



The Youth Apprenticeship (YA) program is a rigorous one- or two-year elective statewide program that combines academic and technical instruction with mentored, paid, on-the-job learning that makes a real world connection for students. Youth Apprentices work a minimum of 450 hours at their YA worksite each year of their program and take related high school or college classes to enhance their worksite experiences.

**YA PROGRAMS ARE AVAILABLE IN THE FOLLOWING CATEGORIES:**

**AGRICULTURE, FOOD AND NATURAL RESOURCES**

- Agriculture Mechanic Technician
- Animal Fundamentals
- Animal / Herd
- Arborist
- Crops
- Dairy Grazier
- Environmental Systems / Water Resources
- Floral / Greenhouse
- Landscaping
- Plant Fundamentals
- Small Animal / Vet Technician

**ARCHITECTURE & CONSTRUCTION**

- Architecture Drafting and Planning
- Carpentry Fundamentals
- Electrical Fundamentals
- Gas Distribution Technician
- Heavy Equipment Operator & Operating Engineer
- Masonry / Concrete Fundamentals
- Mechanical / HVAC Fundamentals
- Plumber / Sprinkler Fitter Fundamentals
- Utilities Electrical Technician

**ARTS, AUDIO VISUAL TECHNOLOGY AND COMMUNICATION**

- Graphic Design
- Media Broadcast Technician
- Pre-Press Operator
- Post-Press Operator

**FINANCE**

- Accounting
- Banking
- Insurance

**HEALTH SCIENCE**

- Dental Assistant
- Dietary Aide
- Medical Assistant
- Medical Imaging
- Medical Laboratory Assistant
- Medical Office
- Nursing Assistant
- Optical Assistant
- Pharmacy Technician
- Phlebotomist
- Physical Therapy Aide
- Resident Aide

**HOSPITALITY & TOURISM**

- Food and Beverage
- Meetings and Events
- Lodging

**INFORMATION TECHNOLOGY (IT)**

- IT Broadband Technician
- IT Essentials
- IT Network and Security
- IT Software and Application Development

**MANUFACTURING**

- Assembly and Packaging
- Industrial Equipment
- Electromechanical / Mechatronics
- Machining
- Manufacturing Processes
- Production Operations
- Welding

**MARKETING**

- Marketing Communications
- Marketing Management
- Marketing Research /Competitive Intelligence
- Merchandising
- Professional Sales

**SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM)**

- Bioscience Lab Foundations
- Bioscience Applications
- Civil Engineering
- Engineering Drafting
- Mechanical/Electrical Engineering

**TRANSPORTATION, DISTRIBUTION AND LOGISTICS**

- Airport Operations and Management
- Auto Technician
- Airframe & Powerplant (A&P) Technician
- Aviation Maintenance Fundamentals
- Avionics Technician
- Collision Repair
- Diesel Technician
- Distribution and Transportation Operations
- Inventory Management
- Planning and Purchasing
- Storage and Warehousing
- Supply Chain Assistant

**BENEFITS FOR EMPLOYERS:**

- Shape the quality of your future workforce
- Access a pipeline of skilled employees
- Recruit potential employees
- Build greater employee loyalty and lower turnover
- Create positive PR by helping youth with employment and education
- Develop partnerships with local high schools

**QUESTIONS?** Contact Dina Kilinski, Career Services & Youth Apprenticeship (YA) Manager, at Northcentral Technical College (NTC), at kilinskid@ntc.edu or 715.803.1190. You can also contact the high school YA coordinator(s) at the high school(s) closest to your site. See enclosed list of high school contacts.



