

ANFP APPRENTICESHIP PROGRAM

FREQUENTLY ASKED QUESTIONS

THE PROGRAM

Q: Why did ANFP start this Apprenticeship Program?

A: The DOL recognized the Certified Dietary Manager as an approved occupation for a registered apprenticeship program. The ANFP Apprenticeship was developed in partnership with the Urban Institute through a project developed with the U.S. Department of Labor under the National Apprenticeship Act. The ANFP Apprenticeship Program is an innovative strategy for member recruitment and retention. The ANFP Apprenticeship Program can also be a pipeline for students to enroll in your program.

Q: Are DE&I practices implemented in the Apprenticeship Program?

A: Yes; the Apprenticeship Program operates under ANFP's DE&I statement. No applicant will be discriminated against based on race, color, national origin, sex, or other protected category (including pregnancy, gender identity, sexual orientation, genetic information, or because they are an individual with a disability, or a person over the age of 40).

Q: Is the ANFP Apprenticeship Program Mandatory?

A: No. There will always be students who choose the traditional Pathway I program for various reasons (no job, personal choice).

Q: Does the Apprenticeship Program offer credit for prior work experience?

A: A student can get credit for prior work experience within the Apprenticeship program for up to 50% of the required competencies. Credit for prior work experience is obtained by both 1) the ability of the student to demonstrate skill and 2) the employer checking off competencies reflecting a proficient work performance. The student would get credit for 50% of the competencies once they demonstrate they are proficient in them. This would simply result in a faster-paced checking off of the competencies by the supervisor, allowing the student to complete on-the-job work experience in between 1,000-2,000 hours (depending on competency completion) instead of the full-time length of 2,000 hours.

Q: Tell me more about the grant money.

A: The stipend is funded with federal funds from the DOL, Employment and Training Administration. Students ages 16-21 years receive a \$2,000 stipend for educational expenses. Educational expenses include tuition, supplies/uniforms, study materials, review courses, and exam fees. The stipend cannot be used to pay the wage by the employer. ANFP will track how the money from the stipend is spent. Students older than 21 may participate and will receive all the benefits of the Apprenticeship except the grant monies.

Q: Who manages the grant money?

A: ANFP receives the stipend funds and allocates it to the student.

Q: How long is the grant money available?

A: The money is a one-time grant available to the student indefinitely. It does not need to be given back. It must be used for education purposes only and cannot be used for wages. It may be a good idea to encourage the student to earmark some money for exam application and fees.

Q: How will the student pay for tuition, etc., if it takes time to get the grant money? School is generally two semesters. Will the student have the grant money in time to pay for school, or will they be able to use the grant to reimburse themselves with proof of payment?

A: Our goal is to have the stipend money to the student within the probationary period. We will be requiring an invoice itemizing how the funds will be used to make certain the money is not used for wages.

THE STUDENT

Q: Why is the program offered to people as young as 16?

A: A high school graduate could be as young as 16. If they are able to be employed in a non-commercial foodservice setting that age and are enrolled in your program, they can qualify. Also, some ANFP-Approved Programs do NOT require a high school diploma to enroll for a certificate program.

Q: When are applicants accepted to the Apprenticeship Program?

A: Applicants are accepted throughout the year as they enroll or as specified by enrollment to the school.

Q: What are the benefits of the Apprenticeship to the Student?

A: Students ages 16-21 receive a stipend for educational expenses. Students receive a wage from the employer for their work while completing school. The student completes coursework while being employed and paid a wage for work through their current employer in a non-commercial foodservice environment. Students (irrespective of age) will receive a wage increase from their employer when 50% of their competencies are completed. The student has the satisfaction of completing an ANFP-Approved Training Program with qualified training personnel and adequate supervision both provided by their employer during the Apprenticeship. Additionally, the student has certainty that they will qualify for the CDM, CFPP Credentialing Exam upon completion of the program. Apprenticeship offers future career support, potential access to employer healthcare benefits and professional development programs as an employee. Students have the potential to advance in their career. They have also entered a stable career path. The average starting salary of the apprentice upon qualification is \$60k (Urban Institute) and the average lifetime earning boost expected by a qualified youth apprentice is \$300k (Urban Institute).

