



APPRENTICESHIP HANDBOOK

HANDBOOK FOR APPRENTICES, MENTOR FARMS, AGRIBUSINESSES, AND EDUCATION PROVIDERS

This document provides an overview for apprentices, on-the-job training (OJT), and required technical instruction (RTI) to two new registered apprenticeships in diversified agriculture:

General Farmer

3-year program, competency-based

- OJT Contact Hours: 2,000 hours per year
- RTI Contact Hours: 144 hours per year

General Farm Worker

1-year program

- OJT Contact Hours: 2,000 hours
- RTI Contact Hours: 144 hours

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REGISTERED APPRENTICESHIPS

Apprenticeships are industry-driven career pathways in which workers can be paid for their work and receive training to improve their skills at the same time. Registered apprenticeships are structured experiences that are recognized by the United States Department of Labor. In registered apprenticeships, apprentices are paid a progressively increasing schedule of wages that aligns with skill acquired and as determined by the Employer. Registered apprentices train in a new skill set, participate in related learning and receive mentorship from journeypersons, or fully trained and qualified professionals in their career. Upon fulfilling the requirements and standards for the apprenticeship, apprentices will be considered journeypersons and receive a nationally recognized Certificate of Completion from the U.S. Department of Labor.

WHO ARE REGISTERED APPRENTICES?

Under the registered apprenticeship programs approved for Veterans in Agriculture, an apprentice is considered a worker at least 18 years of age, who is employed to learn an occupation. Registered apprentices go through a combination of on-the-job training (OJT) and required technical instruction (RTI) for a particular trade to learn skills needed for that occupation.

Apprentices receive real-life, hands-on learning experiences while working full-time and earning a wage. Because registered apprenticeships combine structured employment and learning, they can be beneficial to transitioning service members and veterans as well as employers who are having difficulties finding skilled workers. Following the completion of a Registered Apprenticeship Program, apprentices will have earned a nationally recognized Certificate of Completion of Apprenticeship (U.S. Department of Labor, n.d.).

Why become an Apprentice?

- Gain real-world experiences, skills, and knowledge in an agricultural or agribusiness setting
- Receive an industry certificate of completion
- Follow potential pathway to an advanced degree such as an Associates or Bachelors
- Receive technical assistance for ensuring a successful career
- Receive an hourly wage for on-the-job training

ON-THE-JOB TRAINING (OJT) AND REQUIRED TECHNICAL INSTRUCTION (RTI)

Registered apprenticeships require two components: on-the-job training (OJT) and related technical instruction (RTI). A registered apprentice must complete a minimum of 2,000 OJT hours per year and a minimum of 144 RTI hours per year. OJT consists of skills learned on-the-job in which the apprentice must become proficient before a competition certificate is awarded. This learning must be structured and supervised work experience. RTI is intended to increase the apprentice's technical and theoretical knowledge and understanding of the occupation through organized and systematic instruction. Potential opportunities for RTI can range from courses related to business, leadership, and farm production to local or national conferences. The RTI hours can be spent in a classroom, online, or other learning environment but must be separate from the 2,000 OJT hours. Participants can refer to the Registered Apprenticeship Program Standards for a list of suggested instruction subjects.

New Apprenticeships in Agriculture and Requirements

1. General Farmer (3-year program- competency based) [hyperlink and Appendix A]
 - a. OJT Contact Hours: 2,000 hours per year
 - b. RTI Contact Hours: 144 hours per year
2. General Farm Worker (1-year program) [hyperlink and Appendix B]
 - a. OJT Contact Hours: 2,000 hours
 - b. RTI Contact Hours: 144 hours

POLICIES

Working with Veterans in Agriculture – Apprenticeship Training Committee (ATC)

Interested applicants may submit application packets and associated application fees to the Veterans in Agriculture – Apprenticeship Training Committee (ATC).

Expectations

Minimum Qualifications

- **Age:** Applicants shall be at least 18 years at the time of application. Applicants must provide evidence of minimum age respecting any applicable State Laws or regulations.
- **Education:** Applicants must have earned a high school diploma or its equivalent. Applicants must meet any entrance requirements of the Veterans in Agriculture and the Employer.
- **Physical:** Applicants shall be physically capable of performing the essential functions of the occupation without endangering the health and safety of themselves and/or fellow workers. Applicants shall be allowed to request reasonable accommodation for a disability to meet this standard when applicable.
- **Other:** Applicants will be drug-free and agree to submit to random drug testing.
- **Other:** Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and which to receive consider for such training/experience.
- **Other:** Applicants must possess a valid driver's license.
- **Other:** I-9 Verification, which will also be required when hired onto a Mentor Farm or Agribusiness.

Requirements

- Applicants must be interested, willing, and able to work at a farm or food business full-time (at least 2000 hours per year).
- Applicants must be able to balance intensive workdays with required technical instruction hours (up to 144 hours per year).
- Applicants must be interested and willing to be taught and learn from a mentor farm or agribusiness.
- Applicants must be able to follow a work contract diligently and faithfully.
- Apprentices must participate in weekly planning meetings with their mentor farm or agribusiness.
- Apprentices must participate in formal technical and behavioral evaluations with a mentor farm or agribusiness.
- Apprentices must maintain a personal record of their OJT and RTI hours that is verified by their Employer and Veterans in Agriculture.

Registered Apprenticeship Selection Process

The ATC will be responsible for reviewing and approving applications. Following approval, the ATC will help the apprentice and the mentor farms and agribusinesses with placement, planning the program structure, and fulfilling program requirements.

Scheduling

After being hired onto a training location, apprentices will work with the ATC and their employer to confirm their apprenticeship schedule, including start dates, breaks, and specific events. Scheduling will vary as it is dependent on the type of agriculture the employer is involved in.

Training Evaluation

Formal evaluations will begin with an initial competency assessment conducted by the mentor farm or agribusiness when the apprenticeship has been hired. The apprentice, along with a representative of the ATC should schedule the initial competency assessment with the mentor farm or agribusiness and discuss how often the following evaluations will occur. The additional evaluations will take place periodically throughout the apprenticeship period to assess skill and competence progress. Evaluations determine whether advancement to the next wage level has been earned.

