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| EFOHCA LNHA RAP |
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| January 2024OHCA EDUCATIONAL FOUNDATION |

# Licensed Nursing Home AdministratorRegistered Apprenticeship Program

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| RAPIDS ID 2024-OH-127113**PROGRAM OBJECTIVE**The Registered Apprenticeship Program (RAP) of the OHCA Educational Foundation for Licensed Nursing Home Administrators (LNHAs) strives to increase interest in the LNHA role by offering paid apprenticeship opportunities to newly graduating employees entering the field. We also work to enhance current Administrator-In-Training Programs with additional resources and required time as a trainee for LNHAs to improve quality of care and survey outcomes across the state of Ohio. Lastly, we work to provide support, awareness and resources to expand diversity, equity and inclusion within the LNHA population in our state.  |
| **RAP REQUIREMENTS*** Each registered apprentice must complete 2,000 hours of on-the-job training (see on-the-job training program outline in resources). Previous credit for hours worked is not permitted.
* Each registered apprentice must complete 144 hours of related instruction.
* For students that do not graduate from a NAB accredited university, these hours are required to contain 100 hours from the Core of Knowledge. The additional 44 hours may be approved through previous credit from university/college courses. Please see “Credit for Previous Related Instruction”.
* For students that graduate from a NAB accredited University, all 144 hours may be approved through previous credit from University/College courses.
* Any hours not qualified for prior credit may be obtained during the Apprenticeship.

**BENEFITS OF APPRENTICESHIP*** EMPLOYERS
* Grow your own workforce
* Receive placement coordination of students from NAB accredited Universities
* Improve employee retention
* Enhance training and support for newly licensed LNHAs
* Potentially receive federal Workforce Innovation and Opportunity Act (WIOA) funds
* Potentially receive EFOHCA Equus Apprenticeship Grant reimbursement for the CORE of Knowledge costs
* APPRENTICES
* Receive full-time employment with a paid Administrator-In-Training program
* Structured training with experienced mentors
* Pay Increases with program completion
* Begin a long-term career pathway

**ROLES AND RESPONSIBILITIES*** SPONSOR
* Provide support and guidance to all participating employers
* Provide on-boarding training and other related RAP training to all participating employers
* Conduct dispute resolution
* Maintain all records in RAPIDS for Department of Labor reporting requirements
* Submit all documentation for each apprenticeship to the Ohio Department of Job and Family Services
* Ensure all employers are completing documentation for each apprentice
* Supply certificate to employer/apprentice
* Provide coordination of placement for new apprentices, as applicable
* EMPLOYER
* Complete employer acceptance agreement
* Agree to all policies outlined by sponsor for RAP
* Complete Apprenticeship Agreement for each apprentice and return to sponsor
* Complete Credit Voucher for each apprentice, as applicable
* Complete quarterly and annual verification of on-the-job training hours
* Communicate apprenticeship openings to sponsor
* APPRENTICE
* Complete all forms required by employer
* Agree to all policies of the RAP

REQUIRED DOCUMENTATION

| Document | Completed By | Timeline |
| --- | --- | --- |
| [ ]  Employer Acceptance Agreement | Employer/Sponsor | Prior to first Apprentice |
| [ ]  Intent to Sponsor | Employer/Sponsor | With Each Apprentice On-Boarding |
| [ ]  Credit Voucher | Employer/Apprentice | With Each Applicable Apprentice On-Boarding |
| [ ]  Apprenticeship Agreement | Employer/Sponsor/Apprentice | With Each Apprentice On-Boarding |
| [ ]  On-The-Job Training Log | Employer | Quarterly and annually |

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| EMPLOYER TIMELINE1. Enter into employer acceptance agreement with Sponsor
2. Complete on-boarding training with sponsor
3. Send in required documentation for each apprentice
4. Update on-the-job training log quarterly
5. Submit LNHA Core of Knowledge invoice for reimbursement
6. Submit final on-the-job training log and exit wage at program completion

SPONSOR TIMELINE1. Conduct employer on-boarding training and execute employer acceptance agreement
2. Maintain communications with all referring universities for placement
3. Register each new apprentice into RAPIDS and maintain all documentation
4. Ensure all required documents are completed for each apprentice
5. Deliver training on WIOA fund reimbursement for each employer
6. Deliver certificate of completion for each apprentice
7. Participate in all ODJFS and DOL audits for record retention

