



STATE OF NEW MEXICO
DEPARTMENT OF WORKFORCE SOLUTIONS
Policies & Procedures

Policy Issuance: Pre-Apprenticeship Program Policy

Policy Issuance # 1500-01

Responsible Department: Employment
Services Division

Origination Date: December 20, 2024

Effective Date: December 20, 2024

CONTENTS

I. Policy Statement	VII. Roles & Responsibility
II. Purpose of Policy	VIII. References
III. Policy Scope	IX. Review and Revision History
IV. Definitions	X. Appendices, Forms, and Related Materials
V. Policy & Procedures	XI. Adoption
VI. Compliance	

I. Policy Statement

The New Mexico Department of Workforce Solutions (NMDWS) administers a Pre-Apprenticeship program. The purpose of NMDWS's Pre-Apprenticeship program is to help establish talent pools and career pathways through education and training in marketable occupations. The Pre-Apprenticeship program offers a gateway to a Registered Apprenticeship Program (RAP), employment or other career pathways upon completing the program. Local businesses have an opportunity to produce skilled talent for their industry and prepare pre-apprentices for sustainable employment.

II. Purpose of Policy

The goals of the Pre-Apprenticeship program are to introduce participants to different career pathways, offer them a gateway to a Registered Apprenticeship Program (RAP) or other career pathway, and provide them with points of entry to those opportunities while they obtain industry recognized credentials or skillsets to apply as they build their career.

III. Policy Scope

NMDWS pays wages (amount to be determined at the beginning of each fiscal year) for pre-apprentices to gain real world, hands-on training with meaningful work experience. Pre-apprentices are matched with a business according to their career interests that will also support New Mexico's economic development goals and paired with a Career Consultant from NMDWS. Each pre-apprentice becomes a State of New Mexico employee for the duration of the training, and as a result, NMDWS covers workers compensation insurance for each pre-apprentice.

IV. Definitions

N/A

V. Policy & Procedures

I. GENERAL POLICY STATEMENT

A. Qualifications

1. Pre-apprentices are authorized to work in the United States.
2. Pre-apprentices are New Mexico residents.
3. Pre-apprentices aspire to continue their education in the form of training or certifications, if not enrolled in secondary or postsecondary education.



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DEPARTMENT OF WORKFORCE SOLUTIONS
Policies & Procedures

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Services Division

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4. Pre-apprentices in secondary school are to maintain a 2.0 grade point average.
5. Businesses' Unemployment Tax payments are current.
6. Businesses will provide meaningful and authentic work experience.
7. Businesses will offer exposure to different industry career pathways.
8. Businesses will provide mentorship.
9. Businesses will offer flexible hours, adhering to child labor laws.

B. Length of Pre-Apprenticeship Program

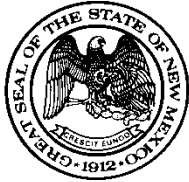
1. Pre-apprentices may work up to 400 hours over a period of six months, which may include on-the-job training and related instruction.
2. The Pre-Apprenticeship program ends after 400 hours or within six months from the start date, whichever occurs first.
3. Hours remaining after six months are forfeited.

C. Work schedule

1. Pre-apprentices in secondary school can work up to 20 hours per week when school is in session. They cannot work during school hours unless enrolled in a Career Technical Education (CTE) course or other program allowing them to leave campus for work. During breaks, fall, winter, spring, summer, they can work up to 40 hours per week.
2. Pre-apprentices in postsecondary education, or not enrolled in higher education, can work up to 40 hours per week.

D. Expectations of the NMDWS Career Consultant

1. Maintain a presence in high schools where applicable.
2. Conduct training, workshops, presentations, and other events to develop career planning and career readiness skills, including job searches, resume writing and interviewing.
3. Coordinate with school advisors to help pre-apprentices make career choices based on their academic interests and strengths.
4. Research and evaluate current employment trends in various industries.
5. Coordinate outreach efforts with businesses to promote the Pre-Apprenticeship program and increase participation.
6. Work with NMDWS business consultants to identify potential businesses.



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Services Division

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7. Maintain regular contacts with businesses for Pre-Apprenticeship opportunities in career exploration.
8. Work with businesses to facilitate on-the-job training for pre-apprentices.
9. Ensure each pre-apprentice's GPA remains a 2.0 or higher, if applicable. If the GPA falls below 2.0, option to request documentation from the school showing improvement.
10. Collaborate with the business, and school if needed, to support the pre-apprentice with performance or disciplinary concerns.
11. Remain fair and unbiased when connecting pre-apprentices with businesses.
12. Meet bi-weekly with each pre-apprentice to provide advice and guidance regarding work readiness and experiences or challenges arising during the pre-apprenticeship.
13. Provide advice and career counseling to pre-apprentices regarding next steps after the pre-apprenticeship concludes.
14. Address any pre-apprentice concerns about the business or workplace in a timely fashion.
15. As mandatory reporters, notify all necessary authorities, including the local Police Department and the New Mexico Children Youth and Families Department of any report of abuse or neglect submitted by a minor or by an employer on behalf of a minor.
16. Collect weekly timesheets from the pre-apprentice, enter such time in SHARE, and ensure the pre-apprentice's time is approved in SHARE by their supervisor.
17. Collect monthly evaluations from the business to review with the pre-apprentice.
18. Handle all matters related to successful completion or early termination of a pre-apprenticeship, including, if required, completing a termination form, ensuring the pre-apprentice is removed from payroll, and closing out the New Mexico Jobs entry for reporting.