Completed Apprenticeships

A registered apprenticeship program is considered completed when the required competencies and RTI has been completed. An ATC representative that was assigned this apprentice, will review all requirements for completion and determine if the program standards have been met. The ATC may require an exit interview from participants for program evaluation purposes.

Upon successful completion of the apprenticeship, the apprentice will receive a nationally recognized Certificate of Completion of Apprenticeship granted by The Office of Apprenticeship (OA) or the State Apprenticeship Agency (SAA; U.S. Department of Labor, n.d.)

Funding Options

GI Bill

If an apprentice qualifies to use earned GI Bill benefits, the veteran will need to work with the US Department of Veterans Affairs. Individual's earned GI bill benefits can differ based on various factors and are set by the U.S. Department of Veteran Affairs (U.S. Department of Veteran Affairs, 2020).

Payroll

The workday and work week for apprentices will be determined by the agreement between the apprentice and mentor farm or agribusiness. It is encouraged that apprentices have direct supervision by the employer or a qualified supervisor, especially in the beginning of the apprenticeship.

Apprentices will start at a percentage of journey person pay; the minimum rates of pay are outlined in the Registered Apprenticeship Program Standard for each occupation. Wage increases will be based both on time and performance. It is understood that at some point, the employer wage-scale and the program standards wage scale may be different.

The mentor farm or agribusiness will comply with all applicable federal, state, and local laws relating to payment of wages and work hours as well as using acceptable accounting practices. Employer must have a payroll system in compliance with the withholding and other requirements of the IRS and applicable taxation division (Barnes Group, Inc, n.d.).

APPLICATION PROCESS TO BECOME AN APPRENTICE

Review the application process below, which can also be found on the Veterans in Agriculture website under the apprenticeship tab: <https://veteransinagriculture.org/>. An apprenticeship application fee of \$250 will be collected at the time of application, which can be sent via mail or through the website.

Applications will not be processed until the fee has been collected and deposited. Application fees are nonrefundable after official acceptance into the program. Scholarships may be available to cover the cost of application fees for veterans and active military personnel.

Individuals interested in applying may complete an application and send in application fee via email or by sending physical copy of application to Veterans in Agriculture, 10861 Douglas Ave, Urbandale, Iowa 50322. If mailing payment, all checks must be payable to Veterans in Agriculture.

Application must include the following:

- Cover letter
- Applicant's resume
- DD-214 (if the applicant is a veteran)
- Applicant's story: Applicants must answer the following questions that outline farming and related experience. Responses must be 250 to 1000 words each. The responses should be included in the application packet as a separate attachment.
 1. Describe your interest in this program and why you are applying.
 2. Describe your agriculture, farming, and related experiences as well as how it applies or could be used in this training program. Possible experiences might be with livestock, crops, horticulture, machinery, commercial driver's license (CDL), etc.
 3. What are your goals for this apprenticeship program and your learning objectives?
 4. What are your future goals and how will this program help you obtain them?
 5. Any other applicable information.
- Application fee: \$250

An appointed ATC member will review the application to determine if it is complete and contains all applicable required attachments.

If the application is not complete or additional information is needed, the appointed ATC member will contact the applicant for more information. If the applicant chooses not to provide the requested information, the application will be voided, and the associated application fee(s) will be forfeited.

Applicants may withdraw their applications at any time; however, after the acceptance into the Registered Apprenticeship program, the associated fees can no longer be refunded.

After the application has been determined to be complete, there will be two phases for interviews.

Phase 1 will be an ATC interview to be accepted into the apprenticeship program. This will be conducted in-person or via video conference with one or more members of the ATC. Sample questions can be found in Appendix C.

Additional questions and assessments pertaining to position-specific skills may also be asked.

Following the completed application and interview, the ATC will determine whether the applicant meets the requirements of the Registered Apprenticeship program. Successful applicants will be approved as eligible apprentices for Employers to hire.

Following the approval of the applicant into the program, the ATC will do the following:

1. Provide Veterans in Agriculture staff with the application and related documents for entering required information into RAPIDS and for establishing a file for the apprentice.
2. Review current open OJT locations comparing learning opportunities and educational goals to ensure the best fit. The ATC will communicate with the apprentice about possible opportunities.
3. If a training location requires an employment application, the ATC will provide the physical application or online if applicable.
4. Provide the employer(s) with the apprentice's resume and other employment related information.

The ATC will connect potential employers and apprentices for a second phase of interviews. At this point, Phase 2 of the apprenticeship hiring starts. The employer may conduct an additional interview to be accepted into their business, to be conducted in-person or via video conference. Sample questions for on-the-job training, may include can be found in Appendix C. Employer will then hire the apprentice to receive on-the-job training (OJT) at their location.

MENTOR FARMS & AGRIBUSINESSES

OFFERING ON-THE-JOB TRAINING

WHAT IS A MENTOR FARM OR AGRIBUSINESS?

Mentor Farms and Agribusinesses are the companies or enterprises where apprentices will complete the on-the-job training portion of their registered apprenticeship program. Farmers and agribusinesses can apply to become Mentor Farms and Agribusinesses to participate in the registered apprenticeship program as the employer of a selected apprentice. After applying and completing the Employer Acceptance Agreement, Employers can officially hire apprentices to work at their operation or business.

The Mentor Farm or Agribusiness is responsible for ensuring safe facilities for training, ensuring supervision of apprentices by qualified professionals, providing a positive learning environment, and providing the ATC with the necessary and requested apprenticeship documentation in a timely manner. These employers must notify the Apprenticeship Training Committee (ATC) prior to any potential change, so that it can be determined if this change will continue to meet the standards outlined in the program. Changes may also require the approval of the U.S. Department of Labor, the Iowa Department of Educations, the U.S. Department of Veterans Affairs, and others.

Why become a Mentor Farm or Agribusiness?

- Improve employer-employee relationships
- Ensure qualified and skilled workers fill open positions in agriculture and food industries
- Instill company values, such as good work practices and positive work attitudes
- Provide proper and necessary training standards
- Secure valuable and committed employees
- Recruit and train the next generation of farmer and agribusiness leaders
- Connect new farm and agribusiness individuals to workforce development
- Mentor potential farm and agribusiness managers to support company succession
- Create flexible training options that ensure workers develop the right skills
- Increase retention of workers, during and following the apprenticeship

(U.S. Department of Labor, n.d.; Wallace, n.d.)

