
Appendix D

EMPLOYER ACCEPTANCE AGREEMENT

ADOPTED BY

InterHab Innovation Fund

DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR OFFICE OF APPRENTICESHIP
& KANSAS REGISTERED APPRENTICESHIP OFFICE

Employer: ABC Services

Example #1

(New Page for each occupation)

EMPLOYER MODIFICATIONS TO STANDARDS OF APPRENTICESHIP AND APPENDICES

OCCUPATION TITLE: Direct Support Professional

O*NET-SOC CODE: 21-1093.00

RAPIDS CODE: 1040HY

Company employs 397 total workers.

Company employs 158 Journeyworkers.

Standards of Apprenticeship

SECTION I B. - Minimum Qualifications (If not same as Standards)

An apprentice must be at least 18 years (Enter an age of at least 16 years) of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. Please include any additional qualification requirements as appropriate (optional):

- ☒ There is an educational requirement of high school diploma or GED
- ☒ There is a physical requirement of moderate lifting/transferring
- ☐ The following aptitude test(s) will be administered _____
- ☒ A valid driver's license is required.
- ☒ Other must pass applicable background checks

SECTION I D. - RELATED INSTRUCTION

Hours Instruction Provided: ☐ during Work Hours / ☐ during Non-Work Hours / ☒ Both

Apprentice ☐ will / ☒ will not be paid for hours spent attending related instruction classes during non-work hours.

Appendix A Changes – Wage Scale - Work Process Schedule - Related Instruction Outline

☐ Not Applicable / ☒ Attached

Selection Procedure:

☐ Not Applicable / ☒ Attached

Appendix C Changes - Affirmative Action Plan

☐ Not Applicable / ☒ Attached

ABC Services

Wage Scale and Related Application Information 3/20/2023

		Timelines can run concurrent				
		<i>Projected Timeline: 360 Hours</i>		<i>Projected Timeline: 2,250-4,000 hours</i>		
Position	Current Base Wage	Successful Completion of First 4 Badges	Successful Completion of Final 4 Badges	Successful Completion of 1,125 hours of “On the job training and mentoring”	Successful Completion of all components of “On the job training and mentoring”	Adjusted Base Wage
Personal Assistant	\$14	1x \$150 bonus	1x \$450 bonus	1x \$300 bonus	1x \$300 bonus and \$1/hr wage increase	\$15
Paraprofessional	\$14	1x \$150 bonus	1x \$450 bonus	1x \$300 bonus	1x \$300 bonus and \$1/hr wage increase	\$15

- ABC Company will cover the cost of registering as a Wichita State University student for each participant, as well as the expense of each course in the Badge Program.

Wichita State University DSP Badge Program (Badge 1-4)

			
Direct Support Professional: Basic Certificate Part 1	Direct Support Professional: Basic Certificate Part 2	Direct Support Professional: Certificate of Initial Proficiency Part I	Direct Support Professional: Certificate of Initial Proficiency Part II

Wichita State University DSP Badge Program (Badge 5-8)

			
Direct Support Professional: Certificate of Advanced Proficiency Part I	Direct Support Professional: Certificate of Advanced Proficiency Part II	Direct Support Professional: Certificate of Advanced Proficiency Part III	Direct Support Professional: Certificate of Advanced Proficiency Part IV

- Generally, all 8 badges will be required of each employee to be completed within 2 years of their initial enrollment.

On The Job Training and Mentoring: Following the successful completion of 1,125 hours of the on-the-job training and mentoring program, the ABC employee will receive a one-time bonus of \$300. Following the successful completion of all the components of the on-the-job training and mentoring program, the ABC employee will receive a one-time bonus of \$300, as well as a base wage adjustment of \$1/hr. It is envisioned that fully completing this program will take 2,250-4,000 hours. Examples of some of the on-the-job training and mentoring may include:

- Introduction to ABC Company and your role in providing quality services to persons with I/DD
- The Life Planning Process
- Community Integration
- Self Advocacy
- Preventing Abuse, Neglect and Exploitation
- Strategies and Training to Be Successful in Your Role
 - Communication and Methods of Teaching
 - Building Relationships
 - Learning Styles
 - First Aid/CPR
 - Mandt (Crisis Intervention)
 - Core Skills
 - Medication Administration
 - RTAP (safe operation of agency vehicles)
 - Person Specific Training

Selection of Applicants: ABC Company recognizes the benefits this apprenticeship program would have on the knowledge and skills of direct service positions. We also recognize that there are financial commitments associated with sending participants through the program. As such, ABC will select established direct service staff who are in good standing with ABC, and who are anticipated to remain employed with ABC for the foreseeable future.

Journeyworker Ratio: ABC Company's catchment area covers x counties of Kansas resulting in having numerous staff across a wide variety of regions and settings. We feel the minimum journey worker (supervisor/mentor) to apprentice (direct service staff - PA & Paraprofessionals) ratio will be 1:1, however in some situations, this may improve and include additional content specialists (other experienced mentors).

Affirmative Action: ABC Company's hiring policy, 1.G.56 - Personnel Hiring Procedures, and ABC's employee handbook both include affirmative action expectations consistent with EEOC requirements.

See attached:

- 1.G.56 - Personnel Hiring Procedures
- ABC Company Employee Handbook (page 11)