POLICIES AND PROCEDURES* APPLICATION PROCEDURE
* In accordance with Ohio Administrative Code for the Administrator In Training program, applicants must be 21 years of age, in good health or otherwise suitable to the practice of nursing home administration in accordance with paragraph (A)(3) of rule 4751-1-05 of the Ohio Administrative Code. The applicant must have a minimum of a bachelor's degree (unless applying through internship of a NAB accredited university); the applicant has arranged to have their On-the-Job Training (OJT) completed at a board approved location, and successfully pass a BCI and FBI background check; in accordance with the rule noted above.
* For students in their senior year in a NAB accredited program, they may apply as part of their 1,000 hour internship requirement.
* Applicants may apply through the participating employer or through the Educational Foundation of OHCA by emailing ehart@ohca.org.
* SELECTION PROCEDURE
* The Educational Foundation of OHCA will run continuous application periods for education partners each year. Applications will be reviewed to ensure that admissions criteria are met, and applicants have secured employment with those who are a board-approved location. Selections will be limited to workers already employed or commit to employment with an affiliate/member organization of OHCA. A total number of available openings will be obtained from the participating employers and sponsorship announced at least 30 days before they begin their OJT.
* Apprentices may also be referred by the participating employers at any time after January 9, 2024.
* CREDIT FOR PREVIOUS RELATED INSTRUCTION
* Before registering each apprentice, the sponsor will determine whether the individual merits advanced credit toward program completion, based on previous education. At the same time, if credit is found to be warranted, the sponsor will determine the exact number of hours that will be applied toward Related Instruction.
	+ Up to a total of 144 hours could be applied for NAB accredited university students (Kent State, Youngstown State, Bowling Green State, Shawnee State)
	+ Up to a total of 44 hours could be applied for students who otherwise meet the applicant criteria and have a requirement to attend the LNHA CORE of Knowledge.
* The decision shall be based on fair and equitable criteria, using objective methods to assess the individual's previous learning.
* Determination of credit for previous experience will include a review of documentation of past instruction, including school transcripts.
* Students may obtain NAB approved credits throughout their apprenticeship to meet the 144 hour requirement. All documentation must be submitted to the sponsor for approval.
* PROBATION PERIOD
* Immediately after registering in the program, each apprentice will be on probation for 500 hours. Each apprentice retained in the program at the end of probation, will receive credit toward program completion, for all work and instruction that the individual successfully performs in this period.
* During probation, the sponsor and/or apprentice may cancel the latter's registration without precondition, simply by notifying the other party and the Ohio State Apprenticeship Council (OSAC). After the probation period, the apprenticeship agreement may either: be canceled at the request of the apprentice; or be canceled by the sponsor. Sponsor cancellations are conditional upon good cause, with prior written notice to the apprentice, and a reasonable chance - if such is possible - for corrective action.
* ON-THE-JOB TRAINING
* Each registered apprentice will receive OJT consisting of structured, supervised work experience in all aspects of the individual’s occupation. The total length of OJT will be 2,000 hours
* For each approved occupation course, these standards include a Work Process Schedule (WPS) listing:
* The OJT activities deemed necessary for every participating apprentice
* The number of hours to be spent, respectively, in each activity and each progression step
* The total work hours required for completion.
* The sponsor will ensure that every apprentice receives the work hours listed for each activity. Activities will follow the sequence shown in the WPS if possible, with exceptions as necessary for normal business operations. The sponsor will maintain a record of each apprentice's OJT hours in each listed work process.
* The employer will complete a quarterly log of the apprentice’s progress towards OJT hour completion.
* RELATED INSTRUCTION
* Each apprentice must complete related instruction in the amount of 144 hours.
* Each apprentice must meet requirements of Rule 4751 of the Ohio Revised Code.
* For applicants who do not attend a NAB accredited university (Youngstown State, Shawnee State, Kent State, and Bowling Green State), 100 hours must be completed through the Core of Knowledge.
* The Core of Knowledge in nursing home administration consists of one hundred clock hours of academic directed study in Core of Knowledge of subject material described in rule 4751-1-06 of the Administrative Code, of which no more than twenty hours may be distance learning or home study of any kind. During designated emergencies, the Core of knowledge in nursing home administration may be held virtually/distance learning upon a Board of Executives in Long Term Services and Supports (BELTSS) action declaring distance learning is necessary.
* The additional 44 hours may be awarded through credit from university coursework of the required Core of Knowledge areas.
* Please see the NAB Administrator-In-Training Manual for additional information.
* PROGRESSION OF STEPS AND WAGES
* Apprentices will be paid at minimum a starting wage in step 1 and an exit wage at step 2.