E. Expectations of the Pre-Apprentice

1. Work with a NMDWS career consultant, as applicable, to learn about career readiness skills.
2. Notify a NMDWS career consultant when an interview is scheduled.
3. If not hired, continue to work with the NMDWS career consultant to develop and build employability skills.
4. Arrive at work on time according to the agreed work schedule. If circumstances arise that will cause tardiness or absence, inform the business supervisor in a timely manner or as the business policy requires.
5. Complete all orientation requirements with the business.



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Services Division

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6. Follow and uphold all business policies, procedures, and rules.
7. Complete, sign, and submit a weekly timesheet to the NMDWS career consultant. Three delinquent submissions and/or more than two weeks without reported hours are grounds for termination.
8. Complete a monthly evaluation with their supervisor and submit it to a NMDWS career consultant.
9. Complete a final evaluation at the end of the program.
10. Failure to attend bi-weekly meetings with the NMDWS career consultant may be grounds for termination.
11. Notify the NMDWS career consultant of any concerns while participating in the Pre-Apprenticeship program.
12. Collaborate with the NMDWS career consultant, supervisor, and school if needed, for support on performance or disciplinary concerns.
13. A personal vehicle shall not be used to conduct official business.
14. Transportation to and from the workplace is the responsibility of the pre-apprentice.
15. Any legal action resulting in criminal charges may lead to immediate termination.
16. Understand and acknowledge that violation of this agreement and/or the business's policies, procedures, and rules may result in termination.

F. Expectations of the Business

1. Ensure they are in good standing with the New Mexico Unemployment Insurance Operations Department.
2. Offer work hours outside of school hours and in accordance with child labor laws.
3. Notify the NMDWS career consultant of results and hiring decision after the interview.
4. Attend a Pre-Apprenticeship program orientation to learn and understand roles, responsibilities, and expectations.
5. Provide a thorough orientation to the company and position for the pre-apprentice.
6. Supervise and mentor the pre-apprentice throughout the duration of the program.
7. Provide hands-on learning opportunities with meaningful, authentic, and relevant work experience.
8. Expose the pre-apprentice to areas in the industry outside of the role they are hired for.
9. Review, verify, and sign the pre-apprentice's weekly timesheet.
10. Inform the NMDWS career consultant of any absence resulting in leave without pay.



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Services Division

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11. Inform the NMDWS career consultant of performance or disciplinary concerns.
12. Complete a monthly evaluation with the pre-apprentice.
13. Complete a final evaluation at the end of the program.
14. Collaborate with the NMDWS career consultant, and school if needed, to support the pre-apprentice with performance or disciplinary concerns.
15. Except for serious violations of business policies, the business will not terminate the pre-apprentice without contacting the NMDWS career consultant and will allow time to coach and mentor the pre-apprentice for corrective actions. In the event of termination for serious violations, the business must notify the NMDWS career consultant a day before the dismissal.
16. Understand that the pre-apprentice is not to conduct business using their personal vehicle.
17. Take responsibility for the actions of its own employees or agents when negligence occurs.
18. Comply with all federal laws as recorded with the U.S. Department of Labor including but not limited to; Civil Rights Act of 1964, Age and Discrimination in Employment Act of 1967, Human Rights Act of 1969, Occupational Safety and Health Act of 1970, Americans with Disabilities Act of 1990.
19. Harassment of any kind is prohibited. Reports submitted to the program will be sent to the U.S. Equal Employment Opportunity Commission for further action.
20. As mandatory reporters, NMDWS must notify all necessary authorities, including the local Police Department and the New Mexico Children Youth and Families Department of any report of abuse or neglect submitted by a minor.
21. Maintain health, safety, and work conditions at or above levels generally acceptable in the industry.
22. Acknowledges the following are prohibited and hazardous for 16 – 17-year-old minors:
 - a. Explosives
 - b. Motor-vehicle drivers
 - c. Mining, including coal mining
 - d. Logging, including sawmill
 - e. Power-driven wood working machinery
 - f. Radioactive substances
 - g. Hoisting apparatus
 - h. Elevators, cranes, derricks, hoists, and high lift trucks



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- i. Roofing occupations and excavation operations
 - j. Metal forming, punching, shearing machines
 - k. Slaughter/meat packing
 - l. Power-driven bakery machines
 - m. Paper product machines
 - n. Manufacture of brick, tile, and kindred products
 - o. Circular saws, band saws, and guillotine shears
 - p. Wrecking, demolition, and ship breaking
23. Failure to comply with any of the terms and conditions shall constitute grounds for termination. Participation may be terminated for non-performance by either the business or NMDWS following written notice to the other party. Such notice must be posted by certified mail; return receipt requested and must specify and document.
24. NMDWS reserves the right to remove a pre-apprentice for any safety, environmental, or business purposes.

