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Memorandum of Understanding for Registered Apprenticeship in Teaching Program

Section I: Purpose

The purpose of this Memorandum of Understanding (MoU) is to outline roles and responsibilities of parties involved in implementing a Registered Apprenticeship in Teaching Program ("Program"). The North Dakota Department of Public Instruction ("NDDPI") shall serve as program sponsor, the Educator Preparation Program (EPP) shall serve as the Related Instruction Provider, and the LEAs currently participating in your pathway grant will serve as the apprentice employers.

Section II: Responsibilities of NDDPI

- A. Sponsor Responsibilities: Responsibilities of NDDPI as program sponsor are fully outlined in the Standards of Apprenticeship 29 § CFR 29.5. NDDPI must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship (OA).

Section III: Responsibilities of LEAs

- A. Introductory Webinar: The Employers shall participate in an introductory webinar sponsored by the NDDPI and the National Center for Grow Your Own (NCGYO).
- B. Employment: The Employer shall employ apprentices as paid paraprofessionals/education assistants. Apprentices shall be paid according to the Employer's salary schedule for paraprofessionals/education assistants. Apprentices shall earn pay increases according to Employer's salary schedule.
- C. Mentors: The Employer certifies that all apprentices in the program shall be placed in classrooms with highly effective cooperating teachers, who will serve as clinical mentors. When possible, mentors should hold a certification in the same teaching field that the apprentice is seeking. The Employer certifies that any payments provided to assigned cooperating teachers will be the financial responsibility of the Employer, unless otherwise indicated in a competitive grant program offered through NDDPI.
- D. Activity: The Employer acknowledges that apprentices must engage in instructional activities such as co-teaching, lesson planning, small groups, tutoring, professional learning, and grading.
- E. Prohibited Duties: The Employer acknowledges that apprentices may not be assigned non-instructional duties during the instructional day such as lunchroom monitoring, substitute teaching (except when the apprentice's cooperating teacher is absent), study hall, office duty, or in-school suspension. This MoU does not limit duties assigned before or after the school day.

- F. Assessing Competencies: The Employer shall assess the apprentice's progress along on-the-job competencies and make final recommendation of competency mastery, as outlined in Appendix A of the Standards of Apprenticeship.

Section IV: Responsibilities of the EPP

- A. Introductory Webinar: The EPP agrees to participate in an introductory webinar sponsored by the NDDPI and the National Center for Grow Your Own (NCGYO).
- B. Related Instruction: The EPP agrees to provide coursework leading to a bachelor's degree and certification to teach in North Dakota public schools.
- C. Clinical Experience: The EPP agrees to allow for the apprenticeship Program to satisfy the clinical internship or student teaching requirements otherwise required for apprentice graduation.
- D. Wraparound Supports: The EPP agrees to provide wraparound supports to the apprentice to ensure academic success, including support on any licensure exams.
- E. Communication: The EPP agrees to support and facilitate communication between the NCGYO and districts for the purpose of sharing critical information pertaining to the registered teacher apprenticeship work or collecting information or data needed by the state.

Section V: Joint Responsibilities of LEAs and the EPP

- A. Full-Time Position: The Employer and the EPP agree to arrange for apprentices to complete all coursework while remaining a full-time paraprofessional/education assistant. Clinical requirements, including student teaching, shall be arranged through the apprentice's full-time position.
- B. Serving as Teacher-of-Record: The Employer and EPP shall ensure that apprentices will not serve as the teacher-of-record during the Program. Apprentices will be able to be a teacher-of-record once all certification and preparation requirements have been satisfied.
- C. Recruiting and Enrolling: The Employer and the EPP agree to recruit apprentices from within their local communities, whenever possible. Possible apprentices may include current education assistants, paraprofessionals, or substitute teachers, tutors, as well as non-certified employees, parents, guardians, or other community members.
 - i. The Employer will make apprentice recommendations to the EPP.
 - ii. The apprentice-candidate will apply to the EPP, providing all requested application material, which may include a letter of recommendation from the Employer.
 - iii. The EPP will give priority admission to Employer-recommended candidates.
- D. Data Sharing and Reporting: The Employer and the EPP agree to cooperate with each other in providing information necessary to effectively implement the Program. The Employer and the EPP agree to cooperate with NDDPI in supplying data relevant to federal reporting requirements and ongoing program evaluation.