On-the-Job Training (OJT) Requirements

1. General Farmer: 2,000 hours per year for 3 years (competency based) [[hyperlink](#) and Appendix A]
2. General Farm Worker: 2,000 hours [[hyperlink](#) and Appendix B]

POLICIES

Working with Veterans in Agriculture – Apprenticeship Training Committee (ATC)

Minimum Qualifications

- **Occupation:** Applicant is a full-time farmer, rancher, or agribusiness owner
- **Workplace environment:** Employer must maintain a culture, rhythm, and agricultural practice that provides high quality of life for both people and animals.
- **Motivation:** Employer must actively want to teach and be a trainee's full-time employer, teacher, and life coach.
- **Commitment:** Employer must have the time and capacity to instruct a trainee and give them meaningful feedback.
- **Payroll:** Employer must have a payroll system in compliance with the withholding and other requirements of the IRS and applicable taxation division.

Requirements

- Ability to supervise a full-time apprentice (2,000 hours per year)
- Follow a work contract, including employment period, workload expectations
- Ability to maintain records for each apprentice including job assignments, rates of pay, progress in training as outlined in the work processes, hours of training given monthly in each process and overall progress evaluations made at least each 3 months (U.S. Department of Veteran Affairs, 2017)
- Support apprentice through weekly planning meetings
- Participate in formal evaluations for apprentice in collaboration with ATC
- Attend farm-mentor training conducted by ATC

Mentor Farms and Agribusinesses will work with Veterans in Agriculture ATC to confirm the apprenticeship and farm description. Things to consider may include:

- Where is your farm or food business located?
- What are your long-term goals?
- Do you have a particular teaching/ coaching style?
- How do you manage your business?
- What is your personal philosophy regarding the land, farming and food, business, etc.?
- What can the apprentice expect to do on the job?
- Do you have long term goals regarding business transition?
- Do you have pre-requisites for hiring an apprentice?
- Confirm dates for hire. Do you have year-round or seasonal work? What is the optimal start time?

Apprentice Selection and Work Plan

Since the apprentice is an employee of the Mentor Farm or Agribusiness, the Employee is the hiring official for the farm or agribusiness.

After the Mentor Farm and Agribusiness is approved an Employer, the ATC will begin to refer apprentice applications. If the Employer has its own application process, apprentice candidates may also be required to complete the Employer's application process. The Employer is encouraged to review and interview all apprentice applicants. Sample interview questions can be provided if the Employer would like assistance in the apprentice selection process.

The employer will create a work plan, which outlines the learning goals and objectives the apprenticeship. If necessary, the employer can receive assistance from the ATC.

Payroll Requirements

Apprentices wage rates are outlined in the Registered Apprenticeship Program Standards. Wage increases will be based both on time and performance.

Employers must comply with all applicable federal, state, and local laws relating to payment of wages and work hours. Employers must have a payroll system in compliance with the withholding and other requirements of the IRS and applicable taxation division. It is understood that at some point, the employer wage-scale and the program standards wage scale may be different.

Accurate timesheets and payroll documents must be maintained throughout the length of the registered apprenticeship program. These records are required to be maintained for a minimum of three (3) years following the completion of the program. It should be noted that compliance reviews could be conducted anytime and up to three years following the apprentices completed program (Barnes Group, Inc, n.d.).

APPLICATION PROCESS TO BECOME A MENTOR FARM OR AGRIBUSINESS

Review the application process below, which can also be found on the Veterans in Agriculture, within the apprenticeship tab: <https://veteransinagriculture.org/>. A mentor farm application fee of \$250 will be collected at the time of application, which can be sent via mail or through the website.

Applications will not be processed until the fee has been collected and deposited. Application fees are nonrefundable after official acceptance into the program. Scholarships may be available to cover the cost of application fees for veterans and active military personnel.

You may complete an application and send in application fee via email or by sending physical copy of application to Veterans in Agriculture, 10861 Douglas Ave, Urbandale, Iowa 50322. If mailing payment, all checks must be payable to Veterans in Agriculture.

Application must include the following:

- Employer's story: Applicants must answer the following prompts. Responses must be 250 to 1000 words each. The responses should be included in the application packet as a separate attachment.
 - a. Description of the farm or agribusiness (type of operation, skills that will be taught, etc.)

- b. How will this program help the farm or agribusiness?
- c. List of skills the employer is seeking
- d. Desired qualities for applicants (personality traits, such as self-starter, self-motivated, calm, etc.)
- e. Description of position that the apprentice will fill

Application fee: \$250

An ATC member will review the application for completion. If the application is incomplete, the applicant will be contacted for more information. If the applicant chooses not to provide the requested information, the application will be cancelled, and the associated application fee(s) will be returned. Applicants may withdraw their applications at any time. However, after acceptance as an employer, the associated fees can no longer be refunded.

Applicants with complete applications will be asked to schedule an interview the ATC. The interview may be conducted in person or via video conferencing with one or more ATC members. Sample questions for the interview may be viewed in the Appendix C.

After the initial interview, an on-site visit will be conducted by one or more of the ATC Committee and/or Veterans in Agriculture. This will provide an overview of the operation and be used to assess how an apprentice would be involved in the various enterprises or tasks. Follow-up questions from the interview may also be addressed during this visit. A site assessment will be conducted.

If the ATC determines an applicant meets the requirements of the Registered Apprenticeship program, then the applicant is approved to be an Employer. Upon approval of application, Veterans in Agriculture will load applicable information into RAPIDS as well as begin an Employer file for the applicant. This file will be maintained electronically or by hard copy as needed.

A recurring fee of \$100 per apprentice will be charged annually while Mentor Farm or Agribusiness has an active apprentice.

If an Employer becomes inactive for five years or more and wishes to reactivate their agreement, a new Employer Acceptance Agreement will need to be signed. The ATC will reactivate the Employer at the current annual rate. Inactive status begins after a 12-month period without an apprentice.

EDUCATION PROVIDERS

OFFERING REQUIRED TECHNICAL
INSTRUCTION

WHAT IS AN EDUCATION PROVIDER?

An education provider is an entity that offers required technical instruction (RTI).

Related instruction will be closely correlated with the practical experience and training received on the job but is not considered part of the on-the-job training (OJT). Each apprentice will be informed of the availability of college credit through the Registered Apprenticeship College Consortium (RACC), if required RTI has been previously completed.

