

Teri Gardner 9-3-24

APPLICATION FOR WSATC RECOGNITION OF AN APPRENTICESHIP PREPARATION PROGRAM

Recognized Apprenticeship Preparation Programs are education and training programs which maintain formal articulation agreement(s) with one or more registered apprenticeship program sponsors. The purpose of the recognized preparation programs is to prepare participants for successful entry into registered apprenticeship programs. Preparatory programs are designed to increase the participation of underrepresented populations in registered apprenticeship. (WSATC Policy 2012-03 Sec. I B).

An apprenticeship preparation program may apply for recognition or continuing recognition from the WSATC. The WSATC may grant initial recognition for a period of up to 18 months, and continuing recognition for a period of up to three years. To apply for initial recognition, programs must have participants enrolled in training at the time of application, and provide individualized demographic data for the first/current cohort of participants. (WSATC Policy 2012-03 Sec. III).

SECTION 1: CONTACT INFORMATION AND PROGRAM SUMMARY

Name of Apprenticeship Preparation Program:

TLG Learning IT Pre-Apprenticeship Program

Name of parent organization/organization that will administer the program:

Technology Learning Group, Inc. dba TLG Learning

Contact Information:

Individual Authorized to Represent the Program

Name: Nancy Gale

Organization: TLG Learning

Title: Principal

Phone: 425-559-2539

Email: NancyG@TLGLearning.com

Mailing Address: 12822 SE 32nd Street # 200, Bellevue, WA 98005

Physical Address: 12822 SE 32nd Street # 200, Bellevue, WA 98005

Point of Contact for Outreach and Enrollment

Name: Martin Sehlin
Organization: TLG Learning
Title: Career Programs Director
Phone: 425-559-2538
Email: MartinS@TLGLearning.com
Mailing Address: **12822 SE 32nd Street # 200, Bellevue, WA 98005**
Physical Address: **12822 SE 32nd Street # 200, Bellevue, WA 98005**

Primary User of Apprentice Registration and Tracking System (ARTS) Portal

Name: Elana Podgayets
Organization: TLG Learning
Title: Accounting Manager
Phone: 425-559-2528
Email: ElanaP@TLGLearning.com
Mailing Address: **12822 SE 32nd Street # 200, Bellevue, WA 98005**
Physical Address: **12822 SE 32nd Street # 200, Bellevue, WA 98005**

Summary of Preparatory Program

Please briefly summarize the following in three pages or less within Appendix A.

1. *Describe the organization that will be operating the preparatory training. If this is an existing organization, briefly describe its history and mission, and why apprenticeship preparation is a good fit.*
2. *Describe how the program will be funded. If the program's start-up is grant funded, describe your sustainability plan once the grant ends.*
3. *Describe the primary needs you have identified in your service area the program will address.*
4. *Describe the target populations and geographical area.*
5. *Describe the program. Please include the following:*
 - a. *The structure of preparatory program including the anticipated number of participants/cohorts per year and approximate duration of the program;*
 - b. *How the program will be staffed (i.e., instructors, administration, etc);*
 - c. *Participant support/resources during program; and*
 - d. *Apprenticeship navigation and articulation plan.*

6. Describe the program outcomes. Please include the following if applicable.

a. *Successful completion (required)*

TLG Learning IT Pre-Apprenticeship Program Students accomplish the following during their program of study:

b. *Industry recognized certificate(s)/certification(s)*

c. *Educational credit*

Currently educational credit is not available. Apprenti is working on a project to make this available to apprentices in the future.

d. *Target articulation rate (required)*

7. Please provide additional details, if any, you would like to share about your program (i.e. positives outcomes other than registered apprenticeship articulation, etc.)

SECTION 2: PROGRAM PARTICIPANTS AND OUTCOMES - (WSATC Policy 2012-03 Sec. II B)

A minimum apprenticeship articulation goal, which shall be at least 15% of graduates. Articulation shall be measured at six months following the date program participants graduate, with the following exceptions:

a. *Programs serving actively enrolled K-12 participants may request articulation be measured at 12 months following the date of apprenticeship preparation program graduation; OR*

b. *Programs serving currently incarcerated individuals may request articulation be measured at 18 months following the date of apprenticeship preparation program graduation.*

The anticipated number of participants who will enroll in the preparatory program annually.

The specific requirements to complete the program (i.e., attendance, grades, test scores, skill demonstrations, certificate attainment, etc.).

The specific apprenticeship, industries and/or occupations program graduates will be prepared to enter.

Please respond in full to the questions below regarding your program's participants and outcomes.

1. *Occupations Trained:* *Please describe the specific apprenticeship, industries and/or occupations program graduates will be prepared to enter:*

TLG Learning's IT Pre-Apprenticeship Program includes curriculum for the previously approved program and occupations - Network Development Engineer at TLG Camp Murray and TLG Bellevue.

2. Target Articulation Rate: *Approximately what percentage of program graduates do you expect to enter into a registered apprenticeship following completion of your program?*

Minimum of 15%.

