

# Apprenticeship FAQ's

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**Q. Are apprentices required to submit DAS 103 forms even after they complete their 3600 work process hours?**

A. Yes. In order to complete an apprentice from their apprenticeship program, the IST office must receive at least 24 DAS 103-A forms. The forms must be signed by a supervisor and received by the IST office by the 10<sup>th</sup> day of the month (i.e., a June 103-A must be received by July 10<sup>th</sup>). In addition, the apprentice must have a minimum of 3600 work process hours, and meet or exceed the minimum required hours in each work process category.

**Q. Can an apprentice earn credit towards their term of apprenticeship from prior work experience outside of CDCR, training obtained from a previous employer, or education earned from an accredited college or university?**

A. Maybe. Credit can **only** be obtained if the Exceptional Apprentice Credit is approved through the LAS and the ACO. The maximum credit earned is 12.5% (3 months) of the term of apprenticeship; no work process hours are awarded. **This credit can only be used ONE TIME in your career with CDCR and you should make sure it will benefit you in your program, consult your IST or the Apprenticeship Coordinator's Office (ACO) for more information on application procedures.**

**Q. Does Academy time count towards the term of apprenticeship?**

A. No, the term of apprenticeship begins when you report to your facility and begin working.

**Q. Where can I get a digital copy of the Das 103?**

A. A copy can be found on your institution Share Point, at your IST Office, or on the CPOST website at <https://cpost.ca.gov>

**Q. What happens if an officer is called to active duty while on the apprenticeship program?**

A. The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) requires that apprentices who are called to active duty are returned to apprentice status and apprentice pay when they return to employment. However, when the employee completes the apprenticeship program, their advancement to journey level pay (Range K) shall be backdated to the date the employee would have received journey level pay were it not for their active duty service.

**Q. What is considered a qualifying month?**

A. A qualifying month for the apprenticeship program means one month credit granted towards the completion of the Apprenticeship Program for every month in which an apprentice forwards or submits to the LAS/IST Lieutenant his or her approved DAS 103-A form by the tenth of each month.

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**Q. If someone completes the AP in one classification, will they have to do another when going to any other classification within CDCR?**

A. Anyone entering into any of the following eight entry-level peace officer classifications including Correction Officer, Correctional Counselor I, Parole Agent I, Correctional Fire Captain, Youth Correctional Officer, Youth Correctional Counselor, Casework Specialist, and DJJ Parole Agent I (Institutional) will need to complete a term of apprenticeship. Transfer credit between classifications if calculated according to the approved Internal Credit Policy within AP guidelines.

**Q. Who is responsible for submitting the apprenticeship completion documentation to the institution personnel office?**

A. The LAS is responsible for notifying the ACO of an Apprentice's completion. The ACO then returns the DIR Completion letter and CPOST Pay Range Recommendation letter to BOTH the IST and institution personnel office.

**Q. Can an apprentice earn credit from a previous Out-Of-Class assignment?**

A. Yes. The Local Apprenticeship Sub Committee (LAS)/IST Lieutenant may grant hour-for-hour credit for an out-of-class work assignment, while in an apprenticed classification (for example, a Correctional Officer performing a 3 month out-of-class assignment as a Correctional Counselor, can receive 3 months of credit toward the Correctional Counselor apprenticeship when he/she obtains appointment as a CCI). Credit awards should be dependent upon the quality of the Apprentice's documentation of work processes accomplished. The best documentation justifying such credit is a copy of the out-of-class assignment paperwork and DAS 103-As, reflecting the work process hours completed.

**Q. When should an apprentice be indentured at the institution (CCI/Fire Captain I/Parole Agent-DJJ)?**

Notification of institutionally generated indentures should be forwarded to the ACO within 30 days of appointment. The ACO will draft the indenture documents and return them to the IST and Apprentice.

**Q. Does light duty or Workman's Comp leave count towards the apprenticeship program?**

A. An Apprentice out on leave may turn in a DAS 103-A with no hours during regular timeframe of submission and they will receive a qualifying month. However, no hours can be earned while on leave and this can extend the period of apprenticeship until the Apprentices reached both the hour and qualifying month requirements.

**Q. Does an apprentice receive a credit award for a previous supervisory role such as Sergeant?**

No. Sergeant is not a classification covered on the AP, so no credit award is given.

**Q. How do you know when someone is in an "Out of Class" or New Appointment?**

The institutional movement report or Institution Personnel Officer (IPO). The ACO recommends cultivating a relationship with the IPO to get notification directly.

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**Q. Does failure to comply with Apprentice Program expectations become a disciplinary matter?**

Compliance with Apprentice expectations, is a job duty as outlined in BU6 MOU Section 8.03. Any Apprentice, whether probationary or not, may be disciplined by the employing agency for any of the causes enumerated in Government Code section 19572 et seq.