Related Instruction is an organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Office of Apprenticeship.

Why become an Education Provider?

- Facilitate learning of valuable skills and knowledge relevant to trade careers
- Educate the next generation of farmers and agribusiness leaders
- Strengthen partnerships with local employers and four-year colleges and universities

Required Technical Instruction (RTI) Requirements

1. General Farmer: 144 hours per year for 3 years
2. General Farm Worker: 144 hours

POLICIES

Working with Veterans in Agriculture – Apprenticeship Training Committee (ATC)

RTI providers can include community colleges, private colleges and universities, and public universities. Any institution or organization that provides courses that are listed as RTI topics in Appendix D are recognized. Apprentices must confirm their RTI plans with the ATC prior to enrollment to ensure they are meeting their apprenticeship requirements.

For any other circumstances, such as seeking RTI outside of a college or university, apprentices may contact the ATC. For example, an apprentice may be able to gain credit for previously completed coursework or through programming offered by nonprofit organizations. RTI plans will be reviewed case-by-case based on the apprentice's desired outcomes, goals, and needs.

Any education providers interested in providing RTI should confirm their coursework or institution are approved for RTI. If the education provider requires approval, they can submit a request to the ATC. In accordance with the ATC policy, the committee will review and approve all RTI providers.

Expectations

Education providers are expected to provide organized, related, and supplemental instruction in technical subjects related to the apprentice's occupation.

RTI includes a variety of subjects from personal development, interpersonal leadership skills, production, and business management. Refer to the Registered Apprenticeship Program Standards for a listing of the courses and applicable years these courses are to be completed. RTI subjects and potential course topics can be found in Appendix D.

Who can offer RTI?

RTI can be offered in a variety of contexts such as formal courses at educational institutions, conferences, workshops, or certification. All education providers must be approved by the ATC in order to provide RTI, which can be credited towards the VIA's registered apprenticeship programs.

Educational Institutions

If an educational institution's courses align with RTI listing in the Registered Apprenticeship Program Standards, then the educational institution will be determined to be an approved provider as determined by the ATC.

Other providers

Other organizations can request to be an approved RTI provider. This process can be initiated by the apprentice, the educational institution, or the ATC. To request to be an approved RTI provider, the organization must complete the following:

1. Request approval to the ATC in writing,
2. Provide information on the curriculum that is offered including course title, course outline, number of hours of instruction, how coursework is provided (i.e., online, hands-on workshops, etc.), and other relevant information. This could include a syllabus or curricula that contains the requested information.
3. Provide a website link for the organization and/or coursework.

Following the submission of this request, the ATC may ask for additional information to be provided. When all needed information is obtained, the ATC will work with the U.S. Department of Labor (DOL) for final approval. After the DOL approval is obtained, the ATC approval will be granted. The requesting organization will be notified and then added to the approved provider list.

REFERENCES

Barnes Group, Inc. (n.d.). Apprenticeship Program Handbook. Retrieved from <https://www.barnesgroupinc.com/career/Docs/Apprenticeship%20Handbook%20Final.pdf>

U.S. Department of Labor. (n.d.). Employers, *Appenticeship.gov*. Retrieved from <https://www.apprenticeship.gov/help/employers#top>

U.S. Department of Veteran Affairs. (2017, June). Understanding on-the-job training and apprenticeship approval: An informational guide for employers and sponsors. Retrieved from https://benefits.va.gov/GIBILL/docs/job_aids/OJT_APPInfoGuide.pdf

U.S. Department of Veteran Affairs. (2020, December). About GI Bill Benefits. Retrieved from <https://www.va.gov/education/about-gi-bill-benefits/>

Wallace, D. (n.d.). Veterans Education Benefits Employer Handbook: Apprenticeship Training Programs. *Division of Apprenticeship Standards*, Massachusetts. Retrieved from <https://www.mass.gov/doc/va-certifying-official-handbook/download>

ADDITIONAL RESOURCES

U.S. DEPARTMENT OF LABOR

[APPRENTICESHIP.GOV](https://www.apprenticeship.gov)

The U.S. Department of Labor has an entire website dedicated to apprenticeship programs at [apprenticeship.gov](https://www.apprenticeship.gov). At the top of the page, information related to potential apprentices, employers, educators, and resources can be found by clicking on the desired category. Additionally, the “Help” option at the top of the page offers answers to frequently asked questions by [apprentices and career seekers](#) as well as [employers](#). These pages discuss opportunities and some logistics of how the apprenticeship works in addition to some specific information related to service members and veterans interested in using their GI Bill. [Community colleges](#) can find more details about their roles in apprenticeships by clicking on the Educators tab and selecting community colleges on the side-menu.

Apprentices and career seekers can find information at <https://bit.ly/3Cn5lYg>.

Employers can find information at <https://bit.ly/3CrUyw2>.

Community colleges can find information at <https://bit.ly/3wZXUVZ>.

ARMY NATIONAL GUARD

[NATIONALGUARD.COM/EDUCATION-PROGRAMS/APPRENTICESHIP](https://www.army.mil/e2e/education-programs/apprenticeship)

The Army National Guard provides a page that discusses registered apprenticeships, the training requirements, and how veterans might use their GI Bill.

U.S. DEPARTMENT OF VETERANS AFFAIRS

[VA.GOV/EDUCATION](https://www.va.gov/education)

The U.S. Department of Veteran Affairs offers plenty of resources that detail how to use and manage GI Bill benefits. Throughout this webpage, information specifically regarding education benefits can be found via the appropriate links. For example, [About GI Bill benefits](#) will lead to more information on how the GI Bill works and servicemembers and veterans’ options for paying for school and training. On the About GI Bill benefits page, the side-menu has a link titled “[How to use your benefits](#).” By clicking that and then “[On-the-job training](#)” on the next side-menu, servicemembers and veterans can learn how the GI Bill can help pay for educational supplies and housing while completing an apprenticeship in an applicable industry.

