Honolulu Community College
Apprenticeship Office

Goals

The goals of the Honolulu Community College Apprenticeship Office are to:

1. Contribute to the development and maintenance of a properly trained Hawaii workforce.
2. Promote excellence and professionalism in Apprenticeship instructors, staff, and students.
3. Provide effective and efficient services to Honolulu Community College apprenticeship training programs and the College.
4. Serve as a vital and integral component in the College’s instructional and service programs.

Staff

(2) Apprenticeship Coordinators
(1) Office Assistant IV
(2) Student Assistants
(150-200+) Casual Lecturers – Instructors for apprenticeship classes

Major Functions

We support 22 apprenticeship training programs which include over 30 different trades by:

1. Hiring instructors who are referred to us by the training programs – we distribute, collect, check and verify (I-9 forms) all personnel paperwork before submitting to HCC HR Office for processing.
2. Paying instructors – we handle most of the payroll functions for our 150+ instructors which include developing, printing and collecting timesheets, entering payroll hours into TAPS twice a month for each instructor and distributing paychecks.
3. Scheduling classes - we receive course requests from the 22 programs and input these into Banner to generate our Schedule of Classes of approximately 400 classes each semester. We create over 200 Part of Terms every semester.
4. **Providing teacher training** – HCC teacher trainers (Jerry Cerny, Jon Blumhardt) regularly offer Instructor Workshops that all new instructors must attend. All new instructors also attend Sexual Harassment and Workplace Violence training. Introductory classes in Word, PowerPoint and Excel are offered by ITS staff each semester.

5. **Providing technical assistance** - we arrange with ITS to have staff available to assist our instructors with the operation of classroom multimedia equipment, DE classes and their own computers and equipment.

6. **Assisting with curriculum development** - we review all proposals for new apprenticeship programs and program and course revisions and make recommendations to the DLIR. We also assist the programs in developing journey worker courses.

7. **Registering apprentices** - we, with assistance from the Records Office, input all registrations for apprentices (2000 - 4,000+ each semester) and journey workers in Banner. Unlike in the credit programs, apprentices do not register themselves. Some of our programs enroll students throughout the semester so registration is a continuous, semester long process. Our Spring semester extends to June 30 and the Fall semester begins on July 1.

8. **Keeping apprenticeship records** – HCC is the designated official custodians of apprenticeship Related Instruction records on Oahu. Each semester, we print out, distribute and collect all attendance and grade sheets for our classes. These are submitted to the Records Office for inputting into Banner.

9. **Purchasing supplies and materials** - we research, order and purchase equipment, tools and training supplies and materials for our programs.

10. **Providing classroom and training space** – each semester, the credit programs schedule their classrooms first and we then follow and fill rooms that are still available. We do our best to match classrooms to the needs of our instructors (e.g., multimedia equipment for PowerPoint-based courses, large desks for blueprint reading classes, Internet access for Web based curricula, etc.).

**Additional Information**

1. Hawaii’s Apprenticeship Law delegates the responsibility of administering apprenticeship Related Instruction to the UHCCs.
2. The recruitment and selection of apprentices are managed by apprenticeship committees, employers and employer organizations, NOT THE COLLEGE.

3. Apprenticeship classes are non-credit and class hours rather than credits are awarded. Apprentices receive letter grades.

4. Semester classes currently range from 80 to 108 hours (roughly 6.4 to 8.6 credits).

5. Since apprenticeship coursework is non-credit, completion of apprentices’ respective programs does not qualify them for a degree. However, program completers may earn an AAS in Applied Trades by completing additional gen. ed. coursework.

6. Certificates of completion are issued by the State DLIR to apprentices who complete their programs (i.e., fulfilled all Related Instruction and Work Process requirements).

7. Apprenticeship programs have been involved in many college service projects on campus. Recent projects include installing the new water fountain in the Building 2 breezeway, trouble shooting malfunctioning campus pole lights, repairing leaking water pipes in Lot 3, painting a number of classrooms, etc.

Many thanks to those who assist us daily: VCAS, Records Office, Business Office, HR, ITS, Security, Tech 1, Academic Support, and Operations and Maintenance.