



# Dental Assistant

Youth Apprenticeship

## DENTAL ASSISTANT

Dental Assistant youth apprentices prepare patients, sterilize, or disinfect instruments, set up instrument trays, prepare materials, and assist the dentist during dental procedures.

**Length of Apprenticeship:** One or two years

## OCCUPATIONAL COMPETENCIES

Youth apprentices work with a job site mentor to demonstrate the following competencies.

Year 1: Youth apprentices must complete a **total of 9** competencies. **Eight** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment.

Year 2: Youth apprentices must complete a **total of 9** competencies. **Eight** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. Those skills should be added to the competency list for assessment.

YEAR 1 Occupational Competencies	YEAR 2 Occupational Competencies
<ol style="list-style-type: none"><li>1. Use standard precautions and infection prevention strategies</li><li>2. Create and maintain client records</li><li>3. Assist to maintain emergency kit</li><li>4. Clean removable appliances</li><li>5. Prepare procedural trays and set-ups</li><li>6. Perform sterilization and disinfection procedures</li><li>7. Prepare room for procedures</li><li>8. Receive and prepare client for treatment</li><li>9. Provide client education and instructions</li></ol>	<ol style="list-style-type: none"><li>1. Complete lab forms</li><li>2. Apply topical anesthetic to the injection site</li><li>3. Assist with common clinical procedures</li><li>4. Chart dental conditions</li><li>5. Transfer dental instruments</li><li>6. Operate water and air syringe and suction</li><li>7. Process dental radiographs</li><li>8. Assist to evaluate radiographs for diagnostic quality</li><li>9. Mix dental materials</li></ol>

## POST-SECONDARY PATHWAY OPPORTUNITIES

There are several post-secondary pathway opportunities in this area. The following is a partial list.

- Dental Assistant
- Dental Hygienist



# Dental Assistant

Youth Apprenticeship

## ON-THE-JOB LEARNING PERFORMANCE STANDARDS GUIDE (TO BE COMPLETED BY YA CONSORTIUM)

### YOUTH APPRENTICE INFORMATION

Youth Apprentice Name	
YA Coordinator	YA Consortium
School District	High School Graduation Date

### REQUIREMENTS

#### Level One Requirements

Youth apprentices must complete ALL the items listed below. Check completed areas.

- ☐ Year 1 Competency checklist
- ☐ Employability Skills checklist (in this OJL Guide) or the DPI Employability Skills Certificate
- ☐ Related instruction equal to 1 high school credit or at least 3 college credits
- ☐ Minimum of 450 work hours

#### Level Two Requirements

Youth apprentices must complete ALL the items listed below. Check completed areas.

- ☐ Year 2 Competency checklist
- ☐ Employability Skills checklist (in this OJL Guide) or the DPI Employability Skills Certificate
- ☐ Related instruction equal to 2 high school credits or at least 6 college credits
- ☐ Minimum of 900 work hours

### HOURS

Record the hours the youth apprentice worked.

Total Hours Employed	Company Name	Telephone Number

## RELATED INSTRUCTION

YEAR 1: Indicate which related instruction courses the youth apprentice completed.

Dual Credit	Course Number and Title	Credits	Instruction Provider
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

YEAR 2: Indicate which related instruction courses the youth apprentice completed.

Dual Credit	Course Number and Title	Credits	Instruction Provider
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

## SIGNATURES

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The On-the-Job Learning Performance Standards Guide includes a list of competencies youth apprentices learn through mentoring and training at the worksite.

Instructions for the Worksite Employers/Mentors and School-Based or YA coordinators: This document should be reviewed with the employer/mentor, school-based or YA coordinator on a regular basis with the youth apprentice to record progress and plan future steps to ensure completion of the required competencies. Mentors, school-based/YA coordinator, and the apprentice sign below.

