



## GLOSSARY OF TERMS

**APPENDIX D: PARTICIPATING EMPLOYER AGREEMENT FORM** – This document is completed by an Employer who wishes to join an existing apprenticeship agreement overseen by a Sponsor. It outlines basic information about the Employer, including its progressive wage scale, minimum hiring requirements, and number of journeyworkers (defined below).

**APPRENTICE** – This person is at least 16 years old, and can be an incumbent worker, a new hire, or a high school student. Youth apprentices are typically high school students or 16-24 years old. The apprentice enrolls in a Registered Apprenticeship Program (RAP) and signs an Apprenticeship Participant Registration form.

**APPRENTICESHIPNC** – This state agency, part of the North Carolina Community College System, writes and registers all pre-apprenticeship and apprenticeship agreements for Federal purposes.

**APPRENTICESHIPNC CONSULTANT** - This person works for ApprenticeshipNC and is responsible for registering the apprenticeship program and apprentices.

**APPRENTICESHIP PARTICIPANT REGISTRATION FORM** - This is an agreement that details the participating employer, the apprenticeship start date, the expected completion date, the required minimum number of On-the-Job learning hours that must be completed, and the required minimum number of Related Instructional hours that must be completed.

**COMPETENCY CHECKLIST** – This checklist, also called the Work Process Schedule, is the key element of the apprenticeship agreement's On-The-Job learning component. It outlines the important skills that an apprentice is expected to learn by completion of their apprenticeship. The US Department of Labor provides a sample checklist for all apprenticeable occupations. The checklist is customized by the Employer, with the intent of making it their own unique document.

**CONTACT HOURS** – An Early Childhood Educator apprenticeship requires a minimum of 144 contact hours per 2,000 on-the-job learning hours. Contact hours refer to the number of hours of actual classroom attendance for Related Instruction and does not equate to credit hours.

**EARLY CHILDHOOD EDUCATION** – For Building Bright Futures, this term refers to the care and education of children age birth until age 5, including NC Pre-K.

**EDUCATIONAL INSTITUTIONS** – These organizations provide the related instruction component of the apprenticeship, and can include high schools, colleges, vocational schools, in-house training, and others.

**EMPLOYER** – The organization that employs an apprentice. An Employer can also be a Sponsor.

**FUNDING SOURCES** – These includes resources for covering education, wraparound services, and other costs, including scholarships, government assistance, financial aid, and grants. A program or apprentice may use several at the same time, including Building Bright Futures.

**JOURNEYWORKER** – A journeyworker is a person that holds the qualifications outlined in an apprenticeship agreement (they don't have to have been an apprentice before).

**MENTOR** – When referring to an apprenticeship agreement, a mentor is the employee assigned to guide an apprentice through the learning process and impart knowledge and skills. The mentor may or may not be the same person that is responsible for the apprentice's day-to-day supervision, but must work on-site.

**NCBCE** – North Carolina Business Committee for Education. The North Carolina Business Committee for Education (NCBCE) is a business-led, education non-profit (501-c3) that operates out of the Office of the Governor. Since 1983, NCBCE has provided a critical link between North Carolina business leaders and the state's education decision-makers, helping to create connections between the education curriculum and the overall work readiness of people across the state. NCBCE received a grant from DHHS/DCDEE to pilot the Building Bright Futures initiative.

**PRE-APPRENTICE** – A pre-apprentice is a person working toward the goal of being an apprentice. In early childhood education, this is typically a high school student who is registered with the Department of Public Instruction's statewide agreement. A pre-apprentice must be at least 16 years old. The pre-apprenticeship is optional and not a prerequisite to apprenticeship.

**PROGRESSIVE WAGE SCALE** – This is the wage scale identified by the employer, designed to increase the pay of the apprentice as they gain new skills. It includes: 1) a starting wage, that must be above minimum wage and at least 50% of the final wage; 2) at least one increase at the halfway point; and 3) and a final journeyworker wage.

**REGISTERED/REGISTRATION** – “Registered” can have several meanings, but primarily refers to a person or organization who is part of an ApprenticeshipNC-approved agreement (e.g., “John is a Registered Apprentice with XYZ Center.”). It is also used to describe the agreement that has been approved by ApprenticeshipNC (e.g., “XYZ Center is part of the Jordan County Registered Apprenticeship Program.”).

Registration with Building Bright Futures is different, and merely refers to an organization that has signed up with BBF to receive the initiative's resources.

**RELATED INSTRUCTION** – Also sometimes referred to as “Related Technical Instruction.” This term refers to the specific training or classes required for a pre-apprentice or apprentice to complete, as defined in an apprenticeship agreement. This component also identifies what educational institutions should be used for that related instruction. The Related Instruction lists each class or training and how many contact hours it provides.

**SPONSOR** – The organization that oversees the employers that are part of the agreement. The Sponsor does not need to be an Employer that hires apprentices. Also, an Employer can be its own Sponsor.

**WORK PROCESS SCHEDULE** - This document, also called the Competency Checklist, is the key element of the apprenticeship agreement's On-The-Job Learning component. It outlines the important skills that an apprentice is expected to learn by completion of their apprenticeship. The US Department of Labor provides a sample checklist for all apprenticeable occupations. The checklist is customized by the Employer, with the intent of making it their own unique document.