Apprenticeship Program Overview

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What is an Apprenticeship?

- Apprentices are employees - it is a job!
- Employers sign an agreement to employ apprentices
- Apprentices sign an agreement to participate
- Mentors oversee the apprentice learning at the site
- Apprentices combine On the Job Learning (OJL) with Related Technical Instruction (RTI).
- Our program meets national standards; completion of this program results in an opportunity to receive certification depending on the program
- Upon completion apprentices are eligible for wage increase
A stylized model of apprenticeship training

Wage and value of apprentice's contribution to production

Employer costs

Apprentice wage

Worker productivity

Employer benefits during apprenticeship

Employer benefits after apprenticeship

MP = Marginal product of labor

Period of apprenticeship

Experienced worker

Source: Modified figure based on [1].
Why Healthcare Apprenticeship?

- Healthcare apprenticeship has been on the rise since 2003
- Used as a method to train under-utilized talent pools by bringing them in at the entry-level and pushing them up career paths to achieve economic security and middle class status
- The model offers structure and rigor that helps professionalize entry level occupations and prepares individuals for the challenge of higher level careers
- Nearly all healthcare occupations require a demonstration of competency before a certificate or credential is awarded.
APPENDIX

APPRENTICEABLE HEALTHCARE OCCUPATIONS

- Ambulance Attendant (EMT)
- Biomedical Equipment Technician
- Certified Nursing Assistant Lattice
  - Certified Nursing Assistant I
  - Certified Nursing Assistant Advanced
  - Certified Nursing Assistant Geriatric
  - Certified Nursing Assistant Restorative
  - Certified Nursing Assistant Dementia
  - Certified Nursing Assistant Mentor
- Contour Wire Specialist, Denture
- Dental Assistant
- Dental Equipment Installation and Service
- Dental Laboratory Technician
- Electro-medical Equipment Repairer
- Emergency Medical Technician
- Embalmer
- Health Care Sanitary Technician
- Health Support Specialist
- Health Unit Coordinator
- Home Health Aide
- Home Health Director
- Laboratory Assistant
- Laboratory Technician
- Long-term Care Nurse Manager
- Medical Assistant
- Medical Laboratory Technician
- Medical Secretary
- Medical Transcriptionist
- Nurse, Licensed Practical
- Optical Instrument Assembler
- Optician
- Optician (optical goods)
- Orthotics Technician
- Orthotist
- Orthodontic Technician
- Paramedic
- Pharmacist Assistant
- Pharmacy Support Lattice
  - Pharmacy Service Associate Level I
  - Pharmacy Support Technician Level II
  - Lead Pharmacy Technician Level III
- Podiatric Assistant
- Prosthetics Technician
- Senior Housing Manager
- Surgical Technologist
- Veterinary and Laboratory Animal Technician
Our Four Pathways

Community Health Worker
- 1 year program

Certified Billing and Coding Specialist
- 1 year program

Certified Clinical Medical Assistant
- 2 year program

Certified Medical Administrative Assistant
- 1 year program
Certified Billing and Coding Specialist

- Certified Billing & Coding Specialists (CBCS) are trained in regulatory compliance, claims processing, front-end duties, payment adjudication, and medical coding.

- Billing and Coding staff members are an essential need for hospitals, physician offices, surgery centers, and various other medical roles. The CBCS training is specific to primary care clinics such as CHCs.

- Students are eligible to take the NHA (National Healthcareers Association) certifying exam after they have completed:
  - 24 weeks of distance education
  - 2,700 hours of On the Job Learning (OJL)
  - 1300 hours of OJL for incumbent workers
Certified Clinical Medical Assistant

- The Certified Clinical Medical Assistant (CCMA) fulfills both clinical and administrative tasks at hospitals, physicians' offices, and other medical settings.

- Their focus may include measuring patients' vital signs, recording their medical histories, preparing examination rooms, disinfecting medical instruments, drawing blood, giving injections, and administering medication.

- Students are eligible to take the NHA certifying exam after they have completed:
  - 41 weeks of distance education
  - 4,000 hours of On the Job Learning (OJL)
  - 2,000 hours of OJL for incumbent workers
Certified Medical Administrative Assistant

- Certified Medical Administrative Assistants (CMAA) perform administrative functions for a hospital or clinic through their knowledge of medical terminology and practices.

