



DAIRY  **GRAZING**
APPRENTICESHIP

— MASTER HANDBOOK —

EQUAL OPPORTUNITY PLEDGE

Dairy Grazing Apprenticeship (DGA) will not discriminate on the basis of race, color, religion, national origin, sex or sexual orientation in recruitment, selection, employment, and training of Apprentices during the Apprenticeship.

DGA will take affirmative action to provide equal opportunity in the Apprenticeship and will operate the Apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

TABLE OF CONTENTS

Overview

INTRODUCTION TO DAIRY GRAZING APPRENTICESHIP

| | |
|------------------------------|---|
| Mission..... | 5 |
| History..... | 5 |
| Terms..... | 6 |
| Program Basics..... | 8 |
| Objectives and Outcomes..... | 9 |

WHAT IS AN APPRENTICESHIP?

| | |
|--|----|
| Apprenticeship vs. Internship..... | 11 |
| FAQs..... | 12 |
| Apprentice Minimum Qualifications..... | 13 |
| Related Instruction for Apprentices..... | 14 |

DGA RELATED INSTRUCTION OVERVIEW.....15

ROLE OF THE MASTER DAIRY GRAZIER

| | |
|-----------------------------|----|
| Minimum Qualifications..... | 16 |
| Benefits..... | 17 |

Procedures

MASTER DAIRY GRAZIER SELECTION AND APPRENTICE HIRING & TRAINING PROCEDURE.....18

DGA EXCHANGE USER GUIDE.....23

Contacts.....24

Appendices

A. COPY OF DEPARTMENT OF LABOR APPLICATION.....25

OVERVIEW





INTRODUCTION TO DAIRY GRAZING APPRENTICESHIP

MISSION

Dairy Grazing Apprenticeship is dedicated to providing a guided pathway to independent dairy farm ownership, developing grazing careers, and strengthening the economic and environmental well-being of rural communities and the dairy industry.

We accomplish this mission by:

- **Linking current and aspiring graziers in the transfer of farms and graziers skills and knowledge.**
- **Developing alliances with like-minded agricultural, environmental, and consumer groups.**
- **Providing opportunities for farmers and their customers to invest in the next generation of grazing farmers.**

HISTORY

Dairy Grazing Apprenticeship (DGA) is an accredited National Apprenticeship registered with the Employment and Training Administration, United States Department of Labor. Originating in Wisconsin, where it was developed by and for farmers to address farm loss, DGA grew out of a long history of peer-to-peer education networks among dairy graziers in the state. Pasture walks, field days, local and statewide grazing conferences, and individual mentoring relationships, as well as technical assistance funded by the Grazing Lands Conservation Initiative and the Natural Resources Conservation Services, nurtured a robust grazing community, supported the development of GrassWorks (a statewide producer-run organization), and created the conditions for this innovative step in farmer education.

OVERVIEW

In 2010, a group of dairy graziers who were GrassWorks members developed the idea of formalizing farmer-centered education using the model of Apprenticeship to link current and aspiring dairy producers and provide a structure of support for the transfer of knowledge, skills, and farms to the next generation. Like Apprenticeships in other industries, it would combine on-the-job training with related classroom instruction and place experienced Masters at the center of the education process.

A comprehensive formal curriculum in managed-grazing dairy production was then developed through a partnership between GrassWorks, the Wisconsin Department of Workforce Development, and the Wisconsin Technical College System with financial support from the Beginning Farmer and Rancher Development Program of the USDA National Institute for Food and Agriculture. Dairy Grazing Apprenticeship was formally established in June of 2011. Entrants to the program could progress through the program as Apprentices, Journey Dairy Graziers, and finally Masters themselves capable of not only owning and operating a managed-grazing dairy farm but also training new Apprentices. By the end of 2012, 25 farmers had been approved as Master Dairy Graziers, nearly 100 people had applied to become an Apprentice, and the first four participants had graduated to Journey Dairy Grazier status.