## High School YA Coordinators

SCHOOL	CONTACT PERSON	EMAIL ADDRESS	PHONE
Abbotsford	Nicole Kloth den Otter	nklothdenotter@abbotsford.k12.wi.us	715.223.2386
Antigo	Joanie Fisher	jfisher@antigoschools.org	715.623.7611
Athens	Dan Nowak	dnowak@athens1.org	715.257.7511
Bowler	Abby Behnke	abbybehnke@bowler.k12.wi.us	715.793.4101
Chequamegon	Kelly Inman-Patterson	kpatterson@csdk12.net	715.762.2474
Colby	Kiersten Rogowski	krogowski@colby.k12.wi.us	715.223.2338
D.C. Everest	Aaron Hoffman Rose Matthiae	ahoffman@dce.k12.wi.us rmatthiae@dce.k12.wi.us	715.359.6561 715.359.6561
D.C. Everest Idea School	Kendra Gilbertson	kgilbertson@dce.k12.wi.us	715.359.1040
EEA Learning Academy	Jean Abreu	jabreu@wausauschools.org	715.261.0636
Edgar	Kris Federwitz	kfederwitz@gapps.edgar.k12.wi.us	715.352.2352
Faith Christian Academy	Kathryn Pettis Jane Bosi	kathrynpettis@faithca.org janebosi@faithca.org	715.842.0797 715.218.4806
Loyal	Stephanie Donnerbauer	sdonnerbauer@loyal.k12.wi.us	715.255.8511
Marathon	Ryan Winkler	rwinkler@marathon.k12.wi.us	715.443.2226
Medford	Barb Gelhaus	gelhaba@medford.k12.wi.us	715.748.5951
Mosinee	Sue Swinick	sswinick@mosineeschools.org	715.693.2550
Newman Catholic	Keri Wulf	kwulf@newmancatholicschools.com	715.845.8274
NTC Alternative High School	Derek Yirkovsky	yirkovskyd@ntc.edu	715.803.1148
Northland Lutheran	Andrea Stelter	astelter@nlhs.org	715.359.3400
Phillips	Rebecca Macholl	rmacholl@phillips.k12.wi.us	715.339.2419
Prentice	Kati Isaacson	isaakat@prentice.k12.wi.us	715.428.2811
Rib Lake	Michelle Rhodes	mrhodes@riblake.k12.wi.us	715.427.3220
Rural Virtual Academy	Kathy Alexander	kathy.alexander@ruralvirtual.org	888.801.2666
Spencer	Heidi Brostowitz	hbrostowitz@spencer.k12.wi.us	715.659.4211
Stratford	Marshall Lehman	malehman@gapps.stratford.k12.wi.us	715.687.4311
Wausau Area Virtual Education (WAVE)	Teri Sether	tsether@wausauschools.org	715.261.0893
Wausau East	Missy Cayley	mcayley@wausauschools.org	715.261.0657
Wausau West	Taryn Fuller	tfuller@wausauschools.org	715.261.0887
White Lake	Cassidy Strobl	cstrobl@whitelake.k12.wi.us	715.882.2361
Wisconsin Valley Lutheran	Becky Peterson	bpeterson@wvlhs.org	715.693.2693
Wittenberg-Biramwood	Chris Nier	cnier@wittbirn.k12.wi.us	715.253.2211

### Youth Apprenticeship Process

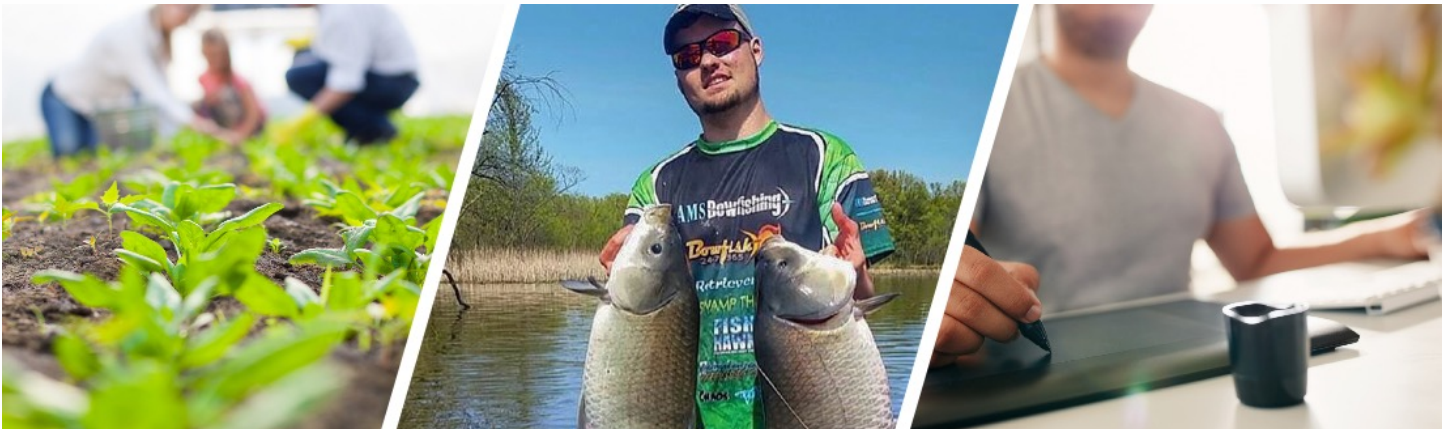
1. Meet with NTC Youth Apprenticeship (YA) team or high school YA coordinator to review program requirements and discuss expectations for students and employers.
2. Review students' applications.
3. Conduct interviews and offer tours of your facility to students and possibly their parents/guardians.
4. Hire a Youth Apprentice (YA).
5. Notify NTC YA team and high school YA coordinator of hire.
6. Identify a mentor for the YA at your business.
7. (Within the first 30 days of hire) Mentor completes Education Training Agreement (ETA), which is provided by the YA or their high school coordinator.
8. Mentor schedules regular meetings with the YA.
9. Prior to May 31 of the year the YA is slated to graduate, the high school coordinator typically contacts the mentor to discuss final paperwork, which includes On-the-Job Learning (OJL) Performance Guide and post program survey.
10. Final paperwork should be submitted to the high school coordinator by May 31.

