

## Youth Apprenticeship Frequently Asked Questions

### Program Specific Questions:

#### **What program areas are available?**

The Youth Apprenticeship program has the following areas available for students to explore a future career:

Agriculture

Construction

Finance

Health Science

Hospitality/Culinary

Information Technology

Manufacturing

STEM (Science, Technology, Engineering & Math)

Transportation

#### **What if the program area I am interested in is not offered?**

If the program area you are interested in exploring is not offered contact a Youth Apprenticeship staff member. We may be able to utilize an existing program area to match your needs. It is not guaranteed that we will be able to find you what you are requesting. If we cannot find what you are requesting, we will suggest other options for career exploration.

#### **Can I request to work at a specific employer?**

We ask that students who apply to the Youth Apprenticeship program apply to a specific program area and not a specific employer.

#### **Am I able to complete the Youth Apprenticeship program at my current employer?**

If you are currently employed within one of the program areas offered, please contact a Youth Apprenticeship staff member and provide the following information: company name, name and phone number of supervisor, and information on what you are doing on the job. We will reach out to the employer to see if they are interested in partnering with the Youth Apprenticeship program. The employer will make the final decision as to whether or not the student could complete their Youth Apprenticeship experience there. The student would still need to complete the Youth Apprenticeship application and interview process.

#### **Can I still apply to the Youth Apprenticeship program if I do not have a driver's license?**

Yes, students without driver's licenses are still able to apply to the Youth Apprenticeship program. Students without driver's licenses will need to plan ahead should they be hired on how they will get to work. It is the student's responsibility to find reliable transportation to/from school, work and any classes taken at Lakeshore Technical College. When completing the Youth Apprenticeship application make sure to leave the line asking about a driver's license blank.

#### **How far will my commute be to the jobsite?**

When placing students with employers, we try our best to not have the students travel far from home or school. The furthest commutes would be about 25 minutes one way. We also make sure to speak with the student to determine if they are comfortable with a 25 minute commute time.

### Who is my high school Youth Apprenticeship Liaison?

See below for the liaison for your high school. Please note the liaison at your school may change.

Cedar Grove-Belgium	Ms. Megan Smillie
Elkhart Lake-Glenbeulah	Ms. Melanie Bunyea & Ms. Beth Roehl
Etude	Ms. Molly King
George D. Warriner	Ms. Jennie Maramonte
Howards Grove	Ms. Sara Bornheimer
Kiel	Ms. Caitlyn Vajgrt
Kohler	Ms. Jodi Grossen
New Holstein	Mr. Doug Olig
Oostburg	Mr. Robert Boenisch
Plymouth	Ms. Connie Lund
Random Lake	Ms. Julie Hausner
Sheboygan Central	Ms. Andrea Berlin & Ms. Renee Rusch
Sheboygan Christian	Ms. Jenna Ege
Sheboygan Falls	Mr. Ben Koepsell
Sheboygan Lutheran	Ms. Laura Adameak
Sheboygan North	Mr. Trevor Tagel & Ms. Kristin TeWinkle
Sheboygan South	Ms. Ann DePagter

### Who should I contact if I have specific Youth Apprenticeship questions?

You can contact any of the following Youth Apprenticeship Staff Members:

Tanya Jaeger, Youth Apprenticeship Manager, [tanya.jaeger@gotoltc.edu](mailto:tanya.jaeger@gotoltc.edu) 920.693.1280

Melissa Cesario, Youth Apprenticeship Specialist, [melissa.cesario@gotoltc.edu](mailto:melissa.cesario@gotoltc.edu) 920.693.1758

Claire Pszeniczny, Youth Apprenticeship Specialist, [claire.pszeniczny@gotoltc.edu](mailto:claire.pszeniczny@gotoltc.edu) 920.693.1145

### Can I apply for the Youth Apprenticeship program if I am a homeschooled student?

Yes, students who are homeschooled are able to apply for the Youth Apprenticeship program as long as they live within one of the school districts of Sheboygan County, Kiel or New Holstein. Please contact a Youth Apprenticeship staff member to discuss how to complete the recommendation forms on the application.

### Can I still apply for the Youth Apprenticeship program if not all of my current grades are “Cs” or better?

Yes, you are still able to apply for the Youth Apprenticeship program even if all of your current grades are not “Cs” or better. Upon acceptance into the Youth Apprenticeship program you will need to maintain “Cs” or above in all coursework. Should your grades drop below “Cs” while in the program, the Youth Apprenticeship staff will work with you and the high school to create an improvement plan to get you back on track. Continuously having grades below a “C” could lead to Youth Apprenticeship program termination.

### What can I do now to prepare for the Youth Apprenticeship program?

There are a number of ways to start preparing for a Youth Apprenticeship. You can explore future careers through job shadows, volunteering, and the Youth Co-op program. There are also multiple options for

classes at the high school. You can also get involved in clubs and organizations such as Robotics, FBLA, Project GRILL, FFA, etc. Please speak with your school counselor for available options.

