**ALAMAP PRE-APPRENTICESHIP PROGRAM**



 **APPROVAL FORM**

For ALAMAP program approval, complete this form providing the documentation requested. Approved programs will be entered into AGS Prime as an ALAMAP Program. To apply, complete the below information and submit the application to Shannon Richardson at shannon.richardson@accs.edu or Lisa Rollan at lisa.rollan@accs.edu.

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| Section A: Applicant Information  |  |
| College Name:   | Campus Address:  |
| Primary Contact Name: | Primary Contact Phone:  |
| Primary Contact Title:  | Primary Contact Email:  |

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| Section B: Program Information  |  |
| Program Title:   | Occupation (O\*Net Code):  |
| Program Location: | Program Address: |
| Program Contact Hours: | Projected Annual Enrollment Total: |
| Does the pre-apprenticeship pathway into an approved ALAMAP program? [ ]  Yes [ ]  NoIf so, identify which ALAMAP this program provides a pathway into upon completion:  |
| Target Service Population (Check all that apply.): [ ]  Low-Skilled [ ]  Underrepresented [ ]  Disadvantaged [ ]  Veteran or Spouses [ ]  Ex-Offenders [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| List program pre-requisites for entry (e.g. TABE Test, High School Diploma or GED): |
| Is this program credit or non-credit? [ ]  Credit [ ]  Non-Credit |
| Do you adhere to the following Equal Employment Opportunity (EEO) Requirements? [ ]  Yes [ ]  NoThe college will not discriminate against apprenticeship applicants based on race, color, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years or older. |

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| Section C: Employer Engagement  |
| List the Employer(s) that this program is partnered with for the apprenticeship program? Attach a letter of support from the Employer(s). |
| Explain how the program provides job placement support for participants focused on Apprenticeship Employer(s). (e.g. Mentoring, resume building, and job placement). |

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| Section D: Approved Training and Curriculum |
| Attach your training model and curriculum to show that it aligns to industry or occupational standards/needs, including academic, soft skills, and technical skills and that it will lead to an industry recognized credential. |
| Describe the career exploration activities aspects of the program such as occupational interest assessments and/or specific career and industry awareness workshops. |
| Do you adhere to the following safety standards as part of the training curriculum on the job and during hands on training, if applicable? [ ] Yes [ ] No The college provides instruction to all students (pre-apprentices) in safe and healthful work practices for related instruction and if applicable to pre-apprenticeship on-the-job that are in compliance with the Occupational Safety and Health Administration standards under 29 CFR § 29.5 (b)(9) which requires: *Adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on the job and related instruction.* |
| Do you plan to have pre-apprentices doing on-the-job training or job shadowing? [ ]  Yes [ ]  No |
| Are completers in your program prioritized for entry into an apprenticeship program? If yes, is there a formalized agreement between your program and the apprenticeship employer(s)? [ ]  Yes [ ]  No |

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| Section E: Checklist |
| [ ]  Complete Pre-Apprenticeship Application [ ]  Submit Letter(s) of Support from Employer(s) or formalized agreement [ ]  Submit Outline of Curriculum which includes industry-recognized credentials[ ]  Submit Plan for Career Counseling, Support, and Mentoring [ ]  Submit Policies and Procedures for a safe working environment in the lab and on the job, if applicable[ ]  Identify Procedures for Equal Employment Opportunity  |

I certify that the statements on this application are true and complete to the best of my knowledge.

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College Approver Signature Date

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| Section G: To Be Filled Out by ACCS Office |  |
| Date Received:   | Date Program Approved:  |
| Reviewed By: | Approved By:  |
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