Employer/Mentor Signature	Employer/Mentor Signature
Employer/Mentor	Employer/Mentor
Business/Company	Business/Company
Date Signed	Date Signed
School-Based and/or YA Coordinator Signature	School-Based and/or YA Coordinator Signature
School-Based and/or YA Coordinator	School-Based and/or YA Coordinator
School District or Organization	School District or Organization
Date Signed	Date Signed
Youth Apprentice Signature	Youth Apprentice Signature
Youth Apprentice	Youth Apprentice
School District / High School	School District / High School
Date Signed	Date Signed

## EMPLOYABILITY SKILLS (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Youth apprentices must demonstrate key employability skills.

The DWD YA program employability skills requirement may be attained and demonstrated through two processes. (See options listed below.) Employability skills must be completed for every year a student is in the program. The DPI Employability Skills Certificate may be counted as meeting one of those two years, provided the certificate is earned in the same year the student is enrolled in youth apprenticeship or they can complete the YA Employability Skills in the OJL. The Employability Skills Certificate must be obtained through the DPI.

1. If a student has successfully completed a Wisconsin Department of Public Instruction (DPI) State-Certified Cooperative Education, [Co-Op Employability Skill certification](#) then they have met the YA Employability Skills requirement for that year. A copy of the student's DPI Co-Op Employability Skill Certificate must be maintained on file with their YA regional consortium.

☐ Earned Wisconsin Employability Skills Certificate (checked if applicable) or,

2. Completed and rated "Employability Skills" through this YA OJL guide as described below.

3	<b>Exceeds Expectations:</b> Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior
2	<b>Meets Expectations:</b> Meets entry-level criteria; requires some supervision; often displays this behavior
1	<b>Working to Meet Expectations:</b> Needs improvement; requires much assistance and supervision; rarely displays this behavior

The following skills are required of all youth apprentices.

Employability Skills		Rating		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
1. Develops positive work relationships with others. <i>Examples of qualities and habits that the employee might exhibit include . . .</i>		Year 1 Rating		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Year 2 Rating		
<ul style="list-style-type: none"> <li>• Interacts with others with respect and in a non-judgmental manner</li> <li>• Responds to others in an appropriate and non-offensive manner</li> <li>• Helps co-workers and peers accomplish tasks or goals</li> <li>• Applies problem-solving strategies to improve relations with others</li> <li>• When managing others, shows traits such as compassion, listening, coaching, team development, and appreciation</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employability Skills	Rating
<b>2. Communicates effectively with others</b> <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>Adjusts the communication approach for the target audience, purpose, and situation to maximize impact</li> <li>Organizes messages/information in a logical and helpful manner</li> <li>Speaks clearly and writes legibly</li> <li>Models behaviors to show active listening</li> <li>Applies what was read to actual practice</li> <li>Asks appropriate questions for clarity</li> </ul>	<b>Year 1 Rating</b> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <b>Year 2 Rating</b> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
<b>3. Collaborates with others</b> <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>Works effectively in teams with people of diverse backgrounds regardless of sex, race, ethnicity, nationality, sexuality, religion, political views, and abilities</li> <li>Shares responsibility for collaborative work and decision making</li> <li>Uses the problem-solving process to work through differences of opinion in a constructive manner to achieve a reasonable compromise</li> <li>Avoids contributing to an unproductive group conflict</li> <li>Shares information and carries out responsibilities in a timely manner</li> </ul>	<b>Year 1 Rating</b> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <b>Year 2 Rating</b> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
<b>4. Maintains composure under pressure</b> <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>Uses critical thinking to determine the best options or outcomes when faced with a challenging situation</li> <li>Carries out assigned duties while under pressure</li> <li>Acts in a respectful, professional, and non-offensive manner while under pressure</li> <li>Applies stress management techniques to cope under pressure</li> </ul>	<b>Year 1 Rating</b> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <b>Year 2 Rating</b> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
<b>5. Demonstrates integrity</b> <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>Carries out responsibilities in an ethical, legal and confidential manner</li> <li>Responds to situations in a timely manner</li> <li>Takes personal responsibility to correct problems</li> <li>Models behaviors that demonstrate self-discipline, reliability, and dependability</li> </ul>	<b>Year 1 Rating</b> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <b>Year 2 Rating</b> <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>