3. Target Participant Population and Successful Articulation Timeframe: *Please select the option which best characterizes your program participant successful articulation timeframe. Please describe.*

6 Months

12 Months *(program serving actively enrolled K-12 participants)*

18 Months *(program serving currently incarcerated individuals)*

Due to working with the general public, no exemption applies so we are choosing six months. TLG Learning career navigators work with candidates to prepare for both apprenticeship interviews or interviews for direct to IT jobs. Over 80% are placed within 60 days of graduation.

4. *How many participants do you anticipate enrolling in each cohort and how many cohorts per year?*

TLG Learning has a minimum schedule of five cohorts of 21 candidates each per year or 105 total. Over the most recent three years TLG Learning has provided training for over 275 pre-apprentices. Training programs run between 13 weeks.

5. *Please describe the requirements to complete the program (i.e., attendance, grades, test scores, skill demonstrations, certificate attainment, etc.).*

TLG Learning has grading standards in place to reflect and evaluate student progress and course and program completion. Student progress is tracked for each program and student based on attendance, participation and successful completion of coursework and interim exams. One of the standard measurements of student progress is interim exams taken at intervals throughout the program. Students receive recognition of academic progress by program completion certificates. Students must receive a passing score of 75% or better on interim exams, complete all course and lab work, meet attendance

standards, and attempt industry certification exams. Passing industry certification exam is not required for successful program completion. TLG's Career Education Board reviews student progress to ensure students work toward their program and occupational objectives. Students must meet attendance requirements of 90% or better class attendance. This includes all absences, preapproved or other.

SECTION 3: ARTICULATIONS AND PARTNERSHIPS - (WSATC Policy 2012-03 Sec. II E, Sec. I E)

Apprenticeship preparation programs training participants for a specific occupation must provide at least one articulation agreement at the time of application. Preparatory programs training individuals in multiple occupations must provide a minimum of two articulation agreements at the time of application. Articulation agreements must contain the following components:

The names of the organizations entering into the agreement (Apprenticeship Preparation Program and Registered Apprenticeship Program).

The specific apprenticeship program and occupation(s) that the apprenticeship prep program graduates will be prepared to enter.

One or more of the following considerations for graduates of the prep program:

- a. A preferred entry clause;*
- b. An advanced standing or credit clause;*
- c. Additional point(s) awarded in the application/interview process; or*
- d. Guaranteed interview with registered apprenticeship program.*

Be executed or renewed no more than three months prior to the date of application.

Please select the option which best characterizes your program.

Registered Apprenticeship Program specific apprenticeship preparation (*goal is preparation of apprentices for one specific registered apprenticeship*)

General apprenticeship preparation program (*goal is preparation and support to succeed in a variety of apprenticeships*)

Please complete the chart below with the requested information for each registered apprenticeship with which your program has a formal articulation agreement. A copy of each articulation agreement must be attached to this application. A Memorandum of Agreement/Understanding, a formal contract, or a signed letter of commitment are acceptable forms of articulation agreements.

Apprenticeship Program Name	Articulating Occupation(s)	Articulation Type <i>(select all that apply)</i>			
		Preferred Entry*	Advanced Standing or Credit	Additional Points on Application/Interview	Guaranteed Interview*
Apprenti	Network Development Engineer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***Note** TLG Learning IT Pre-Apprenticeship training programs meet the RSI standards for Apprenti's registered apprenticeships. Candidates completing the training programs are both guaranteed an interview and have completed the RSI requirement.

Please list any other organizations, if any, which have endorsed your program or otherwise partnered with you to develop or administer this program.

Program or Organization Name	Role(s) <i>(eg: training provider, Advisory Board member, industry consultant, supportive services provider, etc.)</i>
WTIA Apprenti	Apprenticeship Program
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4: CURRICULUM - (WSATC Policy 2012-03 Sec. II C)

Curriculum should be developed in consultation with apprenticeship partners and subject matter experts to ensure it aligns with current industry standards and prepares graduates to meet or exceed the minimum qualifications for entry into an apprenticeship. To ensure recognized Apprenticeship Preparation Programs are adequately preparing participants to enter Registered Apprenticeship and be successful apprentices, preparatory training curriculum must meet the following requirements:

- a. Be a minimum of 80 hours in duration;*
- b. Employability skill development shall not exceed 50% of curriculum hours. Employability skill development shall be defined as general employment skills (communication, professionalism, work ethic, etc.);*
- c. Industry/trade specific skills and knowledge shall constitute at least 50% of curriculum hours. Industry/trade specific skills and knowledge shall be defined as hands-on training to develop manual, mechanical, or technical skills relevant to the occupation(s) the preparatory participant(s) are training to successfully enter, and which does not displace paid employees; and*
- d. Industry/occupation specific safety training and education.*

In one to two paragraphs, please provide a brief summary of the programs curriculum describing the total number of hours, topics covered, method of delivery, etc.

