



# Education Pathway Youth Apprenticeships

## Key Information for YA Coordinators

Youth apprentices in the Education pathway may be employed in a variety of locations. Examples include:

- Before and after school programs
- Child care centers
- YMCAs
- Boys and Girls Clubs
- Schools

Different organizations are subject to different requirements for youth apprentice age and training. This overview is meant to provide key information for youth apprenticeships in organizations overseen by the WI Department of Children and Families (DCF) and the WI Department of Public Instruction (DPI). Note that some community-based organizations may not expect students to meet these requirements.

This document is designed to provide an overview. But you should check with the specific organization for detailed questions.

## Early Childhood and School Age Programs Overseen by the Department of Children and Families

Organizations providing care and supervision for four or more children, under the age of seven years, for less than 24 hours a day must be licensed by the DCF. There are exceptions to the rule outlined on the DCF website. Some exceptions include:

- Public and parochial schools
- Counties, cities, towns, school districts and libraries that provide programs for children primarily intended for social or recreational purposes
- A program that operates not more than 4 hours per week
- Group lessons to develop a talent or skill such as dance or music, social group meetings and activities, group athletics
- A program where the parents are on the premises and are engaged in shopping, recreation, or other non-work activities

The DCF childcare regulation is outlined on their website: [Wisconsin Child Care Regulation](#). Key legislation related to the youth apprenticeship is noted below. Contact Department of Children and Families for specific questions related to youth employment in childcare.

Job Title	Age	Training Required
School Age Program Aide	School Age Program Assistants must be at least 16 years of age.	<ul style="list-style-type: none"> <li>• DCF qualifications</li> </ul>

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Job Title	Age	Training Required
<b>School Age Group Leader</b>	School age group leaders must be 18 years of age. However, if a 17-year-old is fully qualified to become a school-age group leader (completed the DPI training for an assistant teacher), a program can submit an Exception Request to their regional licensing office allowing the 17-year-old to work as a School Age Group Leader.	<ul style="list-style-type: none"> <li>• DCF qualifications -and-</li> <li>• Assistant Child Care Teacher program (ACCT) skills certificate (for workers 17 years of age) -or- at least 2 credits of Early Childhood Education (ECE) specific dual enrollment coursework (i.e., ECE: Health Safety &amp; Nutrition) (for workers 18 years of age) -or- A noncredit DCF approved course in Early Childhood Education</li> </ul>
<b>Early Childhood Program Aide</b>	Early childhood program assistants must be at least 16 years of age. This is new as of March 2023.  <a href="#">Program Aide position and description can be found on page 15 of this document (and printed page 42).</a>	<ul style="list-style-type: none"> <li>• DCF qualifications</li> <li>• Aides must complete training and education</li> </ul>

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Job Title	Age	Training Required
	Some examples of program aide responsibilities can include but are not limited to cleaning and organizing child care equipment, toys, and premises; setting up art projects and small and large group activities; and running errands for staff.	within 6-months of starting the position
<b>Early Childhood Assistant Teacher</b>	Assistant teachers must be at least 17 years of age with appropriate training.	<ul style="list-style-type: none"> <li>• DCF qualifications -and-</li> <li>• Assistant Child Care Teacher program (ACCT) skills certificate (for workers 17 years of age) -or- at least 2 credits of ECE specific dual enrollment coursework (i.e., ECE: Health Safety &amp; Nutrition) (for workers 18 years of age) -or- A noncredit DCF approved course in Early Childhood Education</li> </ul>
<p><b>Training Required Note:</b> If the ACCT skills certificate course is not available in a local area, individuals (17 years of age) affiliated with school districts, schools and YA regional consortia can meet assistant child care teacher qualifications through the traditional route as listed in the WI DCF administrative rules. If you have educational qualifications questions, contact WI DCF. (See contact info on page 5.)</p>		

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## Key Information for YA Coordinators

Wisconsin Technical College System (WTCS) Early Childhood Education (ECE) programs will grant a Wisconsin high school student, who has successfully completed the DPI ACCT program, three (3) elective credits upon acceptance into the WTCS ECE (10-307-1). The program will be documented by WTCS as course: 10-307-118, ECE: DPI ACCT Elective. WTCS colleges who do not offer elective ECE credits may consider Credit for Prior Learning (CPL) on a case-by-case basis.