* DISPOSITION OF COMPLAINTS
* The sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards for which written notification is received within 15 days of the alleged violations. The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with the Registration Agency for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process, and dispose of complaints is:Name: Erin Hart, Strategy Director, Ohio Health Care Association

Address: 9200 Worthington Rd Ste 110 Westerville OH 43081 (office) 614-420-0291 (cell) 641-420-0291 (email) ehart@ohca.org* If the procedure is fully applied but fails to settle a dispute, the apprentice involved may submit the complaint in writing to OSAC, which will review it and issue a finding. The sponsor and/or apprentice may consult with OSAC at any time, for interpretation of a relevant provision of these standards, an apprenticeship agreement, or the state RA rules.
* CANCELING APPRENTICESHIP AGREEMENTS
* The sponsor may arrange for the transfer of an apprentice to another occupation course within the program if one exists, or to another Registered Apprenticeship program for the same occupation, conditional in either case on OSAC approval and the consent of the apprentice and the new sponsor. In the event of a transfer, the prior apprenticeship agreement will first be canceled, and a new one executed for the succeeding enrollment. Training personnel for the receiving course will have prompt access to all records of the apprentice's participation in the preceding course.
* An apprentice whose latest agreement with the sponsor has been canceled during the probation period, will not be counted for the purpose of gauging the program's compliance with state rules regarding completion rates.
* Upon cancellation of the agreement at any time by either party, the sponsor will provide written verification of this action to the apprentice and OSAC, and will make a record available to the apprentice, summarizing all successfully performed activities among those listed in the OJT and RI attachments to these standards.
* If the registration of an apprentice in this program is canceled and then re-instated in the same occupation course, the sponsor will evaluate the credit eligibility of any relevant work and/or training received by that individual in the interim. All credit requests will be submitted for OSAC approval at the time of registration or reinstatement.

AFFIRMATIVE ACTION PLAN* AFFIRMATIVE ACTION PLAN
* The OHCA Educational Foundation has adopted an Affirmation Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity in its RAP. Initial program evaluations indicate an underutilization of minority populations in the LNHA field.
* OUTREACH AND RECRUITMENT
* The Sponsor undertakes the outreach and positive recruitment efforts described below, based on a reasonable expectation that they will increase participation of minority workers in the program. The Sponsor will document the implementation of all steps taken pursuant to this Plan:
* Cooperation with local schools and vocational education systems to develop programs to prepare students to meet the qualifications for enrollment in Registered Apprenticeship.
* Involvement in other organizations’ programs of outreach, positive recruitment, and preparation for potential applicants.
* All employers will be provided with the "Diversify Your Apprenticeship Program" guide from the Opportunities for Ohioans with Disabilities.
* PROGRAM MONITORING
* The Sponsor will continually monitor the rates of minority participation in the program, in order to assess progress toward achieving the purposes of this Plan, the reasons for such performance, and the need for starting, ending, or changing specific affirmative action efforts.

