

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 Scrvices

Example#1



Appendix D EMPLOYER ACCEPTANCE AGREEMENT

The undersigned employer nereby subscribes to the provisions of the Apprendices in	
Standards formulated and registered by the InterHab Innovation Fund and agree	(s)
to carry out the intent and purpose of said Standards for Direct Support Professional	
and accompanying Appendices and to abide by the rules and decisions of the Sponsor	
established under these Apprenticeship Standards. The undersigned employer further	
agrees to allow the InterHab Innovation Fund to access the employer's records to	
confirm compliance with the terms of the Apprenticeship Standards and requirements of	
29 CFR Part 29, subpart A, and Part 30. have been furnished a cop	y
of the Standards and have read and understood them, and request certification to train	
apprentices under the provisions of these Standards. On-the-job, the apprentice is here	
assured qualified training personnel and adequate supervision during the apprenticeship	
The training should follow the approved Work Process Schedule and Related Instruction	n
Outline including the rotation of tasks. The employer further agrees to follow the	
selection procedures per the approved Standards consistent with the requirements set	
forth in 29 CFR § 30.10(b). This employer acceptance agreement will remain in effect un	ntil
canceled voluntarily or revoked by the Sponsor, Employer, or the Registration Agency.	
1	
Matt Fletcher	
(Print Name of Employer Representative) (Print Name of Sponsor Representative	2)
(contestinate by Employer Representative)	,
Signed: Signed:	2
(On Behalf of Employer) (On Behalf of Sponsor))
Date: Date:	
Employer Title: President	
Name of Company: ABC Services	
Address: 23 Gyren St.	
City/State/Zip Code: Citythme, VSA IIII	
Phone Number: 123-456	
Fax: 789-1011 Email: tmgil.@ tmgil.am	
NAICS Code (Optional):	
Employer Identification Number (Optional): 12-345478	

Registration Agency

cc:



(New Page for each occupation)

EMPLOYER MODIFICATIONS TO STANDARDS OF APPRENTICESHIP AND APPENDICES

OCCUPATION O*NET-SOC CO	TITLE: Direct Support Professional DDE: 21-1093.00	RAPIDS CODE: 1040HY
Company empl	oys <u>397</u> total workers.	
Company empl	oys 158 Journeyworkers.	
	- Minimum Qualifications (If not same a	*
is required additional o	by law, and must be employed to learn qualification requirements as appropriate (o	of at least 16 years) of age, except where a higher age an apprenticeable occupation. Please include any ptional):
✓ There is ☐ There is	s an educational requirement of high s a physical requirement of modera owing aptitude test(s) will be administe	school diploma or GED to lifting Itransferring
A valid of Other_	driver's license is required. MVSt pass applicable by	ackground chooks
SECTION I D	RELATED INSTRUCTION	
Hours In	nstruction Provided: 🗆 during Work I	Hours / 🗆 during Non-Work Hours / 🗖 Both
Apprenti- work hou		rs spent attending related instruction classes during nor
Appendix A Ch □Not A _l	nanges – Wage Scale - Work Process S pplicable / Attached	chedule - Related Instruction Outline
Selection ☐ Not A	Procedure: applicable / Attached	
Appendix C Ch □ Not A	anges - Affirmative Action Plan pplicable / Attached	



ABC Services

Wage Scale and Related Application Information 3/20/2023

		Timelines can run concurrent				
		Projected Timeline: 360 Hours		Projected Timeline: 2,250-4,000 hours		
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
 - o Communication and Methods of Teaching
 - Building Relationships
 - Learning Styles
 - First Aid/CPR
 - Mandt (Crisis Intervention)
 - Core Skills
 - o Medication Administration
 - RTAP (safe operation of agency vehicles)
 - Person Specific Training

<u>Selection of Applicants</u>: 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.

<u>Journeyworker Ratio</u>: 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).

<u>Affirmative Action</u>: 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)