### **Hour Requirement Questions:**

#### **Am I done with the program once the 450 hour requirement is completed?**

The Youth Apprenticeship Program is a full-year commitment. The program year runs June 1<sup>st</sup> through May 31<sup>st</sup>. We ask that you continue your employment through May 31<sup>st</sup> even if the 450 hours are completed.

#### **How many hours will I be working during the school year?**

A Youth Apprentice must complete a minimum of 450 work hours during the year, which usually includes working during the summer. This means that a typical Youth Apprentice dedicates an average of 10-15 hours per week to their job during the school year, and often more time during the summer.

#### **How will I complete the 450 hours if I am at school all day?**

Students in the Youth Apprenticeship program are able to participate in work release during school hours. This means that students are eligible to leave during a portion of the day to complete hours. A high school counselor helps determine the school schedule and hours that the Youth Apprentice will be released from school.

#### **When can I start working on YA hours?**

Students can start working on hours as early as June 1, 2020.

### **Nursing Assistant Questions:**

#### **Do the hours from the Nursing Assistant class count towards the 450 hour requirement of the program?**

The class hours do not count towards the 450 hours required for the program.

#### **Do I need to be a specific age to take the Nursing Assistant class?**

Students must be 16 years or older by the first day of class.

### **Application Specific Questions:**

#### **Can I apply to more than one program area?**

We ask that students apply to only one program area but rank the pathways within that area. The Youth Apprenticeship staff does their best to match students with the experience they are looking for but can't many any guarantees on placements. If all placements are full in the student's area of interest, the Youth Apprenticeship staff will contact the student to determine if there is another area of interest. Students may be asked to update certain areas of their application.

#### **What does it mean to have a reference that is from the Program Related High School Instructor? Non-Program Related Instructor?**

The Program Related High School Instructor is someone that teaches a course in the area a student is interested in applying to for the Youth Apprenticeship Program. For example, if you are interested in health, choose an instructor that teaches classes like biology, chemistry, child development, etc.

A non-program related instructor is someone that does not teach your specific program classes. For example, if you are interested in health, choose an instructor that teaches classes like math, literature etc. You can also ask a high school counselor, forensics coach, basketball coach, etc.

**Who would be good references for me to choose?**

Make sure to ask people who will be able to speak about your experience. Choose references that have positive feedback to provide, and know your strengths.

**What if I do not have all of the information that I need for my previous employer?**

Please provide as much information as you can. Make sure to explain in-depth your job duties.

**Can I include honors that I received outside of school such as through 4-H or other civic organizations?**

Yes, include any awards or recognitions you have received that will strengthen your Youth Apprenticeship application.

**Can I complete and submit my application and my parent signature pages separately?**

No, you must submit the entire Youth Apprenticeship application including the pages with the parent signature pages all together. Incomplete Youth Apprenticeship applications will be sent back to the student and may delay the review and interview processes.

**What does the deadline of March 6, 2020 mean? What happens if I turn my application in after March 6<sup>th</sup>?**

Students who submit the Youth Apprenticeship application by the March 6 deadline will be the first applications to be reviewed by employers. Submitting your application after March 6 does not mean you won't have an opportunity to be reviewed or interviewed, but some program areas have limited number of positions and your chances could be quite limited. It is best to get your application completed and submitted by the deadline.

**What happens if I change my mind about which program area I am interested in after I turn in my application?**

If you change your career area of interest, speak with a Youth Apprenticeship staff member as soon as possible. Please know that you may be required to rewrite your essay to accommodate this change.

**Can I still apply for the Youth Apprenticeship program even if I can't attend one of the Info Nights?**

Yes, you can still apply for the Youth Apprenticeship program but you must first speak with your high school Youth Apprenticeship liaison regarding the YA program requirements and expectations.

**After Application Submitted Questions:**

**What if I apply and end up not liking the job?**

The Youth Apprenticeship Program is a one year commitment and we strongly encourage all students to work for a few months prior to making this decision. It takes time to get to know a job, the daily responsibilities, your co-workers, etc. Always connect with your Youth Apprenticeship staff member if you are uncertain about staying at your YA employer. He/She will speak with you in more detail and determine the next steps.

**What should I do if I commit to other activities, sports, vacations, etc. after I submit my application?**

It is best to contact a Youth Apprenticeship staff member about any additional commitments as soon as possible. Employers greatly appreciate when all activities are up-to-date on your application.

**When should I expect to hear about an interview?**

Most interviews are scheduled in April and May, however you could first have an interview in September. The Youth Apprenticeship staff recruit additional business partners all summer. If you would like an update on your YA application, do not hesitate to contact a YA staff member.

**What should I do if I no longer want to be in the Youth Apprenticeship program but have already submitted my application?**

Contact a Youth Apprenticeship staff member immediately. They are continuously working with current partners and recruiting new businesses and the sooner they know, the better.

**What if I only want to work at one specific place and if I do not get hired there, I don't want to be in the Youth Apprenticeship Program?**

Unfortunately requests for a specific Youth Apprenticeship employer are typically not honored. The Sheboygan YA program works with nearly 100 business partners each year and takes into account the type of experience the student is seeking, distance to and from the worksite, extracurricular activities, relevant coursework, etc. Our employer partners ultimately have the decision on whom to interview and hire for the YA program.