

**EDUCATOR EFFECTIVENESS
DEPARTMENT PROGRAM ADDENDUM:
APPRENTICESHIP PATHWAY**

EDUCATOR EFFECTIVENESS DEPARTMENT

In addition to this Program Addendum: Apprenticeship Pathway form, all institutions applying for an apprenticeship program must also submit a corresponding program proposal form for the content area that they would like to offer as an apprenticeship. Illinois State Board of Education (ISBE) approval and recommendation by State Educator Preparation and Licensure Board (SEPLB) are required prior to submitting official application to the U.S. Department of Labor. The process ensures candidates meet licensure requirements at the conclusion of the apprenticeship. ISBE requires evidence of strong partnerships as part of this form and encourages collaboration with the U.S. DOL in your apprenticeship design. Evidence of U.S. DOL approval will be required prior to student enrollment. Therefore, please submit the following to your ISBE Preparation Team Liaison: 1) program proposal form for the content area to be offered as an apprenticeship program; 2) Program Addendum: Apprenticeship Pathway; and 3) all other relevant documentation. After approval, please plan to provide documentation of the registered apprenticeship as outlined further in Section 1 of this form.

PROGRAM COMPONENTS	
INSTITUTION	DEPARTMENT
DATE OF SUBMISSION	PROGRAM NAME
PRIMARY CONTACT NAME	PRIMARY CONTACT EMAIL
SECONDARY CONTACT NAME	SECONDARY CONTACT EMAIL
ENDORSEMENTS TO BE AWARDED	
PROJECTED SIZE OF INITIAL COHORT	PROJECTED STUDENT ENTRY DATE

U.S. Department of Labor Information

DEPARTMENT OF LABOR CONTACT NAME	DEPARTMENT OF LABOR CONTACT EMAIL
PROJECTED APPROVAL DATE	

SECTION 1: APPRENTICESHIP COMPONENTS

Illinois teaching apprenticeship programs are expected to meet the National Guideline Standards (NGS) for K-12 teacher apprenticeships outlined by the Pathways Alliance in the Registered Apprenticeship Standards of the Office of Apprenticeship Bulletin No. 2023-118 as well as collaborate with their regional U.S. Department of Labor Apprenticeship and Training Representative to register the apprenticeship with the U.S. Department of Labor (DOL). More information from the DOL can be found at [Education Apprenticeship website](#). ***Illinois State Board of Education will require you to send a copy of your DOL application as well as evidence documentation of approval prior to enrolling candidates in your apprenticeship pathway.***

1. Provide a brief narrative describing how the program will address each of the seven components of an apprenticeship: industry-led, paid job, structured on-the-job learning/mentorship, supplemental education, diversity, quality and safety, and credentials. For additional information about each component, utilize the [Apprenticeship USA webpage](#). Include processes the institution will utilize to support individual apprentice candidates. This may include, but is not limited to, processes for evaluating previous coursework, adjustments of coursework to include on-the-job hours, and adjustments to sequencing of coursework to better fit the apprenticeship model.

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2. To ensure candidates complete all coursework requirements to become fully licensed and demonstrate apprenticeship competencies, it is critical that programs blend on-the-job learning and traditional coursework.

A) Describe the on-the-job learning opportunities available to candidates, such as participating in relevant school day duties, professional learning activities, and preparation for classroom responsibilities.	
B) Please specify how on-the-job learning is being integrated into coursework and field experiences and/or practicum.	
C) Describe the progression of increasing levels of responsibility and autonomy that will be available to each apprentice, under the guidance and supervision of a teacher of record (who meets the requirements of a cooperating student teacher), during the on-job-training.	

3. Describe how competencies outlined in the National Guideline Standards (NGS) for K-12 teacher apprenticeships will be assessed throughout the program to determine successful program completion. Please include what institutional staff will be responsible for verifying completion of competencies.

4. What cost adjustments, if any, did the institution make to its program tuition for candidates in the apprenticeship pathway?

5. Describe any financial support the partner(s) will provide to candidates.

6. What, if any, barrier reduction resources will the program offer students? Barrier reduction resources are intended to increase program accessibility for candidates. (i.e., public transportation vouchers, housing, low or reduced childcare services, etc.)

SECTION 2: PARTNERSHIPS

The institution must partner with one or more school districts, regional offices of education, intermediate service centers, early learning centers, or non-public schools to place apprentices into current vacancies. List your partners for this program below.

Partner Name	Address	Principal/Director/Main Point of Contact	Type: e.g., Public School, ROE

1. Describe the role and responsibilities of the institution and of the partner(s) identified above. Provide a copy of an MOU.

2. Provide evidence of how partners collaborated on the design of the apprenticeship program with reference to how this apprenticeship pathway meets partner needs.

3. Describe how candidates will be provided support and mentorship from the institution and their partner(s).

SECTION 3: ASSURANCES

By checking the box, the institution ensures that a new program proposal for the appropriate content area has been attached to this form. All apprenticeship pathways are subject to the approval of Illinois State Board of Education and the State Educator Preparation and Licensure Board.

By checking the box, the institution ensures that on-the-job learning competencies outlined in the NGS for K-12 teacher apprenticeships will be used to guide the development of the EPP coursework and on-the-job experience and will ensure apprentices can experience on-the-job learning opportunities related to the endorsement they will earn, aligned to federal and state expectations and requirements.

By checking the box, the institution ensures that they are submitting a request to register the apprenticeship with the U.S. Department of Labor as the sponsor of the apprenticeship and shall provide documentation of approval of the registered apprenticeship and the completed application materials to the Illinois State Board of Education prior to enrolling candidates into an apprenticeship pathway.