TLG Learning's program is developed in conjunction with IT industry leaders and Apprenti to meet or exceed the minimum qualifications for entry into the apprenticeship. a) The NDE program is 455 hours in length. b) Employability skills are less than 25% of the curriculum hours. c) IT industry skills are greater than 75% of the curriculum hours. d) Industry specific safety and security training is included in the curriculum.

Network Development Engineer – 455 Clock Hours

The Network Development Engineer training program is an intensive IT curriculum including skills and knowledge development in Networking Fundamentals, security fundamentals, essential Linux skills, from performing basic tasks to configuring network services, to perform core security functions and Python Scripting for Network Automation. The program includes lecture and hands on computer labs designed to provide the student with the skills, and knowledge development and practical applications to achieve the CompTIA Network+, CompTIA Security+ and CompTIA Linux+ vendor neutral certifications. Graduates will be qualified for a Network Development Engineer apprenticeship.

Please respond in full to the questions below.

- 1. Please describe your program's working relationship with one or more registered apprenticeship programs in the development of elements such as curriculum, class activities, evaluation methods, and teaching techniques.*

The TLG Learning Pre-Apprenticeship program is in partnership with the WTIA Workforce Institute Apprenti program. Apprenti provides specialized apprenticeship skills and knowledge training, and apprenticeship/career placement services in conjunction with national and regional employers. TLG Learning has provided the specialized RSI training for the majority of Apprenti's Washington state apprentices. TLG Learning trained Apprenti's first apprenticeship candidates and has continued to provide successful apprenticeship skills and knowledge training for Apprenti apprentices since the inception of the program in 2016. Also, since TLG Learning works directly with corporate clients and government agencies to train their IT staff, we have experience understanding both the skills and knowledge requirements for today's IT workforce and how to provide training programs that create immediate hands on skills and knowledge to use on the job. TLG Learning works directly with Apprenti and employers to identify the skills needed for the apprenticeship job roles and develops curriculum based on the required skills.

2. *Please identify the program's instructor(s) and provide a brief summary of their qualifications.*

John Kacmarynski – Senior Technical Instructor – Senior Network Administrator – Mr. Kacmarynski is the subject matter expert for the Network Development Engineer Program and works closely with employers to make program updates to meet current industry job role requirements. BA Illinois State University, MS University of Wisconsin, Madison. Certifications include Microsoft Certified Trainer (MCT), Microsoft Certified Professional (MCP), Microsoft Certified IT Professional (MCITP), Microsoft Certified Technology Specialist (MCTS), Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Systems Administrator (MCSA), ITIL Certified, CompTIA A+, CompTIA Linux+, CompTIA Network+, CompTIA Security+, AWS Certified Solutions Architect – Associate, AWS Certified Solutions Architect – Professional, Cisco CCNA Certified and F5 Certified. 27 years TLG Learning.

Scott Harris – Technical Instructor – Mr. Harris teaches the Intro to Cloud portion of the Network Development Engineer program. Systems Administration Degree, Masters Institute, San Jose, California. Certifications include Microsoft Certified Trainer (MCT), Microsoft Certified IT Professional (MCITP), Microsoft Certified Technology Specialist (MCTS), Microsoft Certified Systems Engineer (MCSE), CompTIA A+ Computer Hardware Certification, Network+ Certification, Cisco CCNA, AWS Certified Solutions Architect – Associate, AWS Certified Solutions Architect – Professional, AWS Certified SysOps Administrator Associate and F5 Certified. 22 years TLG Learning.

Cliff Jones – Technical Instructor – Mr. Jones teaches the Networking portion of the Network Development Engineer program. Business Management from Portland State University, Certifications include Microsoft Certified Solutions Expert, Microsoft Certified IT Professional, Microsoft Certified Technology Specialist, Microsoft Certified Solutions Associate, Microsoft Certified Systems Engineer, Microsoft Certified Trainer, CompTIA A+, CompTIA Network+, CompTIA Cybersecurity Analyst+. 25+ year technical Instructor.

Hussein M. Abdirahman - Technical Instructor – Mr. Abdirahman teaches the Linux portion of the Network Development Engineer program. Bachelors in Mathematics and Physics from Somali National University (Lafoole). Certifications include Novell Netware Certified Associate, Novell Netware Certified Engineer, Certified AIX UNIX Administrator, IBM 2000, Oracle Certified Associate, RHCSA and RHCE. 25+ years Instructor.

Russel Feeser – Technical Instructor with Specialization in Python 3.x & 2.7+, Ansible, network automation, Course Author: Python for Network Automation, APIs and API Design with Python, Python and Ansible for Network Automation, Python Basics and OpenStack Administrator.

Sam Griffith – Technical Instructor with Specialization in Python, Python for Network Automation, API's and API Design with Python, CKAD: Certified Kubernetes Application Developer.

Chad Feeser – Technical Instructor with Specialization in Red Hat Enterprise Linux Essentials, Python Basics, Ansible, Network Automation with Python and Ansible, Python for Network Automation, APIs and API Design with Python, Developing Microservices, Jenkins Automation Server Essentials, Kubernetes Bootcamp and Certified Kubernetes Administrator. Chad Feeser has worked in training and education since 2007.