II. PROCEDURE

A. Referrals

1. Referrals to the Pre-Apprenticeship program may come from a wide variety of sources, including high schools, community outreach, website referral and through the Americas Job Center's across the state.

B. Registration

1. Pre-apprentices and businesses must register in the New Mexico Jobs website for data collection and program reporting.
2. Pre-apprentices must register in Career Solutions to access assessments and resources for career exploration, planning, and job searches.

C. Business Connection

1. The NMDWS career consultant identifies a business that matches the pre-apprentice's career interests, or a pre-apprentice that matches a business's needs.
2. Businesses attend a Pre-Apprenticeship program orientation to learn and understand roles, responsibilities, and expectations. The business cannot interview a pre-apprentice unless the orientation is completed.



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3. The business provides a job description.

D. Interviewing

1. The NMDWS career consultant sends the pre-apprentice's resume to the business.
2. The business makes a decision as to whether to interview and/or hire.
3. If the business chooses to require an interview, the business schedules an interview with the pre-apprentice.
4. The NMDWS career consultant follows up to determine the hiring decision.
5. If selected, the business and pre-apprentice establish a start date and work schedule.
6. If not selected, the NMDWS career consultant continues to recruit a good match.

E. Agreement

1. All parties sign the Pre-Apprenticeship program participation agreement laying out roles and responsibilities.

F. Hiring

1. Pre-apprentices are hired through the New Mexico State Personnel Office as an EX-OT classification.
2. The career consultant submits the NMDWS Human Resources packet to the NMDWS Human Resources bureau, indicating a start date. Packet must be submitted prior to the first day of work.
3. The pre-apprentice cannot start working at a job site until Human Resources gives the acknowledgment of receipt and accuracy of documentation of the packet. Placing a pre-apprentice at work prior to the authorization from Human Resources could result in a federal penalty fine to the agency and/or places the agency at risk for a liability lawsuit if an incident occurs and the pre-apprentice did not have the proper paperwork filed with Human Resources.

G. Case Management

1. NMDWS will pay a total of up to \$300 for each pre-apprentice for items required to start work if the business cannot provide them i.e., uniform, protective wear, equipment, tools, training.
2. The NMDWS career consultant will support pre-apprentices with bi-weekly meetings to determine progress and address concerns.
3. The NMDWS career consultant collects weekly timesheets, enters time in SHARE, and is approved in SHARE by their supervisor.
4. The NMDWS career consultant collects monthly evaluations from the business to review with the pre-apprentice.



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H. End of program

1. Successful completion of the Pre-Apprenticeship program consists of enhanced skills, positive employee evaluations, and successful transition to employment, education, training, or a Registered Apprenticeship Program (RAP).
2. A pre-apprentice may resign from their position if it is not a positive experience. In this circumstance, the NMDWS career consultant will attempt to identify a new business connection if appropriate and, on a case-by-case basis, for the remaining hours, and will also ensure any employer concerns are resolved.
3. A business may terminate the pre-apprentice prior to completing 400 hours if appropriate, and when reviewed and discussed with the NMDWS career consultant.
4. Upon the successful completion or early termination of a pre-apprentice, the NMDWS career consultant will complete a termination form and submit it to NMDWS Human Resources for the pre-apprentice to be removed from payroll. The NMDWS career consultant will close out the New Mexico Jobs application for reporting.

III. DATA COLLECTION

- I. New Mexico Jobs (including a generic application) – Used to collect, track, and report enrollment numbers, outcomes (including progression to a RAP), and demographic data for pre-apprentices and businesses.
- J. The Pre-Apprenticeship program exit interview – Collects information on program satisfaction, experiences, and career goals.
- K. The business survey – Collects information on program satisfaction and outcomes.
- L. The Pre-Apprenticeship follow-up survey – Tracks consistency or changes of career goals since completing the program.

VI. Compliance

- A. Escalations shall be sent through the chain of command through the Employment Services Division.

VII. Roles and Responsibility

The Employment Services Division, Operations Division Director is responsible for this policy.

VIII. References

Civil Rights Act of 1964

Age and Discrimination in Employment Act of 1967

Human Rights Act of 1969



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Occupational Safety and Health Act of 1970

Americans with Disabilities Act of 1990

IX. Review and Revision History

Policy Created: December 20, 2024

X. Appendices, Forms or Related Material

N/A

XI. Adoptions

This policy is hereby adopted on this 20th day of December, 2024.

Michelle Velarde

Michelle Velarde (Dec 20, 2024 14:41 MST)

Michelle Velarde
Employment Services Operations Division Director