Examples: computer, internet, email, Microsoft Office, industry-specific software, safety apps, time-tracking tools, etc.)

Tools Required:

What tools or equipment will the WBL student need to perform their job duties?

(Example: safety glasses, hand tools, calculator, welding helmet, measuring instruments, etc.)

Learning Model:

Is this WBL experience time-based or competency-based?

- **Time-Based:** Completion is measured by hours worked.
If time-based, please specify the total number of hours required: _____
- **Competency-Based:** Completion is measured by demonstration of specific skills.
- **Hybrid:** Combination of both hours and competencies.

Related Instruction Hours:

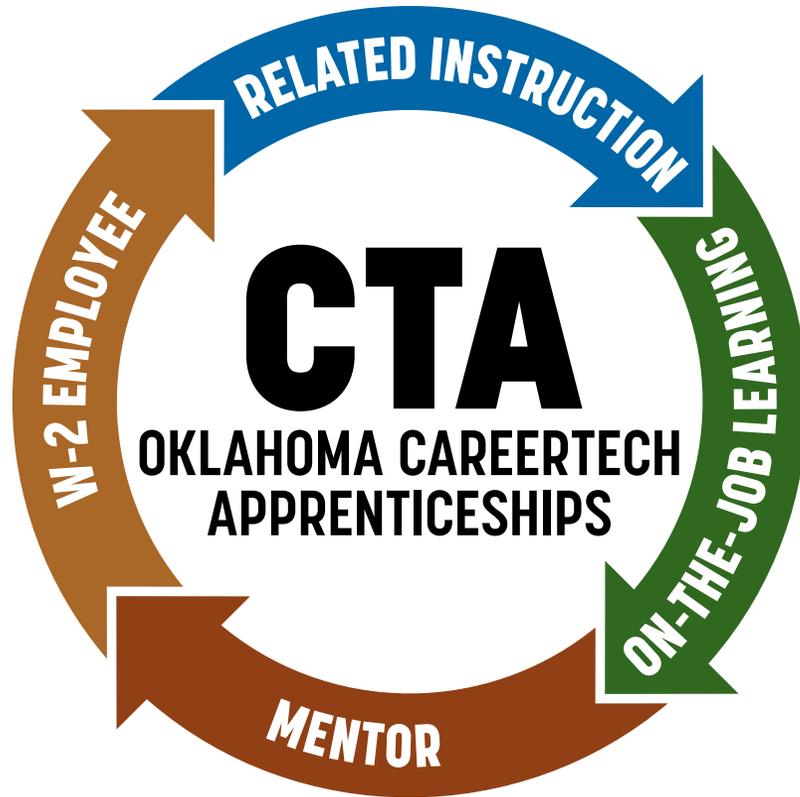
Please specify the number and description of instructional hours provided in each category below:

Instructional Area	Description	Hours
Safety Training	Workplace, equipment, or site-specific safety	<input type="text"/>
Technical Skills	Job-specific knowledge and technical instruction	<input type="text"/>
Employability Skills	Soft skills, teamwork, communication, etc.	<input type="text"/>
Total Related Instruction Hours		<input type="text"/>

Competencies to Be Mastered / Targeted Experiences:

Please list the key competencies, skills, or experiences the student will develop or demonstrate while working at your site.