Joe Hutcheson - Technical Instructor – MFA, University of Florida, BFA, California State University. Certifications include Flatiron Software Engineering, A3CPCA Certified Python Associate, A3CPP Certified Python Professional, A3CAA Certified Ansible Associate. Technical background in Python programming, API Design, Ansible, Ansible Playbooks, Ruby, Rails, SQL, JavaScript, React, and Pressbooks.

Paul Lack - Technical Instructor - BA Hendrick College, CompTIA Network+, CompTIA Linux+, AWS Certified Cloud Practitioner, Alta3 Research Certified Python Professional - A3CPP, Alta3 Research Certified Ansible Professional - A3CAP, Python PCEP-30-02 - Python Institute.

3. *What, if any, post-secondary credit do program participants receive?*

Not applicable at this time.

Please complete Appendix B – Curriculum Outline.

SECTION 5: PARTICIPANT RECRUITMENT AND RETENTION - (WSATC Policy 2012-03

Sec. II D)

Preparatory program recruitment and retention plans must contain the following elements:

The target demographics of the population their enrollees will be drawn from; and

The specific tools and activities used to recruit and retain participants, with an emphasis on recruitment of underrepresented populations.

Please respond to the following questions regarding your programs recruiting and retention plans.

- 1. Please describe the general demographics of the intended program participants (i.e., age, gender, race/ethnicity, geographic area, etc.). Is the program limited to a specific population (i.e., students at a particular high school, veterans, WIOA-eligible, etc.)? If so, explain:*

The TLG Learning IT Pre-Apprenticeship program will actively recruit, enroll, and graduate women, minorities, and Veterans. TLG Learning has demonstrated success in providing training for women, minorities and Veterans that are new to IT and prepare them for apprenticeships and direct to IT jobs. The demographics of candidates that TLG has trained for Apprenti apprenticeships is 85% Veterans, 7% women and 55% minorities. These are overlapping demographics. One of the foundations of Apprenti is its commitment to focusing on diversity, and the TLG Learning IT Pre-apprenticeship program is committed to opening opportunities in the IT sector for women, minorities, and Veterans.

- 2. Please describe the tools and activities which will be utilized to recruit students, and describe how underrepresented populations will be encouraged to enroll in the program.*

TLG Learning has been significantly involved in recruiting of Veterans and transitioning service members, participating in weekly and monthly orientation workshops at JBLM, supporting and sponsoring IT Career Day at JBLM in February and August each year, and WorkSource Veteran focused job fairs. TLG attends Washington Technology Industry Association member events to promote Apprenti and the TLG Learning's IT Pre-apprenticeship program.

- 3. Please describe the tools, processes, and resources your program will utilize to retain participants through graduation.*

TLG Learning program success starts with pre-admissions and runs through apprenticeship or IT job placement. Each candidate works with an educational consultant after they have

successfully completed their program assessment. The candidates have an initial screening interview to confirm the program is a match for their career goals, career timeline and job placement. Once candidates are admitted to the IT Pre-apprenticeship program, they are provided resources to review prior to the start of the program. TLG Learning's Career Program Coordinator schedules an onboarding meeting to confirm program logistics and technical resources. Throughout the training, the candidate has a team of made up of TLG Instructors, program manager and coordinator, and career navigators. The goal is to support the candidate each step of the program to gain the skills, knowledge and confidence for their new career. TLG Learning has a 93% graduation rate.

4. *Please describe the services that will be provided to graduates and current participants to assist in their successful application and articulation into registered apprenticeship programs.*

TLG Learning's Career Navigators work with the candidates from admissions to apprenticeship or job placement. Candidates have weekly group sessions on LinkedIn, Technical and Data-Driven Resumes, Applications, Behavioral Interviewing, and Personal Narrative Building with WholeStory. Career Navigators also provide 1:1 career planning and support until IT apprenticeship or IT employment is secured.

SECTION 6: ADMINISTRATIVE REQUIREMENTS - (WSATC Policy 2012-03 Sec. II A)

Recognized Apprenticeship preparation programs shall commit to reporting the following information to L&I via the Apprenticeship Registration Tracking System (ARTS) system on a semi-annual basis, unless granted an exception by the WSATC:*

New participant demographics

- a. First and Last Names*
- b. Birth Date*
- c. Gender*
- d. Race/ Ethnicity*
- e. Veteran Status*
- f. Social Security Number**

Outcome measures (Individual-level Information)

- a. Participant graduation(s)/ completions*
- b. Participant withdrawals*
- c. Graduates who have entered into Registered Apprenticeship*

Please describe the tools and processes your program will utilize to successfully meet the administrative requirements listed above.

TLG Learning tracks the data above as part of our secure application systems and processes and for program management and reports data for each cohort in the ARTS system.

Please complete Appendix C – Administrative Requirements Spreadsheet.

