

EARLY CHILDHOOD EDUCATOR REGISTERED APPRENTICESHIP PROGRAM FAQ

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Is ECERAP right for me?

1. Who are the participating colleges?

- Grand Rapids Community College: <http://www.grcc.edu>

2. Who are the participating employers?

- Early Learning Neighborhood Collaborative: Early Learning Center
- United Methodist Community House Child Development Center
- Baxter Child Development Center
- Hispanic Center of Western Michigan: La Escuelita
- Grand Rapids Early Discovery Center
- YMCA-Child Development Center
- Refugee Education Center-Hands Connected and Explore & Learn Academy
- The Other Way Ministries-Little Lights

3. How is the apprenticeship different from a traditional school track of Child Development?

As a participant in a USDOL Registered Apprenticeship program:

- You can immediately apply your classroom learning and new skills in a work setting.
- You will graduate with a Department of Labor (DOL) certification.

4. I am currently employed. How can I complete the requirements for this program?

- The ECERAP is a fulltime commitment.
- You will be required to work part-time (up to 32 hours a week) for one of the participating employers and attend school part time (3-8 hours a week). Working additional hours or maintaining a second job is not recommended.

5. Do I need to have experience to be considered for this program?

- After completing the on-line Interest Form a candidate must schedule a one-on-one meeting with the Apprenticeship Coach.
- Another requirement to be considered for the ECE apprenticeship training is to complete the CARE Course offered in partnership with Ferris State University. This series of workshops, four in total, will provide an opportunity to further explore if this is the right career for you. This class will be offered virtually and facilitated by the Apprenticeship Coach. This workshop will be offered on December 2, 7, 9 and 14; 2-4p.m. each of these

days.

6. What credentials will I earn after I complete the program?

- CDA Fast Track Certificate from GRCC which also offers 9 credit hours towards your Associate Degree,
- A Certificate of Completion of Apprenticeship from the US Department of Labor, and
- You will have completed most of the requirements to earn the Child Development Associate Credential, a national industry-recognized credential.

7. What are the program eligibility requirements?

- Must be at least 18 years old
- Pass a comprehensive background check that includes fingerprinting, DHHS Central Registry, and ICHAT with the State of Michigan.
- A high school diploma or GED equivalency is encouraged. In the absence of either, participants must score at a 9th grade literacy level or higher on the TABE assessment to meet the minimum educational requirements for this apprenticeship training. The participant will then be required to be dual enrolled in an adult educational program that will lead to the completion of their high school diploma or GED prior to completion of the apprenticeship.
- Priority is also given to candidates who are between the ages of 18-24.

8. What are the program expectations?

- Need for computer access and the ability to navigate an online course plus the ability to prioritize/allocate time for the course;
- Arrive to work on time;
- Follow attendance policy for the employer and school;
- Maintain satisfactory grades per GRCC's Education Department's Policy which states that students need to complete courses with grades of C or above to progress into the next courses;
- Maintain a high level of professionalism;
- Effectively manage homework, work schedule and personal obligations;
- Commit to work with the employer for a specified period of time after completing the apprenticeship program. Length of commitment may vary by employer.

9. How many hours per week is the program?

3-8 hours a week to complete online work; an average of 32 hours a week of paid work experience.

10. Will I be able to take leave time or attend a family vacation while I am in the program?

ECERAP is a 12 month, full-time commitment. Apprentices are expected to follow attendance policy for the employer and school, arriving to work and school on time. Requested time off must be planned around the college calendar and worksite schedule.

11. Will there be child care available during work or school hours?

You are responsible for making your own arrangements for child care before the start of the program. If you need assistance with securing child care, talk with the Steepletown Career Coach to obtain information/referral to assist you in your childcare search.

12. How much will the program cost?

The full cost of the program is covered by the Pell Grant, other workforce development federal grants and/or employer contributions for students attending Grand Rapids Community College. You may be responsible for minimal parking fees (approximately \$100).

13. What are the apprenticeship wages?

Each employer partner will set the starting wage for the apprentice at their child development center; the likely range is from \$10-\$11/hour. A wage increase will occur at the completion of the apprenticeship with satisfactory progress in both related instruction and on-the-job training; *Ending wages vary per employer.*

14. What does the program curriculum include?

- The Apprentice will be enrolled in the Fast Track CDA/ CDA Formal Training Hours Online Modules. Completion of the first 4 seven week modules will provide essential training for working with young children as required by the Council for Professional Recognition. These courses are designed for students who are working in the early childhood field to complete the CDA formal training hours. Students develop resource collection components for their professional portfolio, write the competency standard, and demonstrate knowledge related to each functional area. The fifth module will help pull it all together to apply to the Council of Professional Recognition to earn the CDA.
- The five courses at GRCC over the 10 month timeframe of the apprenticeship:
 - CD 106- Promoting a Safe, Healthy Learning Environment (2 Credits)
 - CD 107-Promoting Physical and Intellectual Competency (2 Credits)
 - CD 108-Promoting Social and Emotional Competency and Building Family Relationships (2 Credits)
 - CD 109-Promoting programs responsive to participant needs and maintaining a commitment to professionalism (2 Credits)
 - CD 112-This course is designed to provide the opportunity for the student to put together their portfolio and prepare for the test and their verification visit.
- The CDA Competency Standards and Functional Areas:
 - Goal I. To establish and maintain a safe, healthy learning environment
 - Safe
 - Healthy
 - Learning Environment
 - Goal II. To advance physical and intellectual competence
 - Physical
 - Cognitive
 - Communicative
 - Creative
 - Goal III. To support social and emotional development and to provide positive guidance
 - Self
 - Social