### DCF Qualifications

Youth apprentices in DCF certified and licensed programs must meet the following:

1. **Background Check:** all child care licensees, certified operators, household members, caregivers, and non-caregiver employees must undergo a DCF fingerprint-based background check every five years to be eligible to operate, work at, or reside in a child care center.
2. **Physical:** Report on a physical examination within the previous 12 months or within 30 days of hire.
3. **Child Abuse and Neglect Training:** Training must be completed within one week after beginning work at the center. UW Madison provides a free class that satisfies the requirements.
4. **Abusive Head Trauma Prevention Training:** This qualification is not needed if there not children under 5. See [WI Department of Public Instruction: Shaken Baby Syndrome and Abusive Head Trauma](#) for more information.
5. **First Aid, CPR and AED** within three months of employment. Available through American Red Cross.

Additional Employer Requirements may include

- Bloodborne Pathogens Training (available through American Red Cross)
- Watch Me (available through the Center for Disease Control)

## School Age Programs Overseen by the WI Department of Public Instruction

Youth apprentices employed by schools during the school day are subject to WI Department of Public Instruction regulations.

### Key Notes

- Youth apprentices cannot directly assist Special Education students.
- Youth apprentices cannot have access to confidential information.

### DPI Certifications

Youth apprentices in DPI certified programs must meet the following:

Depending on what the Youth Apprentice will be doing there may be additional training required.

(See [Required Training for Wisconsin School Staff.](#))

1. **Mandatory Report of Child Abuse and Neglect:** Required of every school employee. Must be completed within the first six months of employment.
2. **Mandatory Reporting of Threats of School Violence:** Required of every school employee. Must be completed within the first six months of employment.
3. **Bloodborne Pathogens Training:** Required of all school employees that can reasonably be exposed to blood. Training upon initial assignment.

# Education Pathway Youth Apprenticeships

## Key Information for YA Coordinators

### Youth Apprentices in Title I Schools

Youth apprentices may work in Title I schools, as long as they are performing work that is non-instructional in nature. The competencies within this pathway generally allow for them to work within Title I schools, with a couple of exceptions—see the OJL Guide for details. If you have questions about whether a school is receiving Title I funding, contact the school principal or the school district ESEA coordinator or the DPI Title I Consultant for the school district (<https://dpi.wi.gov/title-i/consultant-directory>).

Additional Employer Requirements may include

1. **Background Check:** A fingerprint-based background check may be required by the employer.
2. **First Aid, CPR and AED.** Available through American Red Cross.
3. **Suicide Prevention Training** (available through DPI)

For more specific information, contact:

**\*When emailing questions to these contacts regarding the Early Childhood and School Age programs, include the Youth Apprenticeship general inquiry mailbox at [YA@dwd.wisconsin.gov](mailto:YA@dwd.wisconsin.gov).**

### Wisconsin Department of Public Instruction (DPI)

- **Title One Schools**  
Shelley Babler, Director  
[DPI, Division for Student and School Success, Title I & School Support](#)  
Email: [shelly.babler@dpi.wi.gov](mailto:shelly.babler@dpi.wi.gov)\*  
Phone: 608.267.1067
- **Training**  
Susan Piazza, Director  
[DPI Special Services/Prevention and Wellness \(SSPM\)](#)  
Email: [susan.piazza@dpi.wi.gov](mailto:susan.piazza@dpi.wi.gov)\*  
Phone: 608.266.5198
- **Career and Technical Education Team**  
Sharon Wendt, Director  
[DPI Career and Technical Education Team](#)  
Email: [sharon.wendt@dpi.wi.gov](mailto:sharon.wendt@dpi.wi.gov)\*  
Phone: 608.267.9251

### Wisconsin Department of Children and Families (DCF):

- **Bureau of Early Childcare Regulation**  
Amanda St. Martin, MSW  
Child Care Licensing Program Specialist  
[Wisconsin Department of Children and Families](#)  
Email: [amanda.stmartin@wisconsin.gov](mailto:amanda.stmartin@wisconsin.gov)\*  
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# Education Pathway Youth Apprenticeships

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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.

