

# Apprentice Recordkeeping Responsibilities

Charting Your Comprehensive  
Apprenticeship Journey

September 18, 2024



# Agenda

- I. Introductions
- II. Apprentice's Recordkeeping
- III. Q&A
- IV. Next Steps



# Team Members



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# Support Team



**Erin Kupferberg**

Senior Education Strategy  
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**Veronica Singh**

Project Coordinator



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Chief Education Strategy  
Officer



# Apprentice's Recordkeeping

## Vital Role of Apprentice Recordkeeping:

Charting Progress, Ensuring  
Comprehensive Training



# Apprentice's Recordkeeping

- All apprentices are to keep a **daily record** of their on-the-job activities.
  - The purpose of keeping these records is to ensure that apprentices receive broad training in as many parts of the trade as possible (see the [Work Process Schedule](#) in the Standards of Apprenticeship, pages A-6 through A-15).
  - The apprenticeship lasts for years and without daily records, it would not be possible to keep track of which skill areas apprentices have received training in, and how much.
- It is the apprentices' responsibility to **post this record daily** and to have the employer/sponsor review and certify monthly.
  - These records should be kept by the apprentices as a permanent record.
  - Records will also enable apprentices to track exactly when they are due for their next wage increase.
- Should apprentices change employers, these records will also serve to **prove how far apprentices have progressed** through the apprenticeship.
- The Office of Apprenticeship supplies the employer/sponsor with the necessary **record keeping forms**, which they will make available to apprentices upon request.

# Apprentice's Recordkeeping



Apprenticeship  
Agreement (671)  
Form - Signed

Apprenticeship  
Orientation Form -  
Signed

**Monthly On-the-  
Job Learning (OJL)  
Report**

**Competency  
Check-offs**

Related Technical  
Instruction

**Credit for Prior  
Experience**

**Standards of  
Apprenticeship**

Apprenticeship  
Program Policies  
and Procedures

Licensing  
Requirement,  
if applicable

# Apprentice's Recordkeeping

## 1. Documents and tools for reporting

- a. [Work Process Schedule](#) (pages A-6 through A-15)
- b. [Apprentice and Mentor Recordkeeping Procedures Document](#)
- c. Apprenticeship E-Portfolio (link will be emailed directly to the apprentices and mentors)
- d. [Credit for Prior Experience Form](#)

## 2. Reference documents

- a. [Observation Log](#)
- b. [Quick Reference for Arctic Slope Community Foundation \(ASCF\) Tribal Educator Apprenticeship \(TEA\) Competencies](#)
- c. [Smartsheet Login Process](#)



# Q&A

What questions do you have regarding the recordkeeping procedures we discussed?



# Next Steps

1. Establish apprentice and mentor **regular meetings** (e.g., weekly).
2. Look out for the **Smartsheet Apprenticeship E-Portfolio** email invitation from Erin Kupferberg.
  - a. We will send the invitation to the email address you provided to ASCF.
  - b. If you have another email you'd like us to use, please type your email address in the chat.
  - c. Please check your "spam" folder.
  - d. Please follow the steps described in the [Smartsheet Login Process](#).
3. Start completing the [Credit for Prior Experience Form](#) using the steps described in the [Apprentice and Mentor Recordkeeping Procedures Document](#).
  - a. See section, "Tracking Prior Experience", Steps 1-4.



# Next Steps

## We're here to support you!

If you need additional support or have any questions on the recordkeeping procedures, please attend the **two optional Office Hours** below:

1. Date: Monday, September 23, 2024  
Time: 3 - 4 p.m., AKDT  
Teams Link: Click [here](#).  
Meeting ID: 282 647 539 102  
Passcode: 8pRarH
2. Date: Friday, September 27, 2024  
Time: 3:30 - 4:30 p.m., AKDT  
Teams Link: Click [here](#).  
Meeting ID: 288 041 521 259  
Passcode: mKFyLj

If you any questions, please contact **Veronica Singh** at [VSingh@veriteEDservices.com](mailto:VSingh@veriteEDservices.com).



**Veronica Singh**

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# Next Steps

**To provide feedback, you can either:**

**1. Scan the QR Code:**

- Point your smartphone camera at the QR code.
- It should automatically open a browser and direct you to the feedback form.

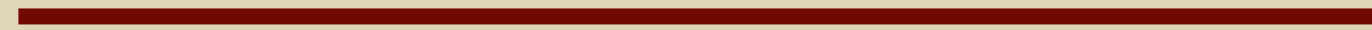
**2. Click the Link:**

- Click on the [link](#) provided.
- It will open a web page with the feedback form.

Please take a moment to share your thoughts and help us improve our training.

Thank you for your time and valuable input!





# Thank You



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