APPENDICES

APPENDIX A: GENERAL FARMER STANDARDS

Pages A1 – A8 from VIA Standards



<i>Occupation</i>	<i>O*Net Code</i>	<i>RAPIDS Code</i>
FARMER, GENERAL	11-9012.00	0177CB

Section 1 – On-the-Job Learning (Work Experience) - 29 CFR § 29.5(b)(4)

1. Every apprentice is required to participate in on the job learning in the occupation or industry in which the apprentice is to be trained.
2. The sponsor/participating employer must ensure Apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the Apprenticeship, and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job training shall be carried on under the direction and guidance of a qualified professional.

The following identifies the major work processes in which Apprentices will be trained.

Apprenticeship Competencies – Technical

The below on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes, which are a part of the trade. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

Ratings are:

Demonstrates Fundamentals – Apprentice can perform the task with some coaching.

Proficient in Task – Apprentice performs task properly and consistently.

Completion Date – Date apprentice completes final demonstration of competency.

Apprentices need to be “proficient in task” in each category, by each of their nine month reviews during the apprenticeship in order to be considered for any merit increases or to have successfully completed the apprenticeship.

The evaluation will be conducted in accordance with the employer’s competency-based performance evaluation system.

Apprentice Name: _____

Start Date _____

Item	Farmer, General: Technical Competencies	Demonstrated Fundamental	Proficient in Tasks	Completion Date	N/A
A.	CROPS, LIVESTOCK, AND/OR POULTRY, CATTLE (Breeding and Care)				
Estimated hours 2900	<p>Observing and monitoring general conditions and administering simple medication to livestock as needed. Feed and moving livestock if pasture and/or weather conditions warrant. Learn safe precautions when working with livestock and/or poultry, including confinement certifications, if applicable. As applicable, work with breeding schedules and well as helping to access needed genetics for overall bloodline/genetic improvements.</p> <ol style="list-style-type: none"> 1. Cattle which could include Beef or Dairy 2. Hogs 3. Horses 4. Sheep or goats 5. Chickens, Turkeys, and/or Ducks 6. Misc. items such as honeybees <p>Planning and preparation of crops for growing season, including normal farm and agribusiness safety practices for applicable crop and/or agribusiness, which could include but are not limited to grains, forages, fruits, vegetables, etc.</p> <ol style="list-style-type: none"> 1. Planting 2. Care: general observation of crop and crop conditions during the growing season including crop scouting procedures which could include weed and pest identification to determine if additional crop management action is needed. 3. Harvesting; determination of harvest schedule and methods as applicable. 				
B.	PRODUCT CARE, INCLUDING VALUE ADDED				
Estimated hours 900	<p>Monitor harvested and stored agricultural products and/or by-products including value added products to ensure proper condition is maintained.</p> <ol style="list-style-type: none"> 1. Livestock and/or livestock by-products such as milk, wool, etc. 2. Produce such as vegetables, fruits, nuts, and other tree products. 3. Honey 4. Grains, Oilseeds, and Legumes including milling and Hybrid seed products 5. Harvesting and processing of livestock. 6. Product development as applicable. 				
C.	MACHINERY, EQUIPMENT MAINTENANCE and REPAIR				

<p>Estimated hours 900</p>	<p>Equipment training as well as learning and understanding general farm and/or agribusiness safety as it relates to equipment, machinery, tractors, and other farm tools. Learn and have a general understanding of impact of proper maintenance on performance and safety.</p> <ol style="list-style-type: none"> 1. Diagnosis of needed repairs. 2. Communicate needed repairs for proper resolution and/or complete maintenance schedules as applicable. Follow up to ensure completion as needed. 3. Livestock equipment, ensure equipment is in proper working condition and is safe for animal and human. 4. Preventative maintenance, minor repair of equipment, tire repair, simple welding, and rough carpentry. 5. Tractors and other vehicles, ensure properly maintained and are in safe working order. 6. Planting and Harvesting Vehicles and Equipment; Conduct pre-planting and preharvest adjustments and repairs. 7. Proper storage, cleaning, maintenance of any needed equipment related to food or product processing 				
<p>D.</p>	<p>LEADERSHIP, FINANCE, MARKETING, AND BUSINESS MANAGEMENT</p>				
<p>Estimated hours 1300</p>	<p>Learn and understand general farm and/or agribusiness operating and business practices, including if applicable topics on people and resource management.</p> <ol style="list-style-type: none"> 1. Record and bookkeeping, which could include budgets, break even points, etc. 2. Ordering needed supplies and products 3. Understand business structures and appropriate business plan needs including financial feasibility. Business structures could include Corporation, LLC, training vs therapy, non-profit, etc. 4. Marketing of products and by-products 5. Supply Chain Management 6. Supply Chain Management 7. Leadership, Personnel Growth and Relationship 8. Development programs such as: <ol style="list-style-type: none"> i) Employee Management of employees and resources ii) Client and Customer management iii) Emotion Intelligence iv) Stress Management v) Strategic Planning 				

Date Completed: _____

Apprentice: _____

Mentor: _____

Supervisor: _____

Sponsor: _____

*Participating Employer must return this form to the Sponsor***Apprenticeship Competencies – Behavioral**

In addition to mastering all of the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies in order to complete the apprenticeship.

Ratings are:

(4) Exceeds targets; (3) Consistently achieves targets; (2) Meets some targets; (1) Not meeting targets; or (N/A) Not applicable.

Apprentices need to receive at least a "3" ranking in each category in order to be considered for any merit increases or to have successfully completed the apprenticeship.

Apprentice Name: _____

Ranking:

Item #	Behavioral Competencies	4	3	2	1	N/A
1.	Participation in team discussions/meetings					
2.	Focus in team discussions/meetings					
3.	Focus during independent work					
4.	Openness to new ideas and change					
5.	Ability to deal with ambiguity by exploring, asking questions, etc.					
6.	Knows when to ask for help					
7.	Able to demonstrate effective group presentation skills					
8.	Able to demonstrate effective one-on-one communication skills					
9.	Maintains an acceptable attendance record					
10.	Reports to work on time					
11.	Completes assigned tasks on time					
12.	Uses appropriate language					
13.	Demonstrates respect for customers, co-workers, and supervisors					
14.	Demonstrates trust, honesty, and integrity					
15.	Requests and performs work assignments without prompting					
16.	Appropriately cares for personal dress, grooming and hygiene					
17.	Maintains a positive attitude					
18.	Cooperates with and assists co-workers					
19.	Follows instructions/directions					
20.	Able to work under supervision					