Employability Skills		Rating		
<b>6. Performs quality work</b> <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>• Carries out written and verbal directions accurately</li> <li>• Completes work efficiently and effectively</li> <li>• Performs calculations accurately</li> <li>• Conserves resources, supplies, and materials to minimize costs and environmental impact</li> <li>• Uses equipment, technology, and work strategies to improve workflow</li> <li>• Applies problem-solving strategies to improve productivity</li> <li>• Adheres to worksite regulations and practices</li> <li>• Maintains an organized work area</li> </ul>		<b>Year 1 Rating</b>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Year 2 Rating</b>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Provides quality goods or services (internal and external)</b> <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>• Shows support for the organizational goals and principles by own personal actions</li> <li>• Displays a respectful and professional image to customers</li> <li>• Displays an enthusiastic attitude and desire to take care of customer needs</li> <li>• Seeks out ways to increase customer satisfaction</li> <li>• Produces goods to workplace specifications</li> </ul>		<b>Year 1 Rating</b>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Year 2 Rating</b>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Shows initiative and self-direction</b> <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>• Prioritizes and carries out responsibilities without being told</li> <li>• Responds with enthusiasm and flexibility to handle tasks that need immediate attention</li> <li>• Reflects on any unsatisfactory outcome as an opportunity to learn</li> <li>• Improves personal performance by doing something different or differently</li> <li>• Analyzes how own actions impact the overall organization</li> <li>• Supports own action with sound reasoning and principles</li> <li>• Balances personal activities to minimize interference with work responsibilities</li> </ul>		<b>Year 1 Rating</b>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Year 2 Rating</b>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employability Skills		Rating		
9. Adapts to change <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>Shows flexibility and willingness to learn new skills for various job roles</li> <li>Uses problem-solving and critical-thinking skills to cope with changing circumstances</li> <li>Modifies own work behavior based on feedback, unsatisfactory outcomes, efficiency, and effectiveness</li> <li>Displays a "can do" attitude</li> </ul>		Year 1 Rating		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Year 2 Rating		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Demonstrates safety and security regulations and practices <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>Follows personal safety requirements</li> <li>Maintains a safe work environment</li> <li>Demonstrates professional role in an emergency</li> <li>Follows security procedures</li> <li>Maintains confidentiality</li> </ul>		Year 1 Rating		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Year 2 Rating		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Applies job-related technology, information, and media <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>Applies technology effectively in the workplace</li> <li>Assesses and evaluates information on the job</li> <li>Assesses training manuals, website, and other media related to the job</li> </ul>		Year 1 Rating		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Year 2 Rating		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Fulfills training or certification requirements for employment <i>Examples of this requirement may include . . .</i> <ul style="list-style-type: none"> <li>Participation in required career-related training and/or educational programs</li> <li>Passing certification tests to qualify for licensure and/or certification</li> <li>Participation in company training or orientation</li> </ul>		Year 1 Rating		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Year 2 Rating		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Sets personal goals for improvement <i>Examples of this requirement may include . . .</i> <ul style="list-style-type: none"> <li>Setting goals that are specific and measurable</li> <li>Setting work-related goals that align with the organization's mission</li> <li>Identifying strategies to reach goals</li> <li>Reflecting on goal progress to regularly evaluate and modify goals</li> </ul>		Year 1 Rating		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Year 2 Rating		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## YEAR 1 OCCUPATIONAL COMPETENCIES

### (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Youth apprentices must complete a **total of 9** competencies. **Eight** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment.

#### Rating Scale

3: Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2: Meets entry level criteria | Requires some supervision | Often displays this behavior

1: Needs improvement | Requires much assistance and supervision | Rarely displays this behavior

If any competencies are rated "1" on the final performance review checklist that is submitted to WI DWD it is considered a failed checklist.