### Employer Responsibilities + Best Practices

- Consider how the YA program can meet long-term employment needs at your company versus short-term needs.
- Closely evaluate the application(s) you are given to review so you understand the Youth Apprentice's (YA's) age, their career interest, and their availability to determine if they fit your qualifications.
- When conducting interviews with potential YAs, discuss their school/extra-curricular schedule and also your expected work schedule to determine if there will be time conflicts.
- Explain what your business does so the potential YAs understand what they will potentially be part of. (EX: mission statement, core values, etc.)
- Communicate to the YAs during the interview process what your company policies are regarding attendance, work attire, conflict resolution, professional behavior, etc.
- Invite potential YAs, along with their parents/guardians, to tour your facility prior to hiring them.
- We encourage mentors to use an evaluation guide for the YA's progress. Some mentors complete the On-The-Job Learning (OJL) Performance Guide every few months so they can discuss areas that need improvement, areas the YA is excelling in, and to also determine the competencies that have been completed and those that have not.
- YAs are required to work a minimum of 450 hours per year they participate in the program. They can work these hours in the summer, during holiday breaks, before and after school, etc. Many YAs have work release from school so are able to work during the school day, either in the morning or afternoon. However, YAs must work 250 of the 450 required hours during the actual school year.



Watch an  
overview of  
mentor  
responsibilities



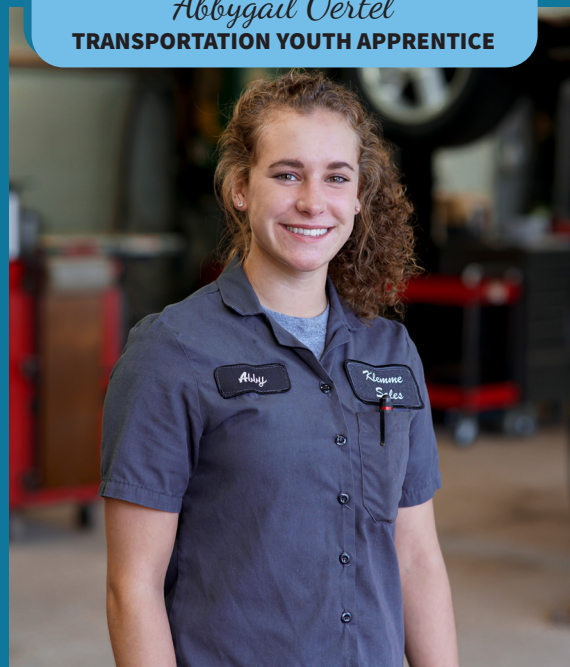


Hear from students who participated in the program and experienced first-hand how the program has impacted their life and future career.

*Piper Pietrowski*  
**MANUFACTURING YOUTH APPRENTICE**



*Abbygail Oertel*  
**TRANSPORTATION YOUTH APPRENTICE**



*Connor Knezic*  
**MARKETING YOUTH APPRENTICE**



*Jacob Wendorff*  
**ARCHITECTURE & CONSTRUCTION YOUTH APPRENTICE**



## Liability and Insurance with Youth Nervous about hiring youth?

Certified skills standards co-op and Youth Apprenticeship (YA) are "student learner" programs.