21.	Able to accept constructive feedback and criticism					
22.	Able to follow safety rules					
23.	Able to take care of equipment and workplace					
24.	Able to keep work area neat and clean					
25.	Able to meet supervisor's work standards					
26.	Able to not let personal life interfere with work					
27.	Adheres to work policies/rules/regulations					

Supervisor/Trainer: _____

Section 2 –Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2) 29.5(b)(16)

1. The term of Apprenticeship shall be a period of reasonably continuous employment, including the probationary period as stated on this “On-the-Job” Learning outline, plus the required hours of “Related Training Instruction”.
2. The program is premised on competencies demonstrated in lieu of time considerations. Title 29, CFR Part 29 requires programs be no less than 2000 hours. Estimated 3 years.
3. An Apprentice, who, by exceptional aptitude or as a result of past education and/or practical experience, achieves the desired level of competency in a phase of the Apprenticeship Program in less than the time designated or illustrates existing competency on the initial assessment, may be advanced to the appropriate level.

Section 3- Probationary Period – (29 CFR § 29.5 (b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period of 500 hours, which may not exceed 25 percent of the length of the program or 1 year, whichever is shorter. This period will be credited toward completion of the apprenticeship program.

Section 4 – Apprentice to Professional Ratio - 29 CFR § 29.5(b)(7)

1. A numeric ratio of apprentices to fully skilled professionals in the occupation consistent with proper supervision, training, safety, and continuity of employment except where such ratios are expressly prohibited by collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, employer’s total workforce, department, or plant.
2. The ratio of apprentices employed to fully skilled professionals in the employers’ total workforce will be 2:1.

Section 5 – Apprentice Wage Progression - 29 CFR § 29.5(b)(5)

1. Apprentices shall be paid a progressively increasing schedule of wages for on the job learning during their apprenticeship based on the acquisition of increased skill and competence as the training progresses.
2. Before an apprentice is advanced to the next segment of training or to fully proficient professional, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in RTI courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and Related Training Instruction records and reports.
3. At no time will the starting wage rate be less than that required by any minimum wage law which may be legally applicable.

Wage	Level/Approximate Hours	On-the-Job Learning Benchmark	Education Benchmark
\$12.00	0-2000	With supervision, begin field training and become familiar with all required competencies	Complete all required job-related education with satisfactory progress
\$14.50	2001-4000	With limited supervision, demonstrate proficiency in all required tasks	Complete all required job-related education with satisfactory progress
\$17.00	4001-6000	With little supervision, demonstrate proficiency in all required tasks.	Complete all required job-related education with satisfactory progress

The current minimum Wage Rate for an employee at the full performance level will be no less than for this occupation which is \$20.00 per hour.

Section 6 - Related Training Instruction-29 CFR § 29.5(b)(4)

Provider(s): Veterans in Agriculture/Community Colleges/
Address: 10861 Douglas Ave

Urbandale 50321

Method: Classroom

1. During the term of apprenticeship, each Apprentice is required to complete approximately 432 hours of related training instruction.
2. Each Apprentice's attendance and progress in related training instruction must be tracked and appropriate records maintained.
3. Time devoted to the related training instruction shall not be considered as part of the on-the-job learning (OJL).
4. Failure on the part of the Apprentice to fulfill their obligation as to the related training and instruction and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their Apprenticeship Agreement.
5. Related Training Instruction courses supplement the on-the-job learning and lists courses that provide technical ability.
6. The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored.
7. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction.
8. Each Apprentice's attendance and progress in related training and instruction must be tracked and appropriate records maintained.
9. Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.
10. To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The sponsor will monitor and document the apprentice's progress in related instruction classes.
11. Time devoted to the Related Training Instruction shall not be considered as part of the on-the-job learning (OJL).
12. The sponsor will inform each apprentice of the availability of college credit through the Registered Apprenticeship College Consortium (RACC).
13. Apprentices will not be paid for hours spent attending related training instruction.

The course listings outline the related training and instruction that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related training instruction that the apprentice can reach the skilled level of the occupation. The following is the required course curriculum during the term of apprenticeship.

Note: This is a Statewide Registered Apprenticeship Program. Course titles and classes may differ slightly depending upon the Community College or Related Training Provider approved by VIA.

General Farmer Required Technical Instruction

Year 1: 144 Contact Hours

Select at least 1 Business Class and 2 Production Classes from the Listing Below. Items listed in Other will need approval before selection.

Business and Leadership Classes

Communication Skills

Composition

Entrepreneurial Accounting

Intro to Ag Markets

Production Classes

Principals of Agronomy

Soil Science
 Working with Animals
 Pesticide Application
 Animal Nutrition
 Agricultural Markets
 Intro to Horticulture
 Intro to Greenhouse

Other

Welding
 Diesel Mechanics
 Field Days
 Farm Conferences

Year 2: 144 Contact Hours

Select at least 1 Business Class and 2 Production Classes from the Listing Below. Items listed in Other will need approval before selection.

Business and Leadership Classes

Entrepreneurial Accounting
 Ag. Application in Biotech
 Niche Markets
 Agribusiness Management
 Grain Management
 Human Resources

Production Classes

Crop Scouting
 Precision Ag Application
 Animal Nutrition
 Animal Health
 Swine Science
 Beef Cattle Science
 Dairy Science
 Sheep Production
 Intro to Crop Science
 Insects and Diseases
 Environmental Science
 Intro to Greenhouse

Other

Welding
 Diesel Mechanics
 Field Days
 Farm Conferences

Year 3: 144 Contact Hours

Select at least 1 Business Class and 2 Production Classes from the Listing Below. Items listed in Other will need approval before selection.

Business and Leadership Classes

Niche Markets
 Alternative Energy in Agri.
 Business Accounting
 Business Law
 Leadership In Agriculture

Futures and Options
Human Resources

Production Classes

Crop Scouting
Precision Ag Application
Swine Science
Beef Cattle Science
Dairy Science
Sheep Production
Grain and Forage Crops
Animal Nutrition 2
Aquaculture 1
Aquaculture 2
Greenhouse Production
Irrigation Systems
Fruit and Vegetable Science
Seed Science
Farm to Table
Grain Handling

Other

Welding
Diesel Mechanics
Field Days
Farm Conferences

APPENDIX B: GENERAL FARM WORKER STANDARDS

(Pages A9 – A13 from VIA Standards)



<i>Occupation</i>	<i>O*Net Code</i>	<i>RAPIDS Code</i>
<i>FARM WORKER, GENERAL I</i>	45-2091.00	0981

Section 1 – On-the-Job Learning (Work Experience) - 29 CFR § 29.5(b)(4)

1. Every apprentice is required to participate in related instruction in technical subjects related to the occupation.
2. The sponsor /participating employer must ensure Apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the Apprenticeship, and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job training shall be carried on under the direction and guidance of a qualified professional.