SECTION 7: APPENDICES

Please complete and submit appendices with the application packet as separate files.
Appendices include the following:

Appendix A – Program Summary

Appendix B – Curriculum Outline

Appendix C – Administrative Requirements Spreadsheet – Included in ARTS

Appendix D – Articulation Agreement(s)

**Submitted by program as individual documents*

SUBMISSION INSTRUCTIONS

Applications are due no later than 45 days prior to the scheduled quarterly meeting of the Washington State Apprenticeship and Training Council. It is strongly recommended that you submit your application 2 weeks prior to the deadline for pre-review, to ensure that your application is complete. Contact Rio Frame for questions or assistance.

Please submit your completed application via email to:

*Rio Frame, Management Analyst
Dept. of Labor & Industries, Apprenticeship Section
Rio.Frame@Lni.wa.gov
509-426-0985*

APPENDIX A – PROGRAM SUMMARY

Please briefly summarize the preparatory program according to the requirements listed in Section 1 “Summary of Preparatory Program” in three pages or less.

TLG Learning respectfully requests apprenticeship preparation program recognition from the Washington State Apprenticeship & Training Council (WSATC) for the following previously approved TLG Learning IT Pre-Apprenticeship Programs at TLG Camp Murray and TLG Bellevue - Network Development Engineer.

Organization

TLG Learning provides an intensive program of hands-on IT training by industry certified Instructors with experience teaching both students new to IT and experienced IT professionals. Instructors also have real-world IT experience and training in IT best practices. After completing the IT training program students enter one of Apprenti’s available full-time apprenticeships or go directly to a full-time IT position. TLG Learning is approved as a Washington State Private Career School and VA Education Benefits Training Provider for both TLG Bellevue and TLG Camp Murray. TLG Learning is also the largest independent training company in Washington State serving the needs of corporate and government agencies for over 30 years.

Communication Plan/Working Relationship with Registered Apprenticeship programs:

The TLG Learning Pre-Apprenticeship program is in partnership with the WTIA Workforce Institute Apprenti program. Apprenti provides specialized apprenticeship skills and knowledge training, and apprenticeship/career placement services in conjunction with national and regional employers. TLG Learning has provided the specialized RSI training for the majority of Apprenti’s Washington state apprentices. TLG Learning trained Apprenti’s first apprenticeship candidates and has continued to provide successful RSI for Apprenti apprentices since the inception of the program in 2016. TLG Learning works directly with employers and with Apprenti to design the curriculum that meets current job skill requirements.

TLG IT Pre-Apprenticeship Program

Application to the Pre-Apprenticeship program is similar to the Apprenti application process. Anyone over 18 with a high school diploma or equivalent, and a U.S. citizen or permanent resident (and if a Veteran - must have other than a dishonorable discharge), can apply for the program by taking the online assessment.

Applicants must achieve a ranked assessment score of over 80 on a 100-point scale to be considered, and then have an initial phone screen with TLG. This is to ensure consistency with the Apprenti program which has a similar selection process.

Applicants will then have a mock phone interview, to prepare them for a phone interview with an Apprenti hiring partner. Successful interviewees will be offered a position in the next OJT position for which they are eligible. The student is granted a guaranteed interview for an open position, as long as they satisfactorily complete the training and certifications.

One goal of the program is to have a more predictable and accessible process for applicants.

The Pre-Apprenticeship creates a pool of pre-qualified, ready-to-work candidates for OJT positions, which greatly increases the ability of employers, especially small and midsize businesses (SMB), to participate in the Apprenti program.

Candidates in the Pre-Apprenticeship training are funded by Veteran Education Benefits which covers the cost of the training program and also provides a housing stipend.

According to McKinsey Global Institute research, 87% of global senior executives surveyed said their companies were unprepared to address the gap in digital skills. To meet this challenge, organizations implementing early-career programs gain significant advantages. Employers who partner with organizations like Apprenti for IT apprenticeships, can influence the training programs their candidates or employees receive to match their needs.

Apprenti Program

Applicants for the Apprenti program take an aptitude assessment, and those above a score of 80 or above out of 100, determined by their geographical selection, are “ranked”. Ranking indicates that the applicant has demonstrated key indicators of success for the program – scoring well in Critical Reasoning, Math Skills, and “Soft” skills. Candidates will be asked to a series of interviews, including a phone screen, and then with hiring partners.

One of the enormous benefits of the Apprenti IT Registered Apprenticeship is the existence of a job offer of paid OJT Training at an Apprenti hiring partner. But the challenge is that OJT training positions are normally not scheduled with much advance timing, even for the largest of corporations, and virtually never for small and midsize businesses (SMB).

Employers, small and midsize businesses (SMB) often need to fill an OJT position quickly and cannot wait 3-5 months before filling the position. Without a pool of pre-qualified, ready-to-work candidates for OJT positions, there is not enough time to get new applicants ready for these positions, and the positions will revert to a more traditional hiring process, rather than for apprentices.