Dairy Grazing Apprenticeship has since become an independent 501(c)3 organization and its National Apprenticeship, the first institutionally supported and accredited career track for farming in the nation, now operates in multiple states.

TERMS

APPRENTICESHIP

A system of work-based learning that fulfills the needs of industry by preparing workers for skilled trades by combining paid on-the-job training and related instruction. An Apprenticeship is developed in partnership between an industry sponsor, a state or federal labor department, and accredited educational institutions. Once an Apprenticeship is legally recognized, the curriculum outline (or Work Process Schedule) is made available to state-level labor departments across the nation. A state-level Apprenticeship may become a National Apprenticeship registered with U.S. Department of Labor and expand into other states without direct involvement of state agencies.

APPRENTICE

A highly skilled worker whose qualifications are recognized and respected throughout an industry. For 100 years bricklayers, electricians, plumbers and other skilled workers have followed this career path, becoming Apprentices, Journey-workers and finally Masters in their respective fields.

DAIRY GRAZING APPRENTICESHIP

Dairy Grazing Apprenticeship (DGA) refers to both the training program and the organization. The training program is a National Apprenticeship registered with the U.S. Department of Labor-Employment and

OVERVIEW

Training Association. It consists of 4000 hours over two years, combining on-farm employment and training under an established Master Dairy Grazier with approved courses and/or other related instruction. The organization is an independent 501(c)3 non-profit that serves as the industry sponsor for the National Apprenticeship.

DGA BOARD OF DIRECTORS

The board is the governing body of Dairy Grazing Apprenticeship. It composed of 15 members (12 voting members and 3 advisory members) and includes Master Dairy Graziers, Journey Dairy Graziers, industry representatives, and institutional partners. The board provides oversight of general operations and leadership in the development of policies, procedures, and sustainability of DGA.

GRASSWORKS

A producer-run organization based in Wisconsin that provides leadership and education to farmers and consumers for the advancement of managed-grazing agriculture to benefit present and future generations. GrassWorks was the initial industry sponsor during the development of Dairy Grazing Apprenticeship.

GRAZIER

A farmer who utilizes a “Managed Grazing” system to provide a majority of livestock feed from well managed pastures.

MANAGED GRAZING

A sustainable farming method in which the majority of farm acres are planted to perennial forages and livestock are rotated through paddocks of nutritious grasses and legumes that are allowed to rest and re-grow. Managed grazing reduces phosphorous run off, builds soil and water resources, improves animal health, provides high-quality wildlife habitat, and produces high quality livestock and dairy products.

MASTER DAIRY GRAZIER

An experienced and skilled dairy grazier whose farming operation has undergone an approval process and now serves as an educational farm site for the Dairy Grazing Apprenticeship. Master Dairy Graziers are employers of and mentors for Apprentices, providing guidance on all aspects of running a successful dairy grazing farm, based on the DGA work process schedule (see Appendix A).

NATIONAL APPRENTICESHIP COMMITTEE

A standing committee on the DGA Board of Directors that oversees the Apprenticeship program. This committee is charged with assessing and approving proposed coursework for related instruction in participating states as well as any changes to the core curriculum. State Apprenticeship Committees report to the National Committee.

PROGRAM BASICS

The Apprenticeship is composed of 4000 hours of training over two years. Of those hours, 3712 are employment and training under the guidance of an approved Master Dairy Grazier. On-farm training is designed to prepare individuals in all aspects of owning and operating a managed-grazing dairy farm. Each Master-Apprentice pair is issued a copy of the DGA Training Guidelines (also known as the “Job Book”), which lays major work areas and guides the mentoring process.

The remaining 288 hours are related instruction, which includes:

- **Formal Courses in Pasture Management, Milk Quality, Herd Health, Dairy Nutrition, and Soils, Nutrients & Composting**
- **Peer Discussion Groups, Pasture Walks, Farming Conferences, and Networking Opportunities**
- **Holistic Management and Professional Development Training**

A local Education Coordinator conducts farm visits, first monthly and then bi-monthly, to guide the relationship, monitor Apprentice progress through the program, and provide on-farm technical services. Graduates become certified Journey Dairy Graziers with option to move into management positions and/or equity earning situations the Master or another farm, business partnership, farm start up or farm transfer. Journey Dairy Graziers may eventually become Masters themselves, capable of taking on and training new Apprentices. In this way the program has potential for exponential growth. All DGA participants receive business planning services to help them reach their farming and career goals. DGA is an approved vendor for the USDA Farm Services Agency’s Financial Management Training Program.



