

HOW TO COMPLETE THE APPENDIX D FORM

ASE has completed most of the base apprenticeship program for you including:

- What courses are included in the program
- Minimum wage scale
- Work processes
- Competencies taught on the job

What You Need to Fill Out:

- Contact information & Sign/Date Document (Page 2)
- Apprentice Wage Schedule (Page 3)
- Number of Employees (Page 3)

It's important to remember the ASE Apprenticeship program is based on competency not hours. Your apprentice will gain opportunities for higher wages as their skills and abilities increase.

APPRENTICESHIP WAGE SCHEDULE (Page 2)

This section is covering how much your apprentice will be paid at different times throughout the apprenticeship program. It's important to provide accurate wages in particular if you are asking for reimbursement from the state of NC.

Apprentice Wage Scale (these are minimums. You may choose to pay more)

- \$12 Starting Wage/Rate
- \$14 Mid-Range Wage/Rate
- \$16 Completing /Journeyworker Wage/Rate = Achieved after they have spent 2000 on the job with you and obtained the classes required at the community college the student is attending.

**Journeyworker
Wage** →

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly Journeyworker wage rate, which is

\$ _____ (at least \$16) . Starting wage is \$ _____ (at least \$12).

← **Starting Wage**

Enter progressive wage schedule here.4-Year Term Example:

0-1000 hrs	\$	←	Starting Wage Mid Range Wage
1000-2000hrs	\$	←	

TOTAL WORKFORCE

Total Workers Employed: _____ Journeyworkers: _____ Female: _____ Minority:

_____ Youth: _____

TOTAL APPRENTICES TO BE EMPLOYED: _____

RELATED TECHNICAL INSTRUCTION PROVIDED BY: Community College

TOTAL WORKFORCE

Total Workers Employed: [redacted] Journeyworkers: [redacted] Female: [redacted] Minority:
[redacted] Youth: [redacted]

TOTAL APPRENTICES TO BE EMPLOYED: [redacted]

RELATED TECHNICAL INSTRUCTION PROVIDED BY: *Community College*

TOTAL WORKFORCE

Total Worker Employed: Total number of workers employed in the entire dealership/shop (includes all departments at your location).

Journeyworkers: number of employees in your service department who are fully trained and can serve as mentors to your apprentices.

Female: Total number of current female employees in the entire dealership/shop.

Minority: Total number of current minority employees in the entire dealership/shop.

Youth: Total number of current youth employees in the entire dealership/shop (ages 16-24).

Total Apprentices to be employed: Total number of apprentices you plan to employ. (This can be a guesstimate)

Related Technical Instruction Provided by: The community college you/your apprentices plan to work with. This would be the community college closest in proximity to your dealership. If you need help with this, reach out to GCADA, ASE, or ApprenticeshipNC.

Questions? Reach out to your apprenticeship coordination team

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