The TLG Learning IT Pre-Apprenticeship program will actively recruit, enroll, and graduate women, minorities, and Veterans in Washington state and throughout the United States. TLG Learning has demonstrated success in providing training for women, minorities and Veterans that are new to IT and prepare them for apprenticeships and direct to IT jobs.

TLG Learning has been significantly involved in recruiting of Veterans and transitioning service members, participating in weekly and monthly orientation workshops at JBLM, supporting and sponsoring IT Career Day at JBLM in February and August each year, and WorkSource Veteran focused job fairs.

TLG Learning has a minimum schedule of five cohorts of 21 candidates each per year or 105 total. Over the most recent three years TLG Learning has provided training for over 275 pre-apprentices. Training programs run 13 weeks or 455 hours.

Candidates work with a TLG education consultant prior to program acceptance and once they begin training they are supported by program training and administrative staff and career development and guidance staff. Students have support from pre-admission to training completion to apprenticeship or IT job placement.

All pre-apprentices who successfully complete the training are guaranteed an interview for an open apprenticeship with Apprenti. Pre-apprentices also have a career navigator assigned to support them through their interview and placement into an apprenticeship or direct to an IT job.

TLG Learning IT Pre-Apprenticeship Program Students accomplish the following during their program of study:

- Completion of 455 hours of intensive classroom and hands on experience during pre-apprenticeship training based on the specific pre-apprenticeship program.
- Complete certification exams specific to each program. (See below.)
- Students will learn and be able to demonstrate how to research IT questions and discern reliable resources for troubleshooting and ongoing learning and development.
- Completion requires 100% completion of all assignments, labs, quizzes, and exams. Classroom attendance is required.
- Program graduates are either placed in a full-time IT apprenticeship position or full-time IT positions.
- Complete certification exams specific to each program – examples include CompTIA Network+ exam N10-008 and CompTIA Linux+ exam XK0-005.
- Currently college educational credit is not available. Apprenti is working on a project to make this available to apprentices in the future.
- Target apprenticeship articulation rate is 15%. TLG Learning provides RSI training for apprenticeship programs and provides our IT pre-apprenticeship program to provide a path for candidates to complete their RSI training with a guaranteed interview for an apprenticeship when one becomes available. TLG Learning's IT pre-apprenticeship program curriculum meets the RSI standards for Apprenti's apprenticeships. Pre-apprentice candidates who are hired for the apprenticeship have met the training requirement for RSI training prior to starting their apprenticeship.

TLG Learning provided training for over 275 candidates in the last three years with over 83% placed in apprenticeships or direct to IT Jobs. TLG Learning has a 93% training graduation rate, and an average entry level pay rate of \$82,000. Candidates are placed in IT Apprenticeships nationally.

APPENDIX B – CURRICULUM OUTLINE

Curriculum should be developed in consultation with apprenticeship partners and subject matter experts to ensure it aligns with current industry standards and prepares graduates to meet or exceed the minimum qualifications for entry into an apprenticeship. To ensure recognized Apprenticeship Preparation Programs are adequately preparing participants to enter Registered Apprenticeship and be successful apprentices, preparatory training curriculum must meet the following requirements:

- a. Be a minimum of 80 hours in duration;
- b. Employability skill development shall not exceed 50% of curriculum hours. Employability skill development shall be defined as general employment skills (communication, professionalism, work ethic, etc.);
- c. Industry/trade specific skills and knowledge shall constitute at least 50% of curriculum hours. Industry/trade specific skills and knowledge shall be defined as hands-on training to develop manual, mechanical, or technical skills relevant to the occupation(s) the preparatory participant(s) are training to successfully enter, and which does not displace paid employees; and
- d. Industry/occupation specific safety training and education. (WSATC Policy 2012-03 Sec. II C)

Please use the format below for the program’s curriculum outline. Identify all curriculum elements and provide primary learning objectives that apply to each course.

Please copy and paste the format below to add additional course sections and/or primary learning objectives as needed.

1. Employability Skills Training- 22 hours

Curriculum Elements:

- Industry/occupation specific safety training and education
- Employability skill development
- Industry/trade specific skills and knowledge

- Group sessions on LinkedIn, Technical and Data-Driven Resumes, Applications, Behavioral Interviewing, and Personal Narrative Building with WholeStory
- 1:1 career planning and support until employment or apprenticeship is secured

2. Customized CompTIA Network+ Course – Fundamentals 70 hours

Curriculum Elements:

- Industry/occupation specific safety training and education
- Employability skill development
- Industry/trade specific skills and knowledge

- Network theory
- Bounded and unbounded network media
- Network implementation
- TCP/IP Addressing, data delivery and implementation
- Routing and switching
- Safety training
 - Equipment grounding and installation safety, fire suppression, physical security devices, business continuity and disaster recovery
 - Material Safety Data Sheet (MSDS) with product safety information, including composition, hazard information, first-aid instructions, handling and storage.