- Their tasks may vary by location but typically include checking in patients at the front desk, scheduling patients for the proper appointment, operating computer software and office equipment, and additional duties as assigned.

- Students are eligible to take the NHA certifying exam after they have completed:
  - 24 weeks of distance education
  - 2,000 hours On the Job Learning (OJL)
  - 1,000 OJL for incumbent workers
Community Health Worker

- The Certified Community Health Worker (CHW) is responsible for helping patients and their families to navigate and access community services, adopt healthy behaviors, and empower their community.

- The CHW supports healthcare providers and the Community Health Center through an integrated approach to care coordination and community outreach.

- Department of Labor certification is awarded after:
  - 24 weeks of distance education
  - 2,000-2,200 hours of On the Job Learning (OJL)
  - 1,000 hours of OJL for incumbent workers
Apprentices Around the State
<table>
<thead>
<tr>
<th>Organization</th>
<th>City</th>
<th>Apprentices</th>
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<tbody>
<tr>
<td>Aleutian Pribilof Island Association</td>
<td>Dutch Harbor</td>
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<td>Aleutian Pribilof Island Association</td>
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<td>Arctic Slope Native Association, LTD</td>
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<td>Dillingham</td>
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<td>Camai Community Health Center</td>
<td>Naknek</td>
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<td>Chugachmiut</td>
<td>Anchorage</td>
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<td>Council of Athabascan Tribal Governors</td>
<td>Fort Yukon</td>
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<td>Cross Road Health Ministries Inc.</td>
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<td>Chugiak</td>
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<td><strong>Total</strong></td>
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Apprentice Feedback

- “Wish this was available 8 years ago, it’s very good.” - 1st Cohort CMAA

- “I’m learning a lot. I am able to take some of this to my patient services team and they are learning from it as well.” - 1st Cohort CMAA

- “This is a good experience and I am learning so much from it.” - 1st Cohort CMAA

- “It is very helpful and has a lot of insight into becoming a CCMA, what it takes and how to be professional.” - 1st Cohort CCMA

- “This program is very helpful, especially doing online classes since I am 8.5 months pregnant. This is a great opportunity, thank you!” - 1st Cohort CMAA

- This apprenticeship is very helpful and has a lot of insight into becoming a CCMA, what it takes, and how to be professional. It really helps learning while working, this is my 3rd year at my facility and it is helping tremendously.” - 1st Cohort CMAA
Our Website

https://www.apcaapprentice.com/
How does it all work?
Department of Labor

- Connect with your Department of Labor and Workforce Development, Division of Employment and Training Services

- Learn about available grant funds for healthcare apprenticeships

- Sign Standards of Apprenticeship with DOL

- Apply for grant opportunities
Required Documentation

- Employer Agreement- This is the document employers fill out to register staff for apprenticeship
- Apprenticeship Agreement- This is the document apprentices fill out
- On the Job Log- This is submitted monthly to track the hours worked as an apprentice and submitted monthly
- Apprenticeship Orientation & Form- All apprentices need to participate in orientation and complete an acknowledgment form.
Online Learning Platforms

We use three different online platforms to deliver Related Technical Instruction (RTI) to the apprentices. They are:

- Litmos
- MindTap
- GoToTraining
- NHA Portal

Apprentices attend class online, once weekly via GoToTraining. Recordings are made available weekly to apprentices that can’t attend the live session.
Internal Systems

Stay organized with excel spreadsheets to track all non PII information about apprentices
RAPIDS

The Apprenticeship nationwide database. This is where registered apprentices information is submitted, tracked and stored.
Next Steps!

- Do connect with your local Department of Labor
- Do connect with hospitals and primary care clinics in your state to promote your apprenticeship program.
- Do determine which occupations are in demand in your state.
- Do determine a fee for service or get grant funding.
- Sign up apprentices!
How can APCA help?

Interested in having your apprentices complete their related technical instruction thru Alaska Primary Care Association? We have approved nationally accredited apprenticeship programs. For more details contact us!

Contact:

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References:

Healthcare Apprenticeship Toolkit:

Using Registered Apprenticeship to Build and Fill Health Career Paths:
Contact Info

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Q&A Session