The following identifies the major work processes in which Apprentices will be trained.

Apprentice Name: _____

Start Date _____

On the Job Learning	
SAFETY and Training including food safety.	200
Machine Operation and general farm or agribusiness safety using normal safety practices, pesticide training or certifications, etc.	
Farm or agribusiness equipment training on machinery, which could include business machinery, plowing, harrowing, spraying, cultivating and harvesting crop safety precautions working with livestock and/or poultry, including confinement certifications and food safety, if applicable.	
CARE of CROPS, LIVESTOCK, and/or POULTRY, and BYPRODUCTS	1000
Observing general condition and administering simple medication to livestock when needed as well as learning scout crops procedures, which could include weed and pest identification to determine if additional crop management action is needed.	
Feeding and moving livestock if pasture or weather conditions warrant.	
Monitor stored agricultural products and/or agribusiness byproducts to ensure proper condition is maintained post-harvest and during storage as applicable.	
MAINTENANCE of EQUIPMENT, BUILDINGS, FENCES and OTHER STRUCTURES, which could include trucks and automobiles.	500
Preventive maintenance, minor repairs of equipment, tire repair, simple welding, and rough carpentry	
Prepare equipment in preparation for planting and/or harvest season. Ensure livestock equipment is in proper working condition and is safe for animal and human.	
BUSINESS MANAGEMENT AND OPERATIONAL SUPPORT	300
Record and bookkeeping, which could include budgets, break even points, etc.	
Ordering needed supplies and products	
Marketing	
TOTAL HOURS	2000

Date Completed: _____

Apprentice: _____

Mentor: _____

Supervisor: _____

Sponsor: _____

Participating Employer must return this form to the Sponsor

Apprentice Name: _____ Ranking: _____

Item #	Behavioral Competencies	4	3	2	1	N/A
1.	Participation in team discussions/meetings					
2.	Focus in team discussions/meetings					
3.	Focus during independent work					
4.	Openness to new ideas and change					
5.	Ability to deal with ambiguity by exploring, asking questions, etc.					
6.	Knows when to ask for help					
7.	Able to demonstrate effective group presentation skills					
8.	Able to demonstrate effective one-on-one communication skills					
9.	Maintains an acceptable attendance record					
10.	Reports to work on time					
11.	Completes assigned tasks on time					
12.	Uses appropriate language					
13.	Demonstrates respect for customers, co-workers and supervisors					
14.	Demonstrates trust, honesty and integrity					
15.	Requests and performs work assignments without prompting					
16.	Appropriately cares for personal dress, grooming and hygiene					
17.	Maintains a positive attitude					
18.	Cooperates with and assists co-workers					
19.	Follows instructions/directions					
20.	Able to work under supervision					
21.	Able to accept constructive feedback and criticism					
22.	Able to follow safety rules					
23.	Able to take care of equipment and workplace					
24.	Able to keep work area neat and clean					
25.	Able to meet supervisor's work standards					
26.	Able to not let personal life interfere with work					
27.	Adheres to work policies/rules/regulations					

Supervisor/Trainer: _____

Section 2 – Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2) 29.5(b)(16)

1. The term of Apprenticeship shall be a period of reasonably continuous employment, including the probationary period as stated on this “On-the Job” Learning outline, plus the required hours of “Related Training Instruction”.
2. The program is premised on time. Title 29, CFR Part 29 requires programs be no less than 2000 hours.
3. An Apprentice, who, by exceptional aptitude or as a result of past education and/or practical experience, achieves the desired level of competency in a phase of the Apprenticeship Program in less than the time designated or illustrates existing competency on the initial assessment, may be advanced to the appropriate level.

Section 3- Probationary Period – (29 CFR § 29.5 (b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period of 500 hours, which may not exceed 25 percent of the length of the program or 1 year, whichever is shorter. This period will be credited toward completion of the apprenticeship program.

Section 4 – Apprentice to Professional Ratio - 29 CFR § 29.5(b)(7)

1. A numeric ratio of apprentices to fully skilled professionals in the occupation consistent with proper supervision, training, safety, and continuity of employment except where such ratios are expressly prohibited by collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, employer’s total workforce, department, or plant.
2. The ratio of apprentices employed on the job site to fully skilled professionals will be 1:1.

Section 5 – Apprentice Wage Progression - 29 CFR § 29.5(b)(5)

1. Apprentices shall be paid a progressively increasing schedule of wages for on the job learning during their apprenticeship based on the acquisition of increased skill and competence as the training progresses.
2. Before an apprentice is advanced to the next segment of training or to fully proficient professional, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in RTI courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and Related Training Instruction records and reports.
3. At no time will the starting wage rate be less than that required by any minimum wage law which may be legally applicable.

Hours	Wage(s)
0-1000	\$10.00
1001-2000	\$11.80

The current minimum Wage Rate for an employee at the full performance level will be no less than for this occupation which is \$13.90 per hour.

Note: Participating Employers will annotate wages on the Company Participation Agreement.

Section 6 - Related Training Instruction-29 CFR § 29.5(b)(4)

Provider(s): Veterans in Agriculture/Community Colleges/
Address: 10861 Douglas Ave
Urbandale 50321

Method: Classroom

1. During the term of apprenticeship, each Apprentice is required to complete approximately 144 hours of related training instruction.
2. Each Apprentice’s attendance and progress in related training instruction must be tracked and appropriate records maintained.