Customized CompTIA Network+ Course – Intermediate 49 hours

Curriculum Elements:

- Industry/occupation specific safety training and education
- Employability skill development
- Industry/trade specific skills and knowledge

- Network security analysis and implementation
- WAN infrastructure
- Cloud and virtualization techniques
- Remote networking
- Network management
- Troubleshooting network issues

Customized Intro to Cloud Computing Training – 35 hours

Curriculum Elements:

- Industry/occupation specific safety training and education
- Employability skill development
- Industry/trade specific skills and knowledge

- Introduction to Cloud Computing
- Learn the fundamentals of AWS compute, database, storage, networking, monitoring, and security.
- Learn how to build, compare, and apply highly available, scalable, and cost-effective cloud solutions.

Customized CompTIA Linux+ Course -Fundamentals 70 hours

Curriculum Elements:

- Industry/occupation specific safety training and education
- Employability skill development
- Industry/trade specific skills and knowledge

- Performing Basic Linux Tasks
- Managing User and Group Accounts
- Managing Partitions and the Linux Filesystem
- Managing Files in Linux
- Managing Linux Permissions and Ownership
- Printing Files

Customized CompTIA Linux+ Course - Intermediate 70 hours

Curriculum Elements:

- Industry/occupation specific safety training and education
- Employability skill development
- Industry/trade specific skills and knowledge

- Managing Packages
- Managing Kernel Services

- Working with the Bash Shell and Shell Scripts
- Managing Jobs and Processes
- Managing System Services
- Configuring Network Services
- Configuring Basic Internet Services
- Securing Linux
- Managing Hardware

Customized CompTIA Linux+ Course – Advanced 21 hours

Curriculum Elements:

- Industry/occupation specific safety training and education
- Employability skill development
- Industry/trade specific skills and knowledge
 - Troubleshooting Linux Systems
 - Installing Linux
 - Configuring the GUI

Customized CompTIA Security+ Course - 70 hours

Curriculum Elements:

- Industry/occupation specific safety training and education
- Employability skill development
- Industry/trade specific skills and knowledge
 - Comparing Security Roles and Security Controls
 - Explaining Threat Actors and Threat Intelligence
 - Performing Security Assessments
 - Identifying Social Engineering and Malware
 - Summarizing Basic Cryptographic Concepts
 - Implementing Public Key Infrastructure
 - Implementing Authentication Controls
 - Implementing Identity and Account Management Controls
 - Implementing Secure Network Designs
 - Implementing Network Security Appliances
 - Implementing Secure Network Protocols

- Implementing Host Security Solutions
- Implementing Secure Mobile Solutions
- Summarizing Secure Application Concepts
- Implementing Secure Cloud Solutions
- Explaining Data Privacy and Protection Concepts
- Performing Incident Response:
- Explaining Digital Forensics
- Summarizing Risk Management Concepts
- Implementing Cybersecurity Resilience
- Explaining Physical Security


Customized Python Programming - 70 hours

Curriculum Elements:

- Industry/occupation specific safety training and education
- Employability skill development
- Industry/trade specific skills and knowledge

- Introduction to Python
- Version Control
- Submitting code
- Working with Variables
- Numeric Operations in Python
- Python String Types
- Python lists and Tuples
- Python Dictionaries
- Python Compound Statements
- Basic Input/Output with Files
- Understanding Iterators
- Python List Comprehension
- Creating Python Functions
- Modules & Packages
- Object Oriented Python
- Exceptions
- Python Generators
- OS Interfacing

- Accessing Databases with Python
 - Python & the Web
 - Object Oriented Python
 - Exceptions
 - Python Generators
 - Python Decorators
 - Python Regular Expressions
 - Sockets & Networking
 - Python Protocol Clients
 - Generating & Sending Email
 - Unit Testing
 - Code Review
-
- This Program requires the following certification Exams:
 - Network+ Exam N10-008
 - Linux+ XKO-005
 - Security+ SY0-701