CareerTech Apprenticeship Program

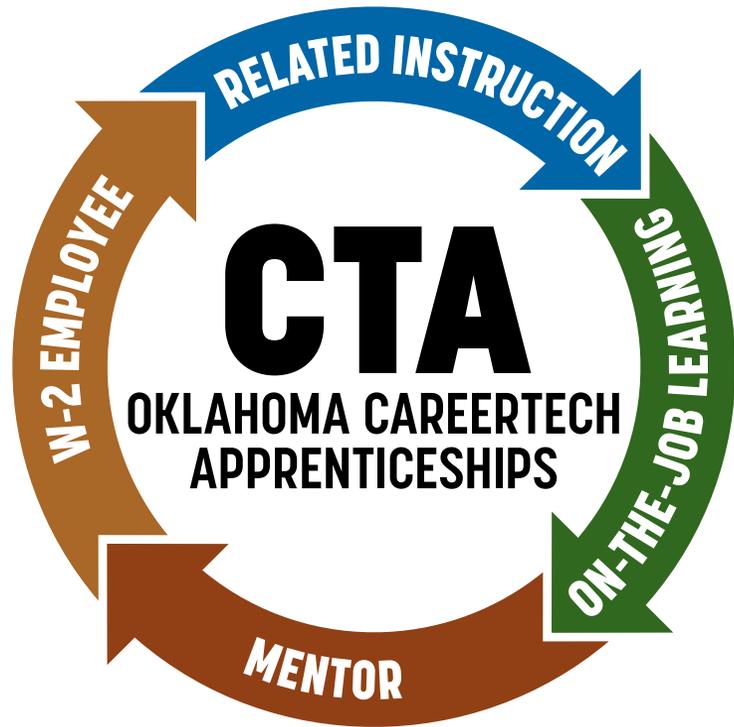
510+ OJL Hours

90+ RI Hours

OCAS Program Code (9041 or 9042)

Post-Secondary Point

Mentor



CareerTech Apprenticeship Program

W-2 Employee

Long-Term Employee

Employer Led Plan

Flexible

State Recognized Certificate



Checklists & CTA Agreement

CTA Agreement

CTA Checklist

CTA Certificate

RAP Checklist



CareerTech Apprenticeship Checklist

Phase 1 — Employer Engagement

- Meet with employer to discuss:
 - Workforce needs
 - Occupation(s) and skill requirements
 - Training expectations
- Confirm CTA training structure:
 - 15% – 20% Related Instruction (RI)
 - 85% – 80% On-the-Job Learning (OJL)
- Assign a workplace mentor who will:
 - Provide supervision and coaching
 - Verify skill progression
 - Serve as the apprentice’s primary workplace contact

Phase 2 — Agreement Development

- ODCTE staff assist with completion of the CTA Agreement.
- Identify RI Provider – Technology Center
- Meet with designated instructor to review:
 - Topic areas
 - Hour breakdown
- CTA Minimum Hour Guidance:
 - RI: Minimum 90 hours
 - OJL: Minimum 510 hours
 - Maintain 15–20% RI / 80–85% OJL ratio

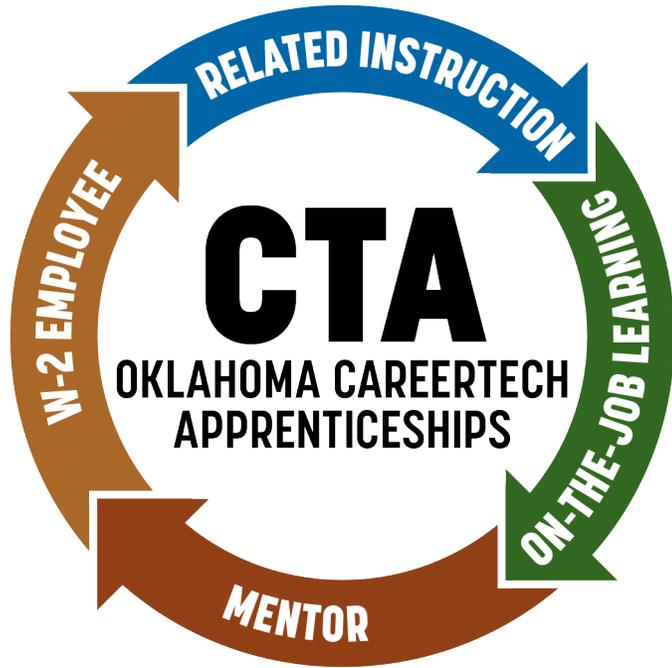
Phase 3 — Employer Information Collection (Record on CTA Agreement)

- Legal business name/Sponsor
- Business address
- Wage schedule:
 - Journey worker wage
 - Apprentice starting wage

Phase 4 — OJL Competency Planning

- Collect and review OJL competencies





Phase 5 — RI Documentation

- Instructor name
- Course breakdown by topic and hours
- Confirm RI/OJL ratio compliance

Phase 6 — Review & Signatures

- Review entire agreement for accuracy
- Submit draft to employer for review
- Obtain signatures:
 - Employer
 - ODCTE Apprenticeship Staff
 - Apprentice
 - Parent/Guardian (if needed)
 - CareerTech Point of Contact
- Send signed CTA agreement to ODCTE Apprenticeship Team

Phase 7 — Apprentice Enrollment

- [Submit Sponsor Data Sheet](#)
- Enter apprentice into CTIMS at start date:
 - Code 03 — CareerTech Apprentice

