



# New Jersey Early Childhood Apprenticeship Pilot Program Informational Session

Hosted by the New Jersey Division of Family Development (DFD) and the Department of Labor and Workforce Development (DOL), in partnership with the NJ Workforce Registry.

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Preschool Development Grant Birth to 5 (PDG B-5)*

# Agenda

- Welcome and Overview
- Apprenticeship Fundamentals and Purpose
- Purpose of Apprenticeship
- Employer, Mentor, Apprentice Roles
- Funding and Requirements
- Submission of Application / Interest Form
- Timeline
- Closing / Q&A



# Introductions

## NJ ECE Apprenticeship Pilot Program – Strategic Partners

- NJ Division of Family Development
- NJ Department of Labor and Workforce Development
- NJ Workforce Registry (Sponsor Organization) – Public Consulting Group (PCG)
- Rowan University – Early Childhood Leadership Institute (ECLI)
- U.S. Department of Labor – Office of Apprenticeship



# Overview and History

**Goal #1:** To support strategies that enable employers to develop and train their future workforce while offering career seekers affordable paths to obtain and secure a career.

**Goal #2:** Support the current need to strengthen the early childhood workforce, address workforce shortages and support an increase in recruiting and retaining a highly skilled workforce. In the pilot phase of this program, NJ will support programs with apprentices working in infant and/or toddler classrooms towards an infant/toddler CDA Credential.

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## **Pilot Development:**

January 2023 – NJ awarded PDG B-5 Planning Grant

February-December 2023 – Research, stakeholder assessment and planning

January-June 2024 – Program Development

July 2024 – Launch of Pilot and steps toward Federal Registration



# What is Apprenticeship?

**Apprenticeship** is an employer-driven, structured education and training process used by organizations as a mechanism to ensure their employees meet or exceed industry occupational standards in alignment with U.S. DOL requirements.

**New Jersey is currently in the process of registering the ECE Apprenticeship Program in partnership with the NJDOL and U.S. DOL.**

## KEY COMPONENTS OF APPRENTICESHIP



**Employer**



**Structured On-the-Job Training**



**Related Instruction**



**Rewards for Skill Gains**



# What is the Purpose?

- Employers use the Apprenticeship System as a “VALUE-ADD” with the intention and purpose of
  - Reducing turnover; (training commitments; retention/loyalty)
  - Increasing productivity; (standardization; training the way we do things)
  - Retaining company knowledge; (minimize loss of corporate skills)
  - Increasing consumer confidence; (marketing; leads to increased revenue)
  - Attracting a larger pool of applicants; (word gets around) and
  - Improving the overall quality of workforce talent. (sustainable workforce).
- **REMEMBER**: Apprenticeship in an employer-driven process, not industry, not education, not workforce, nor government driven.



# Employer Role

- Commit to embracing the Apprenticeship process.
- Ensure the Apprentice has proper and adequate supervision by identifying existing staff to serve as a Mentor(s) for the Apprentice(s) (1:1).
- Identify recently or newly hired individuals to participate.
  - Obtain referrals for individuals interested in apprenticeship opportunities from the local One-Stop
- Once NJ receives U.S. DOL approval, complete U.S. DOL paperwork to be an approved employer in the registered apprenticeship program.
- Provide a safe and healthy working environment at all times for the Apprentice.
- Support equal employment opportunity in apprenticeship.
- Comply with all applicable state and federal laws.



# Employer Qualifications

- Employers wishing to apply to participate in the Apprenticeship Pilot Program are required to complete the online interest form within NJCCIS and attend an initial Apprenticeship Information Webinar in order to be eligible for grant funding.
- Employers must be:
  - licensed and in good standing with the NJ Department of Children and Families (DCF), Office of Licensing (OOL) AND are in good standing with NJ DOL and have no outstanding obligations to the Wage/Hour Division or employer accounts.
  - participate in any of the following: the NJ Child Care Assistance Program (CCAP), Grow NJ Kids (GNJK) and/or Head Start.
  - able to identify a qualified mentor, currently employed full-time by the center that will support the on-the-job training and coaching of the apprentice.
  - identify or hire a qualified apprentice within 90 days of award notice. Apprentices may be newly hired or current entry-level employees looking to earn their Infant/Toddler CDA.
  - licensed to serve and currently serving children between 0-2.5 year's old
  - In compliance with Federal Childcare Development Block Grant (CCDBG) health and safety training requirements