Occupational Competencies		Ratings		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating	Check Rating		
		1	2	3
<b>1. Use standard precautions and infection prevention strategies</b> <ul style="list-style-type: none"> <li>protect self and spread of infection using standard precautions and infection control techniques</li> <li>perform hand washing, gloving, and shielding</li> <li>perform cleaning, disinfection, and sterilization</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Create and maintain client records</b> <ul style="list-style-type: none"> <li>verify information</li> <li>enter required information in the client record</li> <li>confirm accuracy of information</li> <li>use only approved abbreviations</li> <li>client record is accurate and complete</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Assist to maintain emergency kit</b> <ul style="list-style-type: none"> <li>review items in emergency kit</li> <li>remove and report expired and damaged items</li> <li>document and dispose of expired items as directed</li> <li>order and refill items as necessary or as used up</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Clean removable appliances</b> <ul style="list-style-type: none"> <li>select appropriate polish or cleaners</li> <li>polish removable appliances and prostheses</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies		Ratings		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
<b>5. Prepare procedural trays and set-ups</b> <ul style="list-style-type: none"> <li>gather the instruments and supplies that will be used for the procedure</li> <li>check the instruments and equipment for malfunction or damage</li> <li>confirm solutions and supplies are correct and not expired</li> <li>arrange the equipment and supplies in the order in which they will be used</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Perform sterilization and disinfection procedures</b> <ul style="list-style-type: none"> <li>perform disinfection as required with appropriate solution</li> <li>clean instruments (using ultrasonic, solutions, etc.)</li> <li>place items in sterilization pouches or wraps</li> <li>perform sterilization procedures</li> <li>return clean and sterile reusable supplies and instruments to their proper storage location</li> <li>perform quality control on sterilizers</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Prepare room for procedures</b> <ul style="list-style-type: none"> <li>verify procedure to be performed</li> <li>consult procedure protocol for safety and setup requirements</li> <li>prepare procedural trays and set-ups</li> <li>ensure the cleanliness of the procedure equipment and room</li> <li>arrange the room as required</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Receive and prepare client for treatment</b> <ul style="list-style-type: none"> <li>identify client</li> <li>position client</li> <li>record client condition, reactions, and position change if needed</li> <li>identify purpose of visit</li> <li>note client's general physical condition</li> <li>place napkin</li> <li>adjust equipment</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Provide client education and instructions</b> <ul style="list-style-type: none"> <li>assist to explain and clarify procedures and services</li> <li>provide brochures</li> <li>provide pre- and post-procedure instruction sheets</li> <li>demonstrate proper brushing and oral care techniques</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies		Ratings		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
<b>Competency Substitute</b> (if you replaced a competency above, note the competency and rating)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>				

## YEAR 2 OCCUPATIONAL COMPETENCIES

### (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

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#### Rating Scale

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If any competencies are rated "1" on the final performance review checklist that is submitted to WI DWD it is considered a failed checklist.