Phase 8 — Program Monitoring & Closeout

- Notify ODCTE Apprenticeship Team if:
 - Apprentice withdraws
 - Program issues arise
- Follow ODCTE closeout procedures to process:
 - CTA Certificate and Complete

Helpful Resource:

Mentor Training (Click Program Administration +)

<https://www.apprenticeship.gov/registered-apprenticeship-academy/registered-apprenticeship-sponsors>

CareerTech Apprenticeship Agreement

Purpose: The purpose of this CTA agreement is to outline the roles and responsibilities of the Employer and the Technology Center in the establishment, management, and completion of the apprenticeship program in compliance with Oklahoma Department of Career and Technology Education (ODCTE) standards. The program will provide apprentices with structures on-the-job learning (OJL) and related instruction (RI), ensuring successful completion of the program requirements.

Employer Responsibilities:

1. Identify Apprentices:
 - a. Recruit and select apprentices in alignment with the program's goals.
2. On-the-Job Learning (OJL):
 - a. Develop and implement a plan for apprentices to achieve required OJL objectives and competencies.
 - b. Assign and oversee qualified mentors to oversee and support apprentices.
3. Oversight and Evaluation:
 - a. Monitor the progress and performance of apprentices during OJL.
 - b. Provide regular evaluation and feedback to Career Tech Instructor and apprentices.
 - c. Address performance issues as necessary.
4. Compliance:
 - a. Ensure all workplace policies and program standards comply with applicable laws and regulations, including wage, safety, and labor standards.
5. Recordkeeping:
 - a. Maintain accurate documentation of apprentice attendance, work hours, and performance during OJL and share relevant records with (technology center) as needed.

Technology Center Responsibilities:

1. Provide Related Instruction:
 - a. Deliver high-quality training aligned with the employer needs, industry standard, and the apprentice's OJL objectives.
 - b. Utilize qualified instructors to teach required technical skills and knowledge.
2. Track Completion of Program Requirements
 - a. Maintain accurate records of apprentices' contract number, progress in RI, attendance, and completion of all program requirements.
 - b. Share regular updates with (employer) regarding apprentices' progress.
3. Certificate of Completion:
 - a. Report to ODCTE apprentices who successfully meet all program requirements, including OJL and RI to receive Oklahoma Career Tech Apprenticeship Certificate of Completion.
4. Program Support:
 - a. Collaborate with (employer) to ensure alignment between OJL and RI objectives. Provide assistance as needed to maintain program quality and resolve issues.

Both parties agree to:

1. Program Alignment: Work collaboratively to ensure the apprenticeship program meets the needs of apprentices, employers, and the industry.
2. Communication: Maintain open and consistent communication to monitor the progress of apprentices and address challenges.
3. Compliance: Follow all EEO guidelines.

Apprenticeship Program Outline

This Career Tech Apprenticeship (CTA) Agreement is entered into by and between _____ and _____
Employer Name
_____ is entered into on this _____ of _____ .
Technology Center-Campus Day Month Year

Occupation / Job Title: _____

Duration and Termination:

This MOU is effective from: _____ to _____ unless terminated earlier by agreement of both parties.
Start Date End Date

Apprentice Wage Information

Beginning Wage: _____

Ending Wage: _____

CTIMS Contract Number

Apprentice Attachment

The program sponsor and apprentice agree to the terms of the CareerTech Apprenticeship Agreement in effect on the date of signing. Apprenticeship Standards may be amended during the term of this agreement with the consent of both parties.

The apprentice will be provided equal opportunity in all phases of apprenticeship employment and training, without discrimination based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, or disability.

This agreement may be cancelled at the request of the apprentice or suspended/cancelled by the sponsor for good cause, with due notice, an opportunity for corrective action, and written notification to the apprentice and to the technology center is on this agreement.

Instructor Name: _____

Instructor Email: _____

Mentor Name: _____

Mentor Email: _____

Mentor Phone: _____



By signing this MOU, both parties affirm their commitment to the responsibilities outlined and to the successful implementation of the apprenticeship program.

Sponsor/ Employer:

Name: _____ Title: _____

Signature: _____ Date: _____

Technology Center Representative:

Name: _____ Title: _____

Signature: _____ Date: _____

CareerTech Apprenticeship Division Representative:

Name: _____ Title: _____

Signature: _____ Date: _____

Apprentice:

Name: _____ Title: _____

Signature: _____ Date: _____

Guardian (if necessary):

Name: _____ Title: _____

Signature: _____ Date: _____



On the Job Learning (OJL) Objectives: List the on-the-job skills apprentices will learn under a qualified mentor, aligned with the employer's job description for the occupation.