# Employer Qualifications (cont.)

- Eligible employers must submit a complete ECE Apprenticeship Application through NJCCIS. Applications will be available to centers meeting the criteria above beginning August 5, 2024
  - As part of the application process, employers MUST upload a current NJ Division of Taxation Tax Clearance Certificate to the NJCCIS file cabinet “Other” folder.
- Employers agree to read and abide by all applicable laws, rules, regulations, and other requirements which govern the operation of The Program and the training of Apprentices.
- Employers wishing to participate in the program must sign an Employer Agreement Form and agree to abide by the terms and conditions found within the Employer Agreement.
- Employers will ensure an open and fair process for selecting apprentices in accordance with all federal and state regulations. Employers will support equal employment opportunity in apprenticeship, employers will utilize the EEO pledge.
- Employer sites must agree to provide a minimum 3% salary increase to the Apprentice upon successful completion of all required activities. Awarded programs will be required to submit a salary/wage scale upon request.
- Employer sites must identify apprentice(s) and notify the NJ Workforce Registry within 90 days of application acceptance, or they will forfeit their award and be removed as a participant in the Pilot program.



# Mentor Role

- Commit to embracing the Apprenticeship Training process
- Provide leadership and lead by example
- Serve as the “Go-To” person for the Apprentice
- Collaborate with and Mentor the Apprentice through the training program
- Attend and successfully complete required Mentor training
- Maintain all necessary licenses and certifications in good standing

## **Mentors Must:**

- Must be employed full time at the program
- Commit to supporting and documenting the on-the-job training (OJT) requirements
- Participate in orientation and ongoing professional development through the Early Childhood Leadership Institute.



# Mentor Qualifications

The minimum qualifications for a Mentor are:

- Must possess an Associates or Bachelor of Arts in Early Childhood Education, Child Development, Human Services, or related Fields from an accredited post-secondary institution; and
  - Have a minimum of 2 years experience in an infant/toddler classroom;
- OR-**
- Possess a valid and current Child Development Associate (CDA); CCP; New Jersey Infant/Toddler Credential; New Jersey Family Development Credential; US Department of Labor Child Development Specialist; or NJ Office of Licensing (OOL) Group Teacher approval; and
  - Have a minimum of 3 years' experience in an infant/toddler classroom.



# Apprentice Role

- Commit to embracing the Apprenticeship Training process
- Work dependably and diligently while practicing safe work habits
- Complete all required On-the-Job training (OJT) and Related Technical Instruction (RTI)
- Come to work on-time, be ready to work with a positive attitude
- Be open and ready to learn from an experienced Mentor
- Protect the property of the employer

## Apprentices must:

- Complete 144 hours of Related Technical Instruction (RTI) – CDA Training
- Have documented completion of 2,000 hours of On the Job (OJT) training under the guidance of an mentor that is competent and authorized to work in the field as a fully qualified employee.



# Apprentice Qualifications

**Apprentice I** – The applicant is new to the field of Early Childhood Education and does not currently have a Child Development Associate (CDA) credential or relevant educational experience. They are a new employee at an participating employer site and have been cleared to work in a licensed program.

**Apprentice II** – The applicant is a current entry-level Early Childhood Education professional interested in upskilling by earning a Child Development Associate (CDA) credential; and the applicant is employed at an participating employer site.

The minimum qualifications are:

- Applicant must be at least 18 years of age;
- Must have a high school diploma or GED; and
- Must be employed full-time by an participating employer site in an infant and/or toddler classroom.
- Newly hired candidates must successfully complete a minimum 90-day probationary period and complete all required NJ Office of Licensing (OOL) and Childcare Development Block Grant (CCDBG) training requirements prior to approval.



# Who will Support Us

## Employer

- Ongoing guidance and support through the Sponsor Organization (PCG) – NJ Workforce Registry
- TA through Early Childhood Business Consultants (ECBC)

## Apprentice

- PCG – NJ Workforce Registry
  - NJ Scholarship Program
  - Onboarding and ongoing support
- Mentor Support – OJT

## Mentor

- ECLI Mentor Program (40 hrs./year)
  - Orientation
  - Ongoing PD
  - Peer Learning Communities
- PCG-NJ Workforce Registry
- OJT Tracking and reporting through ApprenticeScope



# Funding and Requirements

- **Grant awarded participating employers will be awarded up to \$15,000 per apprentice**
  - **Initial Payment:** 70% of the Total Award Amount
  - **Final payment:** Remaining 30%
    - Disbursed upon completion of Program Requirements (i.e. Apprentice has completed OJT, Competency checklist, and CDA Credential obtained).
- **The apprentice's CDA course tuition, book fees, CDA Council Fees and Merit pay will be covered through the NJ ECE Scholarship Program (approximate value \$2,600)**
- Minimum 3% wage increase upon completion of apprenticeship (allowable use of award)