OBJECTIVE AND OUTCOMES

DGA establishes clear, accessible, institutionally supported steps for an individual to take from novice to successful independent farm operator. The program is open to anyone interesting in becoming a dairy farmer. But it also recognizes the skills and previous experience of participants (such as farm hands, hired milkers, herd managers and junior operators) by facilitating a competitive hiring process and accepting approved coursework that was taken previously to count toward Apprenticeship.

To assist Journey Dairy Graziers in their transition into careers in dairy grazing, the following models of equity transfer are utilized:

1 FARM MANAGER

The Journey Dairy Grazier attains managerial position on one or more grazing dairy farms. Graduates of the Apprenticeship Program who do not yet want to commit to a particular farm or a specific location will be able to find employment as a dairy manager. Establishing a pool of highly qualified managers will ease the pressure on existing dairy farmers to expand in order to hire a permanent full-time manager with extensive training in dairy grazing. For existing farmers, the potential for labor relief could mean the difference between implementing managed grazing and expanding a confinement operation.

2 MASTER FARM EXPANSION AND PARTNERSHIP DEVELOPMENT

The Master who now has a skilled employee/manager in the Journey Dairy Grazier is able to expand operation in current location and establishes milk-sharing partnership. This arrangement has worked well in New Zealand and is becoming more widely known in the region (Tranel 2015). Typically, in a milk-sharing partnership, one person (the Master) owns the land and the facilities and another person (the Journeyman) owns the cows and equipment. Here, the Journey Dairy Grazier manages the farm and the milk check is split between the partners. As with any business arrangement, steps are taken to ensure partnerships are transparent and lawful.

3 TRANSFER OF OWNERSHIP

The late-career/retiring Master transfers ownership of existing farm to the Journey Dairy Grazier. As more farmers reach the age of retirement, this strategy is critical for bringing new farmers into land and dairy business ownership. Either of the above scenarios might lead to farmer transfer. A Journey Dairy Grazier may build equity, bring equity or manage a farm, as equity is gradually acquired. Many of Wisconsin's most successful and highly skilled graziers are at the later stages in their careers and are seeking to divest or transfer their farm

business to someone who is highly qualified. Masters who have spent their careers building a successful operation most often want their farm to stay a well-managed and profitable dairy grazing farm. The relationship built through the Apprenticeship not only provides for the transfer of knowledge and skills but also leads to an in-depth understanding of a particular farm and generates trust between the Master and Apprentice.

4 SPIN-OFF FARM

The Master (and/or other established dairy farmer) invests in new farm operated by the Journey Dairy Grazier at another location. There are several ways that this has worked. One scenario is the Journey Dairy Grazier is employed by the Master as a manager of the second farm. He or she earns a salary and/or a percentage of the milk check and also receives cattle, as partial compensation. Cattle are productive assets by which beginning farmers can build equity. They can be used as collateral for a loan—to buy more cattle, equipment and eventually, the land itself. Not all Apprentices may want to buy a farm and may prefer to live a farming lifestyle, manage a farm, raise a family and make a living without the responsibility of ownership.

The specific career path and eventual outcome will depend on the individual goals of Master and Apprentice as well as shared interests that develop during the Apprenticeship. An Apprentice may start out on one path and then switch to another. DGA provides beginning farmers with the skills, knowledge, relationships, opportunities and entrepreneurial confidence that they need to make decisions, seize opportunities and reach their goals.