3. Time devoted to the related training instruction shall not be considered as part of the on-the-job learning (OJL).
4. Failure on the part of the Apprentice to fulfill their obligation as to the related training and instruction and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their Apprenticeship Agreement.
5. Related Training Instruction courses supplement the on-the-job learning and lists courses that provide technical ability.
6. The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored.
7. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction.
8. Each Apprentice's attendance and progress in related training and instruction must be tracked and appropriate records maintained.
9. Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.
10. To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The sponsor will monitor and document the apprentice's progress in related instruction classes.
11. Time devoted to the Related Training Instruction shall not be considered as part of the on-the-job learning (OJL).
12. The sponsor will inform each apprentice of the availability of college credit through the Registered Apprenticeship College Consortium (RACC).
13. Apprentices will not (choose one) be paid for hours spent attending related training instruction.

The course listings outline the related training and instruction that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related training instruction that the apprentice can reach the skilled level of the occupation. The following is the required course curriculum during the term of apprenticeship.

Note: This is a Statewide Registered Apprenticeship Program. Course titles and classes may differ slightly depending upon the Community College or Related Training Provider approved by VIA.

Farmer Worker Required Instruction

Year 1: 144 Contact Hours

Select at least 1 Business Class and 2 Production Classes from the Listing Below. Items listed in Other will need approval before selection.

Business Classes

Communication Skills
Composition
Intro to Accounting
Leadership in
Agriculture

Production Classes

Principals of
Agronomy
Fundamentals of Soil
Science
Working with Animals
Pesticide Application
Animal Nutrition
Animal Health
Intro to Horticulture
Soil Science
Crop Scouting

Other

Welding
Diesel Mechanics
Field Days
Farm Conference

APPENDIX C: SAMPLE INTERVIEW QUESTIONS

The apprentice will go through two different interviews: one with the ATC to be accepted into the apprenticeship program and one with the Mentor Farm or Agribusiness to be hired onto an On-the-Job Training location. The following pages are sample questions to help the apprentice prepare for the interview. Additional questions that are not listed below may be asked as well.

Sample Questions for the Applicant during the ATC Interview

The applicant's first interview will occur with the ATC. The following are potential ATC interview questions for the applicant.

1. Tell us about yourself.
2. What is your connection and experience with agriculture and food?
3. What drew you to this program, and what are your long-term goals following completion?
4. What types of agriculture or food business apprenticeship are you looking for?
5. What skills and knowledge do you hope to gain from participating in an apprenticeship?
6. What type of supervision or management style works best for you? What do you expect in a mentor?
7. Describe a time when things didn't go your way, how did you handle it?
8. Describe a time when you had conflict with someone, how did you handle that circumstance?
9. Can you tell me about any kind of commitment you've had for more than a year? For example, team sports, education, job, or career.
10. What do you think helps you communicate well with people you work with?

Sample Questions for the Applicant during the Mentor Farm or Agribusiness Interview

After completing the first interview, the ATC will help connect the apprentice to a potential Mentor Farm or Agribusiness. The following are potential Mentor Farm or Agribusiness Interview questions for the apprentice. Mentor Farms and Agribusinesses may include additional questions or edit these questions as they see fit.

1. What are the things in your life that have led you to having interest in an apprenticeship?
2. Our business requires [insert requirements]. Can you tell me how you will handle this, and if you are comfortable with those tasks?
3. Tell me about your previous experience working on a farm or food business similar to ours.
4. Tell me about your understanding and experience using [equipment].
5. What do you think are the three positive qualities you bring to a team and what do you need to work on? Would a co-worker or boss answer this differently than you did?
6. Tell me about a time you had a conflict with a co-worker or boss. What happened? How did you handle it? Did you find resolution?
7. What motivates you to do a good job?
8. What are your character traits that get in your way or pose challenges to you or others?
9. How will this apprenticeship help you achieve your long-term goals?

Sample Questions for Mentor Farms and Agribusinesses (Employers) during the ATC Interview

To become a Mentor Farm or Agribusiness, Employers must participate in an interview with the ATC. The following are potential questions that may be asked to help the Employer prepare for the interview. Additional questions that are not listed below may be asked as well.

1. Why do you want to start an apprenticeship on your farm or food business?
2. Please tell us more about your farm or food business, which may include, practices, staff, typical day, etc.,
3. Describe your location, climate, and region that your farm or food business is in.
4. What are your long-term goals for your business?
5. What excites you about being a mentor?
6. What do you want to share or teach someone?
7. Do you have experience being a coach, teacher, or mentor?
8. What is your personal philosophy regarding land, farming, and food?
9. How flexible do you think you are, when it comes to altering your routines to accommodate teaching
10. What do you think is the difference between managing other people and mentoring them?
11. What can the apprentice expect to do on the job?
12. Do you have long-term goals regarding business transition?
13. Do you have firm dates for hiring (including seasonal or year-round work)? What is the optimal start time?
14. Do you have pre-requisites for hiring an apprentice?

APPENDIX D: POTENTIAL TOPICS FOR REQUIRED TECHNICAL INSTRUCTION

RTI providers can include community colleges, private colleges and universities, and public universities that provide courses that are listed as RTI topics below. Apprentices must confirm their RTI plans with the ATC prior to enrollment to ensure they are meeting their apprenticeship requirements. For any other circumstances, such as seeking RTI outside of a college or university, apprentices may contact the ATC. RTI plans will be reviewed on a case-by-case basis.

Business and Leadership

- Ag Application in Biotechnology
- Agribusiness Management
- Alternative Energy in Agriculture
- Introduction to Accounting
- Business Accounting
- Business Law
- Communication Skills
- Composition
- Entrepreneurial Accounting
- Futures and Options
- Grain Management
- Human Resources
- Introduction to Ag Markets
- Leadership in Agriculture
- Niche Markets

Production

- Animal Health
- Animal Nutrition 1
- Animal Nutrition 2
- Aquaculture 1
- Aquaculture 2
- Beef Cattle Science
- Crop Scouting
- Dairy Science
- Environmental Science
- Farm to Table
- Fruit and Vegetable Science
- Fundamentals of Soil Science
- Grain and Forage Crops
- Grain Handling
- Greenhouse Production
- Insects and Diseases
- Introduction to Crop Science
- Introduction to Greenhouses
- Introduction to Horticulture
- Irrigation Systems
- Pesticide Application
- Precision Agriculture Application
- Principles of Agronomy
- Seed Science
- Sheep Production
- Soil Science
- Swine Science
- Working with Animals

Other

- Diesel Mechanics
- Farm Conferences
- Field Days
- Welding