UNIFORM DECLARATIONS* CONFORMITY WITH LAWS, RULES AND CONTRACTS
* The sponsor shall operate this program in full conformity with the state and federal regulations governing Registered Apprenticeship. i.e., Parts 29 and 30 of the Code of Federal Regulations Title 29, and Division 5101:11 of the Ohio Administrative Code (OAC) . The sponsor further attests that it has adequate resources for operating a successful Registered Apprenticeship program, including but not limited to those that are needed for related instruction, on-the-job training, administrative duties, and record keeping.
* EQUAL OPPORTUNITY
* The recruitment, selection, employment, and training of apprentices shall be conducted without discrimination because of race, color, religion, national origin, age, or sex. The sponsor shall take affirmative action to provide equal opportunity in its apprenticeship program, as required under Title 29 of the Code of Federal Regulations, Part 30; Ohio Administrative Code (OAC) 5101:11; and the equal employment opportunity regulations of the State of Ohio. Pursuant to OAC 5101:11, the program shall implement the Affirmative Action Plan attached to these standards.
* APPRENTICESHIP AGREEMENTS
* An individual apprenticeship agreement between the sponsor and each apprentice will be entered onto a printed form prescribed by the Ohio State Apprenticeship Council staff office (OSAC). Every agreement will contain a clause incorporating these standards as an integral component. Before consenting to the agreement, both parties will review the form and the standards, and will discuss their meaning and intent.
* The agreement will be signed by the sponsor, labor representative (if applicable), the apprentice, and if the apprentice is a minor, by a parent or guardian. The contents of the agreement will then be reviewed by OSAC, whose approval of same shall constitute registration of the apprentice. Upon registration, the sponsor will provide a copy of the fully processed agreement to the apprentice and will retain another copy in its files
* PERIODIC EVALUATIONS
* Before each advancement stage designated in the "Progression Steps and Wages" section above, the apprentice's progress will be evaluated, based on records of his/her OJT and RI and of the assessments described in the respective attachments, to determine whether advancement has been earned by satisfactory attendance and performance in both areas of activity.
* The evaluation will be conducted or closely monitored by the program's apprenticeship coordinator. If the apprentice's progress is satisfactory, he/she will receive the wage increase designated by these standards for the respective advancement stage. If progress is unsatisfactory, the apprentice may be required to repeat the relevant instruction and work activities. If reasonable assistance and opportunities for improvement do not produce satisfactory performance, the sponsor may terminate the apprentice's agreement.
* The results of all progress evaluations will be recorded in writing.
* SAFETY
* Work and training activities shall be conducted in a safe environment. The sponsor shall ensure adequacy and safety in equipment, facilities, and supervision. At each stage of his/her training, the apprentice shall receive instruction in accident prevention and safe working conditions and practices. Such instruction shall be provided both in the OJT and RI components of apprenticeship.
* SUPERVISION OF APPRENTICES
* For each apprentice, one or more experienced journey-person(s) in that apprentice's trade will be identified who will work with, supervise, and train him or her on a day-to-day basis. The program's apprenticeship coordinator will provide more general supervision of the apprentice and see that he/she receives the work experience and related instruction outlined in these standards.
* HOURS AND CONDITIONS OF WORK
* Apprentices will work the same hours and be subject to the same conditions as pertain to their employer's non-apprentice personnel in the same occupation(s). Work performed in excess of eight hours a day or 40 hours a week will be credited toward the completion of apprenticeship, on the basis of time actually spent on the job rather than any multiple applied to wage rates.
* CONTINUOUS EMPLOYMENT
* The sponsor intends and expects to give each apprentice continuous employment and will use its best efforts to keep the apprentice employed during the full term of apprenticeship. If an apprentice is temporarily released from work due to business conditions, then before any new or more recently laid-off apprentice is employed in the same occupation, the first apprentice will be given a choice whether to resume that work.
* CERTIFICATES OF COMPLETION
* Upon each apprentice's satisfactory completion of the required work and instruction in the program, the sponsor will recommend to OSAC that he/she receive a state certificate of completion. Documentation of all on-the-job training and related instruction (content and hours) received by the apprentice, will be made available to OSAC.
* MODIFICATIONS AND CANCELLATIONS
* These standards of apprenticeship may be amended by the sponsor at any time, subject to approval by OSAC. Upon such approval, each apprentice who would be affected by the amendment, shall promptly receive notice of it and be given a choice of either accepting its implementation or canceling his/her apprenticeship agreement.
* Cancellation and deregistration of the program may be effected voluntarily by a written request from the sponsor to OSAC or, given reasonable cause, by OSAC through formal deregistration proceedings in accordance with the provisions of OAC 5101:11. Due cause for deregistration may include a lack of apprenticeship activity for a year or more, a failure to meet state and federal requirements for apprentice completion rates, and any other failure to comply with the rules under OAC division 5101:11.
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