The long range outcome of Dairy Grazing Apprenticeship is to ensure the sustainability of the dairy industry by contributing to its diversification and resilience. A dairy industry based at least in part on managed grazing dairies is likely to have more, smaller scale farms and less concentration of ownership and cattle than one based solely on large scale confinement farming operations. By generating larger numbers of successful smaller farms, rather than a few larger farms, the DGA will help to maintain rural diversity. It will bring more individuals and families into rural communities, populate local schools, provide new customers for local businesses and restore a client-base for agricultural service agencies.



WHAT IS AN APPRENTICESHIP?

APPRENTICESHIP VERSUS INTERNSHIP

DGA is a formal Apprenticeship, not an internship. Although these terms are often used interchangeably, Apprenticeship and internships are actually very different. An internship or mentoring arrangement may be paid or unpaid and the scope and content are highly variable, depending on participants and organizations involved. Apprenticeship is a formal system of education that has a legal status and a well-established development process with agency oversight. The curriculum for an Apprenticeship, which is developed by stakeholders in an industry in order to serve the needs of that industry, is comprehensive and standardized. It guides the training process between the Master and the Apprentice, identifies the competencies that must

be achieved, and includes related instruction to enhance training.

DGA also offers a Pre-Apprenticeship Internship option on its website that allows potential Masters and potential Apprentices to test the relationship before committing to full Apprenticeship. Compensation and duration of internship must be mutually agreed upon by Master and Apprentice Candidate. Pre-Apprenticeship Internships are intended to lead to an eventual Apprenticeship but are not monitored by DGA and work hours do not count toward Apprenticeship training hours.

FREQUENTLY ASKED QUESTIONS

What are the benefits of Apprenticeship to the Master and to the Apprentice?

Apprentices earn while they learn – they receive progressively increasing compensation while learning both on-the-job and in the classroom. Upon completing the program, they receive national recognition of their training and skills through graduation to Journeyworker status. Employers find that Apprenticeship offerings attract higher quality applicants who have a serious commitment to the success of an individual operation as well as to the sustainability of the industry. In addition, Apprenticeship ensures the training standards of the industry are met.

Why the focus on Managed Grazing?

Managed grazing is a low input, cost effective farming method that works with nature to improve efficiency and farm profitability, maintain optimal animal health, and produce high quality milk that can be sold conventionally or to value-added (organic or grass-fed) processors for a premium. Because managed grazing systems require less capital investment for equipment and infrastructure than conventional operations, this method is ideal for start-up dairy farmers with minimal assets to invest. In addition, because grazing

dairy cows tend to have a longer productive life, Master Dairy Graziers need fewer replacement cattle and have the opportunity to offer heifers as partial compensation to an Apprentice or Journey Dairy Grazier.

Is a Master Dairy Grazier required to provide housing for the Apprentice?

No. Offering on-farm housing is not required for a Master Dairy Grazier to be approved by DGA. However, many Masters do provide housing as part of overall compensation. Masters can also help Apprentices who are willing to relocate find housing nearby. Sometimes Apprentices and Masters are within commuting distance of one another.

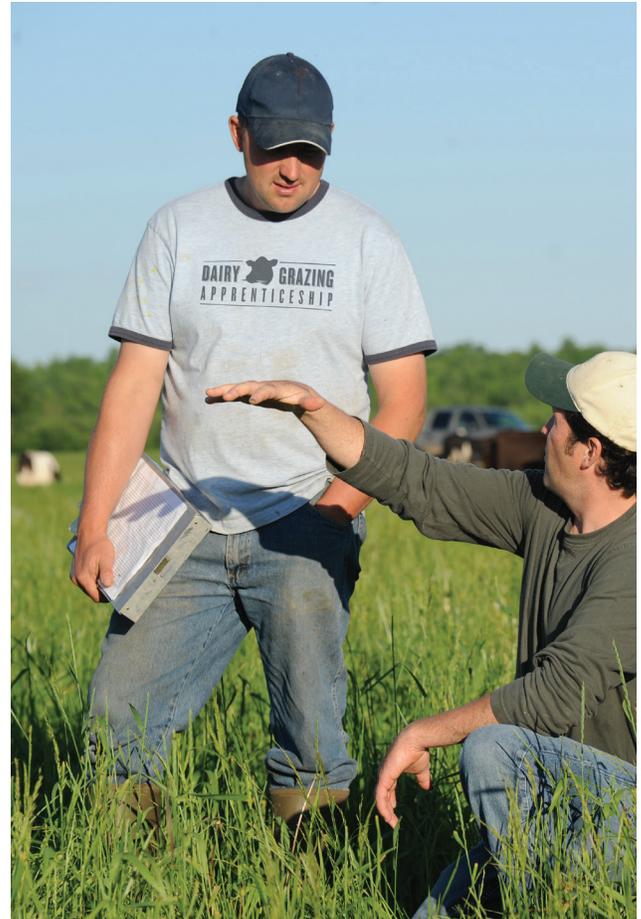
What is the hourly rate paid to Apprentices?