# Allowable Spending

Program Operations / Centers - Fixed		
Expense Category	Allowable Spending	Amount
Mentor Compensation	Designated for mentor compensation. May be distributed in intervals (per pay period), or in one or more lump sums based on milestones.	\$3,000
Administrative supports and compensation	Designated for administrative compensation and/or other associated costs related to implementation.	\$3,000
Apprentice Supports and compensation	May be used to support minimum 3% wage increase upon completion of apprenticeship or in intervals as milestones are met. Additional uses include technology needs for apprentice, supplies, onboarding, marketing/recruitment and other relevant expenses .	\$4,880
Paid Release Time	Paid Release Time: up to 6 days for both apprentice and mentor. Paid Planning Time: up to 1 hour per week over 50 weeks.	\$2,840
Substitute Support	To cover use of substitutes during paid release time and mentor/apprentice training.	\$1,280
<b>Total Apprenticeship Pilot Award</b>		<b>\$15,000</b>



# Submission of Application

- Application will be open August 5, 2024-September 6, 2024
- To access the application:
  - Log into [www.NJCCIS.com](http://www.NJCCIS.com)
  - Access your Facility page by going to Provider--> My Providers
  - Under Child Care Center Wizards, there will be a quicklink titled "NJ Early Childhood Apprenticeship Program Application"
- Please note that only staff with the position of Director and/or Owner will be able to view and complete the application.
- All providers will be notified of their award on or around October 1, 2024



# Tax Clearance Certificate and W-9

**As part of the application process, upon submission of the application, programs MUST upload a copy of their Business Tax Clearance Certification to the File Cabinet “OTHER” folder within NJCCIS. Certificates must be uploaded by September 6, 2024. Applications received without this certificate will be denied.**

Public law 2007, C.101 requires that as a precondition to the award a business assistance or incentive or as a component of the application for business assistance or incentive, a person or business seeking a grant, loan, loan guarantee, or other monetary or financial benefit from a department or agency of State government shall obtain a Tax Clearance Certificate from the director of the New Jersey Division of Taxation prior to the issuance of the grant. New Jersey treasury tax clearance certificate must be current within 90 days of application submittal. Click on the following link [NJ Division of Taxation - Business Tax Clearance Certification Required for Receiving State Grants, Incentives](#) to access the application for tax clearance form.

## STATE OF NEW JERSEY W-9 FORM

A completed State of New Jersey W-9 form must be on file within NJCCIS. Failure to complete this step can delay or forfeit a grant award. W-9 Forms must also be uploaded to the NJCCIS File Cabinet in the file listed as “W-9 Form”.



# Additional Application Information

- Employers may apply to support up to 3 apprentices
- Maximum awards will be \$15,000 per apprentice slot awarded (maximum \$45,000) per employer site
- NJ will support up to 20 Infant/Toddler ECE Apprentices during the pilot. The number of employer sites awarded may be less than 20.
- The mentor/apprentice ratio is 1:1. Participating Employers must be able to identify one mentor per apprentice at the time of application.
- Employers are not required to identify an apprentice at the time of application however we will ask you to identify the current employees seeking to participate in the apprenticeship program as an Apprentice II.
- Please ensure your NJCCIS profiles and staff listings are up-to-date.



# Timeline

Program Timeline Description	Date
NJ to seek U.S. DOL Apprenticeship Program Approval	Starting July 2024
Interest Webinar Dates (by invitation only)	7/26/2024, 7/31/2024, 8/2/2024
Interest Form Closes	8/1/2024
Grant Application Open	8/5/2024 - 9/6/2024
Send out notifications of acceptance/ non-acceptance for Pilot	On or around 10/1/2024
Apprentice Enrollment Form Opens	October 2024
Mentor Orientation	Rolling. Begins October 2024
Apprentice Orientation	Rolling. Begins October 2024
Anticipated Pilot End-Date	March 2026



# Steps for Success

- ✓ Complete the Interest Form on NJCCIS and Attend the Informational Webinar
- ❑ Complete and submit the employer application located on NJCCIS by September 6, 2024
  - ❑ Ensure you meet all grant requirements.
  - ❑ Identify a mentor at time of application
  - ❑ Ensure all open-ended questions within the application are sufficiently addressed.
  - ❑ Check [www.childcarenj.gov/providers/grants/apprenticeship](http://www.childcarenj.gov/providers/grants/apprenticeship) prior to submitting your application to review the Frequently Asked Questions (FAQ) document.
- ❑ Upload your program's Tax Clearance Certificate and W-9 to the NJCCIS File Cabinet by September 6, 2024.
- ❑ Check NJCCIS and email regularly for status updates on your application.



# Closing / Q&A



# Additional Information

Questions and answers received during the informational webinar will be documented on an FAQ document. The FAQ document and updates related to the NJ Early Childhood Apprenticeship Pilot program will be posted to:

<https://www.childcarenj.gov/Providers/Grants/Apprenticeship>

Additional questions and support related to NJCCIS or the Employer Application should be submitted via email to: [NJWorkforceRegistry@pcgus.com](mailto:NJWorkforceRegistry@pcgus.com)





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**Solutions that Matter**

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