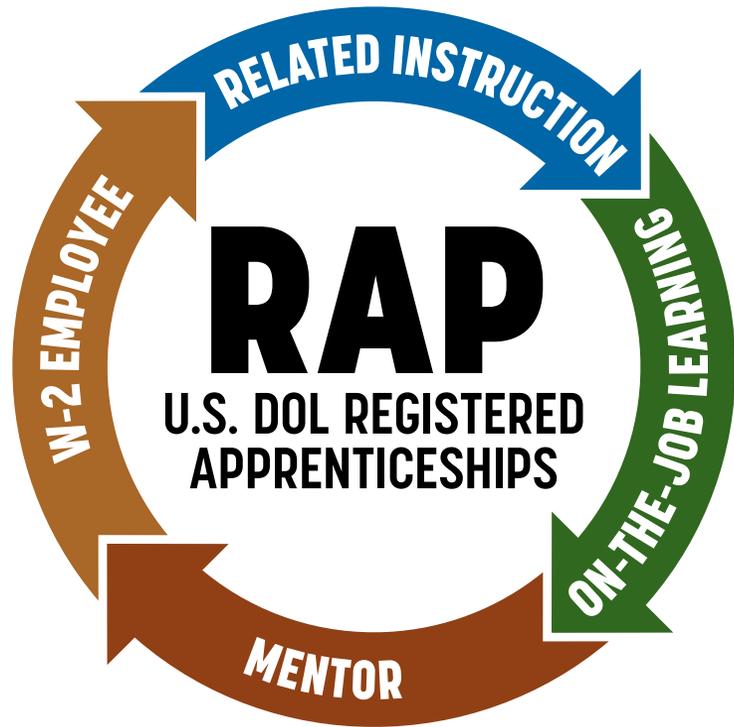
On the Job Learning Objectives/Competencies:	Approximate Hours:
Total OJL Hours	

Related Instruction (RI) Hours: Identify all related instructions that will be provided by the technology center.

Related Instruction Courses/Curriculum	Approximate Hours:
Total RI Hours	

Total Career Tech Apprenticeship Hours (OJL + RI): _____





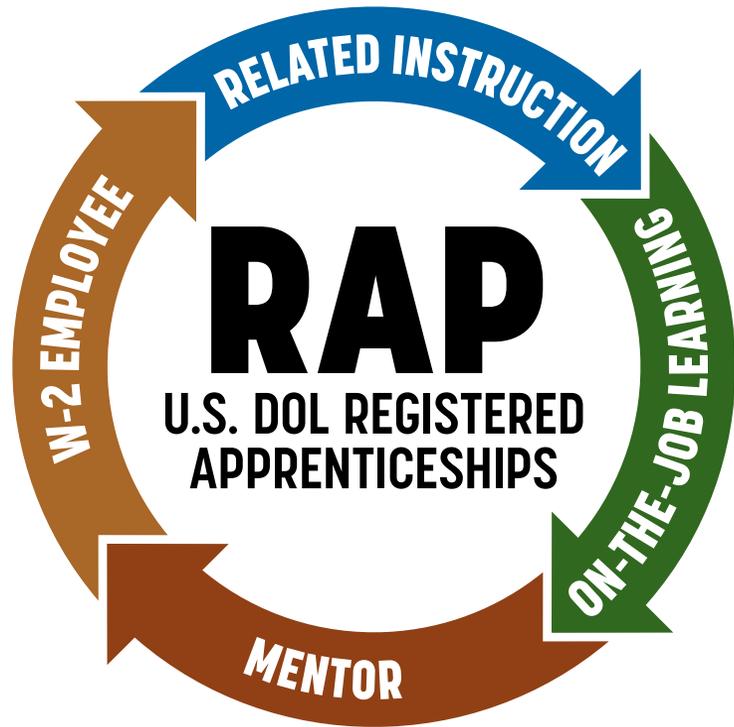
Registered Apprenticeship Program

2000+OJL Hours

144+ RI Hours

OCAS Program Code (9041 or 9042)

