# **Local Education Agency**

## **Overview**

## The Local Education Agency (LEA) serves as the employer and co-sponsor of all registered teacher apprentices in Massachusetts. As such, the LEA is the primary applicant for a Registered Teacher Apprenticeship Program (RTAP). RTAPs are operated through a close partnership between a Massachusetts LEA and approved Educator Preparation Provider (EPP) with a shared goal of cultivating a diverse and effective workforce in the local community. While other community-based organizations may play roles in program design and implementation, the LEA/EPP partnership is foundational to the RTAP with each playing a crucial and distinct role.

## As an RTAP co-sponsor, the LEA applicant is required to:

* Secure local union support for the apprenticeship program.

## Employ apprentices in **full-time instructional roles** with a **progressive wage scale**.

* Provide apprentices with a minimum of **2000 hours of on-the-job training.**
* Select, train, and compensate **school-based journeyworkers** (e.g., mentor teachers, supervising practitioners) to support apprentices.
* Formally partner with an approved Educator Preparation Provider (EPP), specifying their commitment to deliver at least **150 hours of related technical instruction (RTI)** per apprentice annually and to oversee the field-based experience requirements of program completion.
* Ensure that all program components for apprentices are provided at **little-to-no cost**, including tuition, fees, and instructional materials.
* Implement a cohort model, with a minimum of three apprentices enrolled at any given time throughout the duration of the program.

The LEA applicant may be a single district or a coalition of districts, including charter schools and approved special education schools. Multiple districts may choose to form an RTAP coalition in order to achieve economies of scale, particularly across smaller districts or in more rural geographic locations. In addition to the requirements listed above, coalitions of districts must still:

* Assign a **point person** responsible for coordinating RTAP activities **across the coalition**.
* Assign a **point person** responsible for coordinating RTAP activities **within each district.**
* Provide evidence of a **unified approach** to program delivery and processes for journeyworker and apprentice oversight, including regular meetings for apprentices across districts; consistent processes for journeyworker selection, training, and support; and a single EPP partnership.

## **Local Education Agency Contact Information**

LEA applicants that plan to operate as a single employing district must only complete the primary contact information section below. Those that plan to operate as a coalition must provide additional information for each employing district.

### **Primary Employing District (Required)**

District:

Primary Designee Name:

Primary Designee Title:

Primary Designee Email Address:

Primary Designee Phone Number:

### **Coalition Employing District (If relevant)**

District:

Designee Name:

Designee Title:

Designee Email Address:

Designee Phone Number:

### **Coalition Employing District (If relevant)**

District:

Designee Name:

Designee Title:

Designee Email Address:

Designee Phone Number:

### **Coalition Employing District (If relevant)**

District:

Designee Name:

Designee Title:

Designee Email Address:

Designee Phone Number:

## **Local Education Agency Union Support**

LEAs are expected to consult with and gain support from all relevant employing district unions.

Union support must be formally documented for the following:

* **Journeyworker compensation**
	+ Agreement on how journeyworkers (e.g., mentor teachers, supervising practitioners) will be compensated. Compensation plans should account for the additional responsibilities journeyworkers undertake, including training for the role and mentoring and supervising an apprentice.
* **Apprentice roles (for union jobs only)**
	+ Acknowledgment of the specific instructional roles apprentices will be employed under, and when relevant, ensuring they align with the union’s job descriptions, scope of practice, and expectations for educators. This includes agreement on how apprentices contribute to the school environment while learning on the job. It is important to note that apprentices are not permitted to serve as teachers of record.
* **Apprentice compensation and progressive wage schedule (for union jobs only)**
	+ Approval of a progressive wage schedule for apprentices that clearly outlines wage increases tied to progress in the program and successful achievement of key milestones. The wage schedule should reflect both collectively bargained standards and fair compensation practices.

[ ]  of union support is attached for each employing district