Q: How long does the student have to complete the whole program?

A: The student must complete all coursework within two years. The student may complete the program in as little as one year.

Q: What happens if the student is injured in their place of employment while doing activities associated with the ANFP-Approved Program as an Apprentice? Who is liable?

A: Once an employee is hired by their organization, the organization is liable for their injuries on

the job. All the functions of the Apprenticeship are part of the student's job while they are in their workplace.

Q: What happens if the student does not do well in their on-the-job work process?

A: There is a six-month probationary period from the start of the Apprenticeship. Written notice of cancellation must be given to ANFP.

THE TRAINING SCHOOL

Q: Can any school participate in the Apprenticeship?

A: YES! All you need is a student who is employed with a non-commercial foodservice operation. We will take it from there!

Q: How does the student choose a training school to complete the 120-hour instructional portion of the Apprenticeship?

A: The student can choose any training program they wish to choose. ANFP does not guide the student toward any particular training school. Instead, ANFP refers the student to the [Approved Programs page](#) of the ANFP website.

Q: How does the school get notified of apprenticeship students?

A: Notifying the school is not necessary, although the student might share that information with the school. The student would simply not enroll in the school's course for field experience. They would instead complete the field work in their place of employment per the apprenticeship, complete the competencies, and then submit for the exam to CBDM their course with transcript of didactic learning along with the completed Work Hands information online. No certificate of completion is necessary.

Q: Are the coursework and on-the-job work process completed simultaneously?

A: YES! The student attends classes for the didactic requirement and completes the on-the-job work process requirements during the time they are working for their employer.

Q: Can a student get credit for prior work experience as an apprentice?

A: An apprentice can receive credit for prior work experience for up to 50% of the competencies. Credit for prior work experience is obtained by the ability to demonstrate and then checking off competencies reflecting "proficient" work performance.

Q: How are the completion of on-the-job work process competencies communicated to the school so the school knows when to issue a graduation certificate?

A: A graduation certificate is not necessary for apprentices. CBDM will require only a school transcript of the completed didactic courses along with the student's completed Work Hands checklist, and this checklist is maintained by ANFP, not the school.

Q: If Apprenticeship students don't complete the field experience at the training school and instead complete the "on-the-job" work experience through their employer, what documentation can we expect from the employer?

A: The employer is responsible for documenting in WorkHands (online platform) that the

student completes and is proficient in the competencies. ANFP will notify the school once the student completes all their competencies. Then, the school will be able to accurately report to all concerned parties the number of students who completed their program.

Q: What are the benefits of the Apprenticeship to the school?

A: Once on-the-job work process begins, the employer will provide the qualified preceptor for the program at the student's place of employment. The related technical instruction (RTI) will consist of the number of hours submitted by the school and approved by ANFP to meet the competencies of the five domains. The preceptors at the place of employment are already vetted by ANFP. ANFP completes all necessary paperwork and documentation for the Department of Labor (DOL) concerning the Apprenticeship Program. All paperwork for the Apprenticeship is completed and maintained by ANFP - the school does not have to do anything in this regard. The employee's workplace supervisor completes a quarterly online evaluation of the student's competencies which include the details of 35 different job functions in ANFP's five domains of competency. ANFP loads these accomplishments into RAPIDS. Employers participating in the ANFP Apprenticeship Program may select candidates from a pool of their existing employees to enroll in a school program. Participating employers will also hire applicants who meet their employment criteria and qualifications and these new hires may be apprentices that will enroll in a school program.

Q: How does this Apprenticeship save the Program Directors at the school's time?

A: Employers who sign the ANFP Apprenticeship agreement will provide qualified preceptors already vetted by ANFP to work with your student in their place of employment. Competencies will be verified by these employers and reported directly to ANFP.

Q: I see that the *Work Process Schedule and Related Instruction Outline* states 158 hours of related technical instruction (RTI) are required, but our school only offers 120 hours per the requirements of ANFP to approve our program. Do we have to increase our technical instruction hours with the Apprenticeship?

