

| Term | Definition |
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| Apprentice | A person at least sixteen years of age, except where a higher minimum age standard is otherwise fixed by law, who is participating in a Registered Apprenticeship program to learn a skilled occupation, pursuant to a Registered Apprenticeship agreement. |
| Apprenticeable occupation | An occupation which: (1) Is customarily learned in a practical way through a structured, systematic program of supervised training on the job; (2) Is clearly identified and commonly recognized or accepted throughout an industry; (3) Requires two thousand or more hours of work experience to learn; (4) Requires related technical instruction to supplement the on-the-job experience training; (5) Involves manual, mechanical, and/or technical skills applicable in like occupations throughout an industry; and (6) Is recognized by the registration entity and/or the US Department of Labor's Office of Apprenticeship as meeting the foregoing five criteria. |
| Apprenticeship program | A program that is registered by a registration agency and that combines on-the-job training and related technical instruction, according to the specifications established by parts 29 and 30 of 29 CFR, and as further established in Ohio under division 5101:11 of the Administrative Code, such requirements being designed to ensure a high level of program quality and accountability, supported by state and federal administrative oversight. This model of training does not correspond to activities designated as "apprenticeship" in other divisions of the Administrative Code, except where programs are stipulated that are registered pursuant to division 5101:11 of the Administrative Code. |
| Apprenticeship sponsor or Registered Apprenticeship sponsor | Any organization operating a Registered Apprenticeship program and in whose name the program is registered. A sponsor is characterized as either "individual" (comprising a single employer and/or a union representing its employees) or "group" (including multiple employers and/or a union or association with which they are affiliated), and in both cases as either "joint" |

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| | (assigning program operations to a committee equally representing labor and management) or "non-joint" (not involving such a committee). For the purposes of this policy "apprenticeship sponsor" may also mean a consortium of multiple apprenticeship sponsors organized around an occupational sector or a specific occupation. |
| Council or OSAC | The Ohio State Apprenticeship Council, created under section 4139.02 of the Revised Code. |
| Council Office | The unit of the Ohio Department of Job and Family Services (ODJFS) that staffs the Ohio State Apprenticeship Council and performs administrative and oversight functions concerning Ohio's Registered Apprenticeship and pre-apprenticeship programs. |
| Internship | The provision of on-the-job experience by placement in a work environment for a period of over one week. An intern is employed in the production methods associated with a specific occupation, and is supervised at all times by a worker who is considered an expert in that occupation. A primary goal of internship is to build both technical skills and job awareness. Internships may be paid or unpaid. |
| Job shadowing | The acquisition of knowledge about a job by spending time with, and observing the work of, an experienced employee in that job. A job shadowing participant is not employed in the production process, but gains knowledge of it through observation. Job shadowing experiences will not extend beyond one week at a given work site. Job shadowing participants are unpaid. |
| National apprenticeship system | The combined set of all Registered Apprenticeship programs nationwide, those organizations that provide service to such programs, and the government agencies at various geographic levels that oversee such programs. |
| Pre-apprenticeship operating plan | A written plan describing a pre-apprenticeship program in terms of the requirements for state recognition that are specified by this Policy on Pre-Apprenticeship. |
| Pre-apprenticeship program | A program that teaches basic technical and job-readiness skills for a designated apprenticeable occupation or occupational sector, to prepare participants for Registered Apprenticeship training. The term refers particularly to a program that receives recognition under this policy on pre- |

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| | <p>apprenticeship.</p> <p>Pre-apprenticeship normally features a classroom and/or lab setting, but may also involve work-site visits, job-shadowing, or other activities outside the program facility, to provide exposure to the work environment for the targeted occupation(s). The model for pre-apprenticeship training varies depending on the targeted group recruited for training. Basic categories include:</p> <ul style="list-style-type: none">(1) Youth Pre-Apprenticeship -- A pre-apprenticeship program that primarily serves trainees under the age of 21. Youth Pre-Apprenticeship can have various institutional frameworks, depending on which segment of youth are served.<ul style="list-style-type: none">(a) Students who are still in school, may receive pre-apprenticeship training through a collaboration between their school and Registered Apprenticeship sponsors that provide exposure to the work environment.(b) Programs for out-of-school youth are often provided by community or faith based organizations in partnership with Registered Apprenticeship sponsors that address the behavioral, economic, and other barriers to employment of youth who do not have a clear career path. These programs provide a work experience for participants through the Registered Apprenticeship sponsor partner.(2) Adult Pre-Apprenticeship -- A pre-apprenticeship program which has a Registered Apprenticeship sponsor as a principal partner and primarily serves trainees who are 21 and older. Program designs will differ from those of youth pre-apprenticeship, in that they involve adults' learning styles and their distinct life situations -- including often the challenges of being unemployed and having family responsibilities. Within these parameters, training models will vary by target group.<ul style="list-style-type: none">(a) Dislocated workers generally have a satisfactory work and training record and often can move relatively fast into a new occupational field with minimal technical preparation.(b) Long-term unemployed workers may lack some of the behavioral skills and/or confidence needed for progress on a career path. |
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Attachment A: Glossary - Policy on State Recognized Pre-Apprenticeship

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| Pre-apprenticeship provider | Any organization or partnership that operates a pre-apprenticeship program recognized by the Council Office as meeting its criteria for safety and quality under the Council's Policy on Pre-Apprenticeship. |
| Registration agency | An entity authorized by the US Department of Labor's Office of Apprenticeship (OA) to administer and enforce on a statewide basis the requirements affecting apprenticeship programs and apprentices, as established by parts 29 and 30 of 29 C.F.R., and as further established in Ohio under division 5101:11 of the Administrative Code. In Ohio, the registration agency is the Ohio Department of Job and Family Services, which exercises this function through its Council Office. |