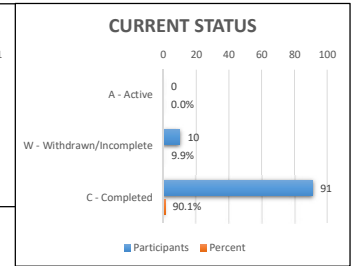
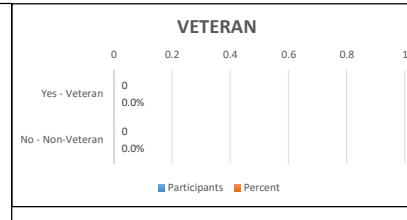
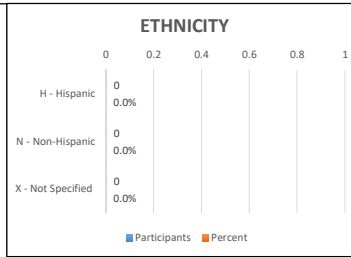
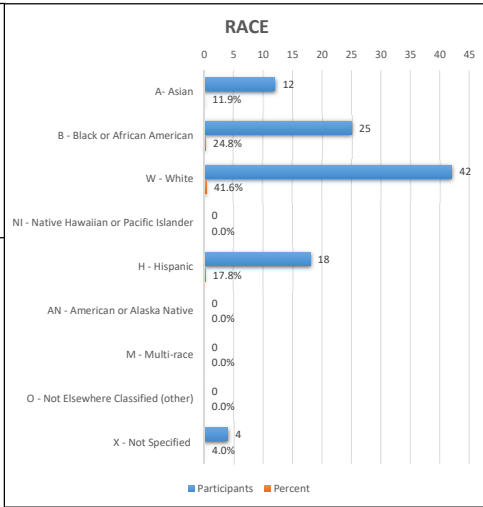
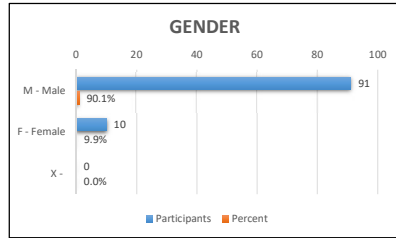
Preparatory Program Name:	TLG	Total Number of Participants:	101	
Reporting Period, Earliest Date:	4/17/2023	Total Participant Graduates:	91	
Reporting Period, Latest Date:	2/23/2024	Total Withdrawals/Incomplete:	10	
		Total Grad's Articulated into Reg' Apprenticeship:	1	

*Please refer to the instructions tab for information on how to properly complete this document.

Participant Information - Total of Cohorts										Registered Apprenticeship Articulation Information			
Last Name	First Name	Birth Date	Gender	Race	Ethnicity	Veteran	Cohort Start Date	Current Status	Graduation Date	Registered Apprenticeship Name	Occupation	Date of Registration	Apprentice ID Number
101	101	0	101	101	0	0	101	101	91	1	1	1	1

Articulation Rate
0.99%

Hide Chart Hide Chart Hide Chart Hide Chart Hide Chart





August 1, 2024

Washington State Apprenticeship & Training Council
Attn: Program Manager, Apprenticeship Section
P.O. Box 44530
Olympia, WA 98504-4530

Teri Gardner 9-3-24

Teri Gardner 9-5-24

Re: TLG Learning IT Pre-Apprenticeship Data Center Technician, Cloud Support Associate, Cybersecurity Analyst, Network Development Engineer and Software Development Engineer Programs Recognition – Articulation Agreement

Dear Council Members:

Apprenti strongly endorses TLG Learning's IT Pre-Apprenticeship programs for Data Center Technician, Cloud Support Associate, Cybersecurity Analyst, Network Development Engineer, and Software Development Engineer. Since 2018, Apprenti has placed more than 500 pre-apprentices from TLG Learning into Registered Apprenticeship. Successful graduates of these TLG IT Pre-Apprenticeship programs are guaranteed interviews with Apprenti training agents across the country for the next available OJT opening for which they are eligible.

While placement isn't guaranteed, TLG pre-apprenticeship graduates gain significant advantages:

- They meet Apprenti's screening criteria, enabling immediate employer interviews.
- Their training aligns directly with what apprentices will do during the structured on-the-job training.
- Apprentices receive full credit toward their apprenticeship RSI when within 18 months of their pre-apprenticeship completion.
- Faster availability attracts smaller companies that need apprentice skill levels to be higher earlier.
- Shortened time between registration and OJT accelerates wage-earning opportunities for the apprentice.

These advantages make TLG graduates more appealing to Apprenti training agents and help scale our program by reducing RSI costs while maintaining high quality, rigorous related instruction.

TLG Learning seeks reapproval for pre-apprenticeship recognition from the Washington State Apprenticeship & Training Council under WSATC Administrative Policy 2012-03. This continued recognition will enhance graduates' competitiveness in IT job markets and facilitate apprenticeship placements through Apprenti.



The TLG Learning IT Pre-Apprenticeship program aims to prepare candidates for various IT roles through Apprenti's participating employers in Washington and across the country, focusing on veterans, women, and underrepresented groups.

In addition to being accessible to large tech companies, the TLG Learning IT Pre-Apprenticeship program allows Apprenti to create more equitable access to registered IT apprenticeships for small and mid-size companies. Unlike large training agents, small and mid-size employers often cannot afford to contribute to the full cost of RSI while also paying high wages and benefits to their apprentices. By reducing the RSI cost burden on the training agent, the employer is better able to have access to the pool of pre-trained candidates who can begin OJT more quickly and pay higher wages to their apprentices.

Given the IT skills shortage and the demand from small to midsize employers, the TLG Learning Pre-Apprenticeship will create more opportunities, especially for veterans, women, and underrepresented individuals entering the IT field. We appreciate your consideration of this initiative and look forward to its continued positive impact on preparing high quality pre-apprentices to transition into registered apprenticeship positions with Apprenti's approved training agents.

Please contact me with any questions.

Best Regards,

Andrea Anderson
Senior Director, Program Development and Education
aanderson@apprenticareers.org