A: No, the schools will not need to make changes. The ANFP program is competency based and as long as the competencies set forth are met by the school in at least 120 hours, the instruction hours are adequate.

Q: The preceptors are not associated with our school. Is this a problem?

A: NO! The preceptors are vetted by both the companies who have signed the Apprenticeship agreement and verified by ANFP.

Q: Does the preceptor have to complete the internal on-the-job work process module evaluations AND quarterly evaluations for the apprenticeship? That seems like double work.

A: The student's manager oversees all the on-the-job work process competency requirements. The student's manager agrees to ensure that the student receives 25 precepted hours in the remaining four foodservice domains by an RDN, DTR with one year experience, or CDM, CFPP. An executive chef or food service director may also precept if they are (1) approved by the program director, (2) provide a resume, and (3) have at least five years experience in a non-commercial setting.

Q: Are the competencies for the Apprenticeship on-the-job work process different than the ANFP-Approved Training Program at the school?

A: NO! The on-the-job work process competencies are identical. Competencies are listed in the *Work Process Schedule and Related Instruction Outline*.

Q: How can my school use the Apprenticeship to increase enrollment?

A: This program can be marketed to high schools and/or vocational schools in your area as the next step in the student's career path. This program can be marketed by your school's career center as an available opportunity to students who choose to work in a non-commercial foodservice setting.

THE EMPLOYER

Q: Can any company work with ANFP to offer the Apprenticeship?

A: YES! Once the company meets with ANFP and signs an Apprenticeship Agreement, their employee can participate and receive the benefits of the stipend.

Q: Why Compass, Sodexo, Presbyterian Homes, and Creative Solutions?

A: Pursuant to the DOL, ANFP needed to secure agreements with three companies that blanketed the country to show that the Apprenticeship was fair and equitable. These companies have signed agreements with ANFP to participate in the ANFP Apprenticeship Program. They have agreed to hire and pay apprentices, as well as provide experienced CDM, CFPPs for required on-the-job work process..

Q: What happens if an Apprentice leaves their place of employment?

A: If an Apprentice's employment is terminated for any reason, the student can no longer continue with their on-the-job work experience portion of the ANFP-Approved Training Program because they no longer have a viable place to complete their competencies. If the student wanted to continue to pursue the CDM, CFPP credential, they would have to pursue the traditional Pathway I through their chosen school or become employed elsewhere with an employer who signed an Apprenticeship agreement with ANFP.

Q: Why doesn't an employer have all of its supervisors enrolled in the Apprenticeship?

A: An employer may not consider all employees qualified candidates for the Apprenticeship.

Q: What happens if managers in the field (student's place of employment) say they have too much work to do or are too short-handed to effectively supervise their student?

A: Since the Youth Apprenticeship Program (YAP) is competency-based, there is a need for the apprentice to be supervised when demonstrating competency in an area; however, the supervision does not need to be 1:1; that is our guideline. Multiple apprentices could be overseen by one RDN; DTR; or CDM, CFPP.

Q: Does the company that signs an agreement with ANFP communicate to their managers in the field that this might be a responsibility of theirs if they have an Apprentice?

A: YES! This has been handled by each of our contacts within each organization. We have supplied the flyer and offered an ANFP staff member as a resource for each supervisor. This is covered during the orientation of each organization prior to signing the Employer Agreement.

Q: What are the benefits of the Apprenticeship to the employer?

A: The employer receives an internal ANFP-approved and trained CDM, CFPP ready for career

growth and enhancements within their organizations. Employee retention is 94% of apprentices who retained their employment after completing their apprenticeships.

Q: Who are the players at the place of employment?

A: The student's manager oversees all the on-the-job work process competency requirements. The student's manager agrees to ensure that the student receives 25 precepted hours in the remaining four foodservice domains by an RDN, DTR with one year experience, or CDM, CFPP. An executive chef or food service director may also precept if they are (1) approved by the program director, (2) provide a resume, and (3) have at least five years experience in a non-commercial setting.