Occupational Competencies		Ratings		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
<b>1. Complete lab forms</b> <ul style="list-style-type: none"> <li>enter client information</li> <li>enter required information on forms to be sent to Lab Technician</li> <li>confirm accuracy of information</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Apply topical anesthetic to the injection site</b> <ul style="list-style-type: none"> <li>identify client</li> <li>explain procedure to client</li> <li>apply topical anesthetic to correct oral location</li> <li>record the response of the client</li> <li>store or dispose of anesthetic appropriately</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies		Ratings		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
<b>3. Assist with common clinical procedures</b> <ul style="list-style-type: none"> <li>• identify client</li> <li>• verify that the room, equipment, and supplies are appropriate, in-date, and ready for the procedure</li> <li>• drape client and take other measures to protect client clothing</li> <li>• assist in positioning client using proper body mechanics</li> <li>• assist with procedural steps performed by the worksite professional</li> <li>• report any client response to the procedure to the worksite professional</li> <li>• document assistance</li> <li>• dispose of contaminated articles according to protocol</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Chart dental conditions</b> <ul style="list-style-type: none"> <li>• record dental conditions as directed</li> <li>• chart permanent and primary teeth, carious lesions, restorations, impaction, missing teeth, mobility, furcation, pocket depth</li> <li>• chart notations are accurate and correct</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Transfer dental instruments</b> <ul style="list-style-type: none"> <li>• maintain instruments on the instrument tray</li> <li>• anticipate the next instrument needed in the treatment plan</li> <li>• respond to appropriate verbal or non-verbal cues for transfer</li> <li>• position the instrument as required for the action to be taken</li> <li>• remove debris from instrument before returning to tray</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies		Ratings		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating			
	1	2	3	
<b>6. Operate water and air syringe and suction</b> <ul style="list-style-type: none"> <li>• anticipate the need and timing for water and air clearing</li> <li>• respond to appropriate verbal or non-verbal cues for clearing</li> <li>• position tip appropriately for clearing and minimal deflection of spray</li> <li>• water and air spray in little circular motions, then air spray for proper visualization</li> <li>• anticipate the need and timing for suction</li> <li>• respond to appropriate verbal or non-verbal cues for suction</li> <li>• monitor the oral cavity and back of the throat for saliva and water pooling</li> <li>• keep suction tip on hard surface when suctioning</li> <li>• dispose of used materials appropriately</li> <li>• clean and maintain equipment as required</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7. Process dental radiographs</b> <ul style="list-style-type: none"> <li>• expose radiograph</li> <li>• mount radiograph or locate digital image</li> <li>• apply principles of radiation safety</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8. Assist to evaluate radiographs for diagnostic quality</b> <ul style="list-style-type: none"> <li>• review image to determine quality</li> <li>• review clarity, cone cut, inclusion of desired structures and proper angulation</li> <li>• identify errors created by incorrect placement</li> <li>• review radiograph with worksite professional</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9. Mix dental materials</b> <ul style="list-style-type: none"> <li>• select the correct materials and supplies</li> <li>• weigh and measure accurately</li> <li>• mix the material in the right order</li> <li>• mix the material in the specified time limit</li> <li>• mix and load impression trays</li> <li>• prepare reagents, solutions, dental materials</li> <li>• deliver and store dental materials as required</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Competency Substitute</b> (if you replaced a competency above, note the competency and rating)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Comments:</b>				



# Post-Program Completion Survey

Youth Apprenticeship

## YA POST-PROGRAM COMPLETION SURVEY: EMPLOYER FEEDBACK

Employers complete the following information. YA Coordinators will enter this into the Post-Program Completion Survey.

YA Employer Post-Program Completion Questions	
Will you offer or have you offered the Youth Apprentice a continuing position with your company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If continuing position offered to youth apprentice, did they accept?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please answer the questions below:	
Was the offer for full time or part time work?	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Title of the position offered:	
What is the wage of the continuing employment offer?	
If applicable, will the youth apprentice advance to a Registered Apprenticeship?	

## YA POST-PROGRAM COMPLETION SURVEY: COMPLETED BY YA CONSORTIUM

The [Post-Program Completion Survey](#) form is to be provided to each student completing the Youth Apprenticeship program to capture information on the student's plans after leaving the program. This **form should be completed by the Youth Apprenticeship Coordinator** to capture information from all high school seniors and their employers after successful completion of the Youth Apprenticeship Program.

The form should be completed during the final meeting between the student, mentor, and Youth Apprenticeship Coordinator, when the final checklist or On-the-Job Learning (OJL) Guide is filled out and signed. Information captured on this form must be entered online using the Bureau of Apprenticeship Standards Electronic Records System (BASERS).

No part of this document may be altered, duplicated, or extracted without written consent from the Wisconsin Department of Workforce Development (DWD).

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Division of Employment and Training at 888-258-9966 and press 6 to request information in an alternate format, including translated to another language.

