



Sacramento
Employment and
Training
Agency

September 22, 2022

Wendy Pelletier, Business Agent
American Federation of State, County
and Municipal Employees District
Council 57, Local 146, AFL-CIO
2295 Gateway Oaks Drive Suite 140
Sacramento, California 95833

**Re: Apprenticeship Program Requirements for CCTA to Associate
Teacher Classification**

Dear Wendy:

This is to confirm the agreement of the Sacramento Employment and Training Agency (SETA) and the American Federation of State, County and Municipal Employees District Council 57, Local 146, AFL-CIO (AFSCME) to a letter of understanding regarding mandatory education requirements for continuation in the classification of Associate Teacher (AT) for employees who do not achieve the required educational credits necessary to promote to the class within the prescribed time.

Specifically, it is agreed as follows:

1. Apprenticeship employees are hired and enrolled in a program and classification which allows them to obtain the necessary educational requirements for AT while also working with children as additional staff in the classroom.
2. If the employee fails a required course they can make it up in the next presentation so long as it is successfully completed in accordance with the attached chart.
3. An employee may not be more than one (1) course behind at any point to remain in the apprenticeship program.
4. If the employee fails to successfully complete and receive six (6) units of required courses within the allotted time they will fail the apprenticeship program and be released from employment with no right of appeal.

GOVERNING BOARD

ERIC GUERRA
Councilmember
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DENISE LEE
Interim Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

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(916) 263-3804

Website: <http://www.seta.net>

September 22, 2022

Wendy Pelletier

Re: Apprenticeship Program Educational Requirement Completion

Page 2

5. If the employee successfully completes and receives six (6) units of required courses, but does not complete the apprenticeship program, then they may be promoted on probation to the AT I classification. The employee does not have the right to return to the Child Care Teacher Assistant (CCTA) classification upon failure of probation in the AT class.
6. Successful completion of the apprenticeship program includes completion of twelve (12) units of prescribed coursework and obtaining a permit at the AT level. Upon completion of the apprenticeship program, the employee will be promoted to the AT III classification.

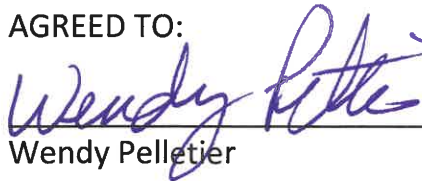
If this is your understanding of the agreement reached, please sign and date as indicated below and return one copy to my office. I have enclosed an additional original for your files.

Sincerely,



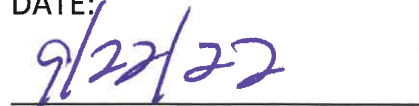
Dee Contreras
Labor Relations Consultant

AGREED TO:



Wendy Pelletier
Business Representative, AFSCME

DATE:



Cc: Denise Lee, Interim Executive Director
D'et Saurbourne, Administrative Services Deputy Director
Karen Griffith, CFS Program Operations Manager

ATTACHMENT: 9-22-2022 LOU – Apprenticeship Program Requirements

Group A: Apprentices that started prior to Summer 2022 semester

Scheduled Course	Semester	Opportunities to retake failed or missed coursework:
ECE 300- Intro to Principles and Practices	Summer 2022	Make- Up ECE 300 with Group B in Spring 2023
ECE 312- Child & Adolescent (no prerequisites)	Fall 2022	Will have the option to make up 312 on their own in Spring 2023
ECE 314 Child, Family, Community (no prerequisites)	Spring 2023	Will have the option to make up 314 on their own in Summer/ Fall 2023
ECE 326 Making Learning Visible/ Observation (Prerequisite is completion of 312)	Summer 2023	No Availability to make up this course due to being a requirement for the next course in the series
ECE 320 Curriculum and Interaction (Prerequisite is completion of 300, 312, co req 326)	Fall 2023	Will have the option to make up 320 on their own in Spring 2024
ECE 331 Care/Education of Infants & Toddlers (no prerequisites)	Spring 2024	No availability to make up this course due to the end of the Apprentice program

Group B: Apprentices that started prior to Fall 2022 semester

Scheduled Course	Semester	Opportunities to retake failed or missed coursework:
ECE 312- Child & Adolescent (no prerequisites)	Fall 2022	Will have the option to make up 312 on their own in Spring 2022
ECE 314 Child, Family, Community (no prerequisites)	Spring 2023	Will have the option to make up 314 on their own in Summer/ Fall 2023
ECE 300- Intro to Principles and Practices	Spring 2023	Will have the option to make up 300 on their own in Summer 2023
ECE 326 Making Learning Visible/ Observation (Prerequisite is completion of 312)	Summer 2023	No Availability to make up this course due to being a requirement for the next course in the series
ECE 320 Curriculum and Interaction (Prerequisite is completion of 300, 312, co req 326)	Fall 2023	Will have the option to make up 320 on their own in Spring 2024
ECE 331 Care/Education of Infants & Toddlers (no prerequisites)	Spring 2024	No availability to make up this course due to the end of the Apprentice program

- If a course is failed or missed due to approved leave, the apprentice will be placed on a Support Plan indicating their pathway of courses needed to remain in the program