## **Apprentice Selection, Role, and Wage Schedule**

## **Overview**

RTAPs focus on increasing educator diversity, building pipelines for hard-to-staff roles, and strengthening educator quality. These goals should be forefront in all decisions regarding the RTAP structure, including apprentice selection, roles, and compensation.

## **Eligibility**

As is outlined in detail within the  [Work Process Schedule](https://www.doe.mass.edu/csi/diverse-workforce/teacher-apprenticeship/appendix-a.pdf), apprentice selection criteria will be determined by the LEA and EPP and are subject to approval by DESE.

To be eligible, applicants must, at minimum:

* Be at least 18 years old
* Possess at least a high-school diploma or Massachusetts High School Equivalency Credential
* Be eligible for employment within the Massachusetts employing district
* Successfully complete any required background checks, fingerprinting, and pre-screening processes required by the employing district and outlined in [Massachusetts General Laws chapter 71, section 38R, and 603 CMR 51.00](https://www.doe.mass.edu/lawsregs/603cmr51.html)
* Meet all minimum EPP admission requirements

## **Application Process**

To apply, applicants must submit, at minimum:

* An academic transcript
* A complete application (designed by the LEA and EPP)

The LEA must establish a selection committee to review all applications against eligibility requirements and selection criteria. Selection decisions may be conditional until the EPP confirms that the prospective apprentice meets all minimum qualifications for admission into the EPP/related technical instruction program.

## **Probationary Period**

As is outlined in detail within the  [Work Process Schedule](https://www.doe.mass.edu/csi/diverse-workforce/teacher-apprenticeship/appendix-a.pdf), every apprentice will serve a probationary period of 500 on-the-job hours, or no more than 25% of the apprenticeship term. During this period, the LEA and EPP should keep the records regarding progression in on-the-job hours and related technical instruction. If progress is found to be unsatisfactory, the LEA may determine whether the apprentice should exit the program or continue under a probationary status before advancing to the next wage classification.

## **Apprentice Role**

Apprentices must be employed in an instructional role in a PK-12 classroom setting for the entirety of the apprenticeship. While apprentices may at times work independently with students, they must always have access to the Journeyworker and may not serve as a teacher-of-record at any point during the apprenticeship term.

Apprentices should only be assigned duties commensurate with those assigned in the journeyworker contract.

Employing LEAs may not require employment commitments of apprentices beyond the duration of the apprenticeship term.

## **Wage Schedule**

* Apprentice wage schedules are set by districts in accordance with existing salary structures and collective bargaining agreements, when applicable. These schedules must ensure apprentices are paid progressively increasing wages over time.
* Upon RTAP completion, individuals who 1) successfully completed and were licensed through the RTAP and 2) continue to be employed in the district, shall be paid a wage commensurate with the employing district’s existing wage scale for licensed teachers.

**Apprentice Recruitment and Selection**

Describe in detail planned **activities to recruit** individuals into apprenticeship roles and explain how these recruitment practices will expand access to the teaching profession and contribute to increased educator diversity within your local community.

*Response should not exceed 500 words.*

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Describe in detail the planned **application requirements and processes** and how they will expand access to the teaching profession and contribute to increased educator diversity within your local community.

*Response should not exceed 500 words.*

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Describe in detail the planned **selection criteria and practices** and how they will expand access to the teaching profession and contribute to increased educator diversity within your local community.

*Response should not exceed 500 words.*

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**Apprentice Role**

Describe the role(s) apprentices will be hired into within the employing district(s) (e.g., paraprofessional, aid, instructional tutor, associate teacher) as well as primary expectations of the role(s).

If applying as a coalition of employing districts, this information should be provided for each distinct district.

*Response should not exceed 300 words (600 for coalition applications).*

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## **Apprentice Wage Schedule**

Outline the progressive wage schedule for apprentices from RTAP entry through completion.

If applying as a coalition, this table should be duplicated and completed for each employing district.

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| **RTAP Year** | **Apprentice Yearly Salary** |
| Year 1 |  |
| Year 2 (if relevant) |  |
| Year 3 (if relevant) |  |
| Upon successful completion |  |

 ☐ All local unions were consulted on the establishment of the apprentice wage schedule