### INQUIRE:

- Call your insurer
  - Points to address when talking to insurers about work-based learning programs:
    1. YA/skills co-op only applies to 16-17 year olds
    2. YA/skills co-op students are required to be "trained" and "paid" employees in safety and processes they will be doing - just like all other adult employees
    3. YA/skills co-op students are not allowed to perform activities prohibited by child labor laws
    4. Worker's compensation insurance has to be carried on them- just like all other trained workers for the same tasks
    5. A special human resources worker classification can be created by the company and insurer for YA/skills co-op students in order to distinguish them from any other 16-17 year old walking in "off the street" as participating in a state-standardized and school-sanctioned work-based learning program that has been aligned to industry standards, reviewed by child labor laws and vetted by employers
    6. Call other YA employers to discuss how they handle the insurance and liability concern
- \*To be connected with other YA employers, contact Dina Kilinski, Regional YA Coordinator, at 715.803.1190 or kilinskid@ntc.edu or the designated high school coordinator. For a current list of YA contacts, visit [www.ntc.edu/ya](http://www.ntc.edu/ya) or see enclosed contact list.

### GENERAL INFORMATION

#### General Liability

An employer is liable for the finished product produced or the service provided. In general, if an employer has adequate general liability and workers compensation coverage, no additional liability is required as a result of hiring youth as a student learner. However, before hiring youth and/or participating in a work-based learning program, an employer may wish to consult with its insurance carrier. Ultimately, final determination of liability in a particular situation will be determined by a court of law after review of the specific circumstances.

#### Transportation

In general, the party responsible for transportation is liable in the event of an accident. Minors responsible for their own transportation to and from the worksite are responsible for their own insurance. In instances where the school provides transportation for student learners, the school may be responsible for insurance coverage. Only if the employer provides transportation to or from work for youth may the employer be responsible for this insurance coverage.

#### Worker's Compensation

When a minor becomes an employee of a company, they must be covered by the employer's worker's compensation coverage. For agricultural employers, farmers need to carry worker's compensation insurance if they have six or more employees. For more information, visit: <https://dwd.wisconsin.gov/wc/>



## **Injuries**

While the Department of Workforce Development's labor standards bureau can interpret the child labor law, it cannot exonerate employers from liability should an accident occur on the job which results in injury to the employee. Determining liability for an accident can only be settled through the worker's compensation process.

## **Double Compensation**

When a minor is injured, primary worker's compensation is due. If the minor is employed in legal (non-hazardous) employment, but without a work permit or youth apprenticeship education training agreement, the employer must calculate the primary compensation, and pay this amount to the Work Injury Supplemental Benefit Fund. This is sometimes referred to as double compensation.

## **Treble Compensation**

Where primary worker's compensation is due, and the minor is employed in a prohibited (hazardous) occupation, the employer may be required to double the primary compensation, and pay this amount to the **Work Injury Supplemental Benefit Fund**. This is referred to as treble compensation.

Primary compensation is normally paid by the insurance company. The extra compensation is primarily the responsibility of the employer.

## **Unemployment Compensation**

Minors can file for unemployment compensation; however, if a minor is enrolled full-time in a public educational institution, and receives school credit for their participation in a work-based learning program, the student learner is generally not eligible for unemployment compensation. Contact Wisconsin's Department of Workforce Development for more information: <http://dwd.wisconsin.gov/ui/>

## **Worker Displacement**

No employer may hire a student learner who will displace any currently employed worker, including a partial displacement, such as reduction in the hours of non-overtime work, wages, or employment benefits.

## **Layoffs/Strikes**

Minors cannot be hired when any other individual is on temporary layoff, with the clear possibility of recall, from the same or equivalent job or if the employer has terminated the employment of any regular employee, or otherwise reduced the workforce, with the intention of filling the vacancy created with a student learner. Student learners may be laid off or transferred to work areas to take the place of laid off workers. Child labor laws prohibit minors from working in a company where a strike or lockout is in active progress.

## **Collective Bargaining Agreements**

Student learner programs should not impair existing contracts for services or collective bargaining agreements. Any student learner program that would be inconsistent with the terms of a collective bargaining agreement should be approved with the written concurrence of the labor organization and employer involved.

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