- Guidance
- Goal IV. To establish positive and productive relationships with Families
 - Families
- Goal V. To ensure a well-run purposeful program responsive to participant needs
 - Program Management
- Goal VI. To Maintain a commitment to professionalism
 - Professionalism

Submitting an application

1. Where do I submit an application of Interest?

The Interest Form is available on the Steepletown website. The application will remain open until December 1, 2020.

2. What happens after I fill out an Interest Form?

- You will receive an email confirmation from Steepletown, who is the Sponsor Organization for this apprenticeship training program.
- You will need to contact the Steepletown Apprenticeship Coach to set up an intake interview.
- At this interview barriers to successful participation and completion of the apprenticeship program will be explored.
- The Apprenticeship Coach will also review the Apprenticeship Checklist so that it is clear what is needed to be accepted into the ECERAP.
- The Apprenticeship Coach will also explain the value of creating a Career Portfolio.

3. How will an Apprenticeship Coach help me?

The Steepletown Apprenticeship Coach will help you

- Develop a career pathway in the child development/early childhood educator field;
- Identify your transferable skills and work values;
- Ensure that you are prepared to manage the responsibilities of the apprenticeship.

4. What is a Career Portfolio and why do I need one?

Career portfolios are used to plan, organize and document education, work samples and skills.

People use career portfolios to apply to jobs; apply to college or training programs; get a higher salary; show transferable skills and track personal development.

Your career portfolio is portable. Once you have the basic foundation, you can continue to add to it as you move through your career pathway. A career portfolio is a requirement for entrance consideration into the ECERAP program. If you should not be selected for this apprenticeship, Michigan Works! may be able to help you secure other employment opportunities by means of your portfolio.

5. What is a career pathway?

A career pathway is a collection of programs and services to develop your core academic, technical and employability skills. It provides continuous education, training and placement in high-demand,

high- opportunity jobs.

6. How do I know when I have everything completed to be considered for the ECERAP?

An Apprenticeship Checklist will be provided upon contacting the Apprenticeship Coach. Regular contact with Steepletown’s Apprenticeship Coach will assure timely progress in completing all of the steps of enrollment. Candidates can also contact Kathleen Neumann, GRCC Child Development Community Liaison by emailing kathleenneumann@grcc.edu.

NOTE: This is a competitive application process; once the employers select their candidate(s) this training program will be closed for this year. There will be a limited number of applicants placed on a waiting list.

College enrollment process

1. Where do I submit the college application?

When a candidate enrolls for the Fast Track CDA, they must contact either Kathleen Neumann (kathleenneumann@grcc.edu.) or Abbey (abbeyatanasoff@grcc.edu). This contact is how enrollment requirements are waived. If a candidate misses this step they will be asked to provide transcripts, do testing, etc.

2. What do I do after submitting the college application?

- After completing the college application a candidate will be assigned a college ID number.
- Candidates for the ECEAP are not required to take the accuplacer assessments; however, as will be explained by the Steepletown Apprenticeship Coach, a candidate must achieve a minimum score on the TABE assessment to be able to meet the rigorous demands of the academic curriculum.
- Candidates will complete the Distance Learning Orientation as a prerequisite for Fast Track CDA; this is done on-line through Blackboard and takes 20-25 minutes to complete.

3. Where can I get questions answered?

Candidates can contact Kathleen Neumann, GRCC Child Development Community Liaison by emailing kathleenneumann@grcc.edu.

Candidates of the ECERAP will attend their own GRCC New Student Orientation which will be offered virtually. The date and times for this Orientation are yet to be determined.

Interviews and Offers

1. How is it determined where I will do my On-The-Job Training/paid work experience?

One of the last items to complete on the Apprenticeship Checklist is to conduct an interview with a participating employer partner with whom the candidate wishes to work. Final acceptance into the apprenticeship training is contingent upon an employer partner accepting a candidate’s placement.

2. Is there a commitment to stay with the employer following the program?

Yes, you will commit to work with the employer for a specified period of time after completing the apprenticeship program.

- Length of commitment may vary by employer

3. What if I am not chosen for the program?

West Michigan Works! offers services to assist with career navigation, employer connections, free workshops, interest assessments, remedial testing and more! Please make sure you visit our centers for more information. Services are free and open to the public.

4. When does the program start?

GRCC classes and on-the-job training (work) will begin on or around January 11, 2021.