Post-Secondary Point



Registered Apprenticeship Program

Mentor

W-2 Employee

Long-Term Employee

DOL Detailed Plan

National Recognized Certificate

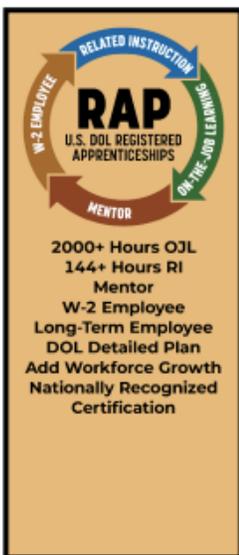
RAP Checklist

Phase 1 — Employer Engagement & Program Planning

- Meet with employer to discuss:
 - Workforce needs
 - Occupation(s) to be registered
- Confirm program model:
 - RAP standard = 2,000 hours OJL + 144 hours RI per year
- Assign a workplace mentor who will:
 - Provide supervision and coaching
 - Verify skill progression
 - Serve as the apprentice's primary workplace contact
- Notify ODCTE Apprenticeship Team

Phase 2 — Work Process Schedule (Done by ODCTE Apprenticeship Team)

- ODCTE team will draft a Work Process Schedule that is approved by DOL.
 - Review and edit On-the-Job Learning (OJL) competencies with employer:
 - Competencies may be customized to employer needs
 - Assign hours to each competency
 - Confirm total OJL hours:
Program Length OJL Hours
- | | |
|---------|-------|
| 1 Year | 2,000 |
| 2 Years | 4,000 |
| 3 Years | 6,000 |
| 4 Years | 8,000 |
- Ensure all competencies combined equal total required hours above.
 - Legal business name
 - Sponsor name
 - Business address
 - Wage schedule:
 - Journey worker wage
 - Apprentice starting wage
 - RI breakdown in hours (if employer provides training)



Phase 3 — Related Instruction (RI) Planning (Done by Technology Center)

- Determine RI provider (could be combined):
 - CareerTech instructor
 - Employer-provided training
 - Collect RI provider details:
 - Provider name
 - Contact person
 - Address
 - Phone and email
 - Submit to ODCTE Apprenticeship Team
- Meet with RI instructor/ to review:
 - Topic areas
 - Hour breakdown
- Verify RI hour meets requirements below:
- | | | | |
|--------|-----|--------|-----|
| 1 Year | 144 | Year 3 | 432 |
| 2 Year | 288 | Year 4 | 576 |

Phase 5 — Program Finalization

- Review all documentation for accuracy
- Submit final draft to employer for review

Phase 6 — Program Finalization (Done by ODCTE Apprenticeship Team)

- Obtain Employer Approval
- Submit federal documents for approval
- Setup Meeting between DOL and Employer to approve RAP
- ODCTE Apprenticeship Team will notify technology center of RAP approval

Phase 7 — Apprentice Enrollment & Documentation

- Technology Center issues [acceptance letter](#) acceptance letter to each apprentice
- Send acceptance letters to ODCTE Apprenticeship Team
- Enter apprentice into CTIMS at start date:
 - Code 02 – Registered Apprentice
- Notify ODCTE staff if:
 - Apprentice withdraws
 - Employer changes occur
 - Program issues arise

Helpful Resource:

Mentor Training (Click Program Administration +)

<https://www.apprenticeship.gov/registered-apprenticeship-academy/registered-apprenticeship-sponsors>



Apprenticeship Oklahoma

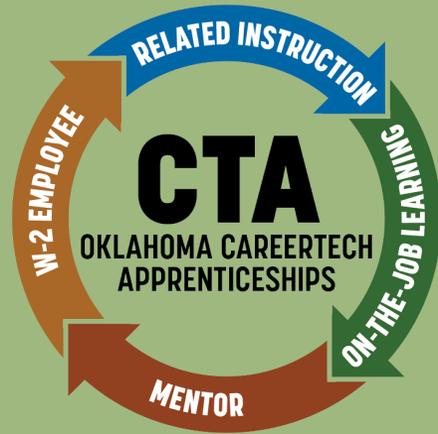


Apprenticeship Oklahoma





2000+ Hours OJL
144+ Hours RI
Mentor
W-2 Employee
Long-Term Employee
DOL Detailed Plan
Add Workforce Growth
Nationally Recognized Certification



510+ Hours OJL
90+ Hours RI
Mentor
W-2 Employee
Long-Term Employee
Employer Led Plan
Flexible
State Recognized Certification



120+ hours
Short-Term Employee
Explore Interest
Gain Experience
Develop Skills
ODCTE Course



OKLAHOMA
CareerTech

Apprenticeship
Oklahoma



Questions?

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