As required by DGA National Apprenticeship Standards, the minimum starting wage for a Dairy Grazing Apprentice is \$8.00 per hour with a \$.50 raise every six months for Apprentices. Depending on the size and needs of the operation, Masters may offer significantly higher rates of compensation to qualified applicants. Compensation must be mutually agreed upon by the Master and the Apprentice and may include in-kind compensation (such as housing, food, or cattle).

OVERVIEW

How does an Apprentice become an independent dairy farmer?

DGA is a comprehensive program that not only results in a pool of highly trained and confident individuals but also facilitates the movement from Apprentice into independent dairy farmer. To assist Master Dairy Graziers and Journeyworkers in achieving their individual as well as shared goals, DGA provides financial and business planning consultation. Second-year Apprentices are required to develop a business plan, which improves their chances of qualifying for a Beginning Farmer Loan through Farm Services Agency (FSA). DGA is an approved vendor for FSA's Financial Management Training Program. DGA has also developed proven economic models for assisting Journey Dairy Graziers in their transition to ownership, including building equity in cattle, milk-share partnerships, spin-off operations, and farm transfer. (See Objectives and Outcomes above.)



APPRENTICE MINIMUM QUALIFICATIONS

- Must have high school diploma or higher or GED, or a composite score on the ACT of at least 18, or comparable Accuplacer test scores in math and reading.
- Must be at least 18 years of age.
- Must be physically able to perform the work of dairy farming with reasonable accommodations and without hazard to themselves or others.
- Must have reliable transportation to and from work and school.

RELATED INSTRUCTION FOR APPRENTICES

Dairy Grazing Apprenticeship combines on-farm employment with related instruction and peer-to-peer learning. Apprentices are responsible for enrolling in required courses and paying tuition. Of the 4000 hours, 288 total contact hours comprise the classroom and other related instruction. Required core courses are as follows: Seminar in Pasture Based livestock Production, Dairy Nutrition, Dairy Health, Milk Quality, Organic Soils/Nutrients/Composting, and Introduction to Holistic Management. These courses account for 194 contact hours. Monthly farm visits with local Education Coordinators, discussion groups with peer cohorts, and farming conferences account for an additional 94 hours.

Masters are required to schedule Apprentice work hours to allow them to attend courses and other approved instruction. Masters are not required to compensate Apprentices for related instruction hours. Note: Apprentices who have taken approved coursework or comparable related instruction previous to entering program may receive credit for those hours. These credits are approved by the Apprenticeship Training Committee.



OVERVIEW

RELATED INSTRUCTION OVERVIEW

| SEMESTER* | COURSE TITLE | CREDITS/ HOURS | CONTACT HOURS | CATEGORY | REQUIRED? |
|------------|---|-------------------|------------------|-------------|-----------|
| 1 and 2 | Pasture-Based Dairy and Livestock Seminar | 3 | 45 | Core Course | Yes |
| 1 | Dairy Nutrition Seminar | 1 | 36 | Core Course | Yes |
| 2 | Dairy Health Seminar | 1 | 36 | Core Course | Yes |
| 3 | Milk Quality Seminar | 1 | 36 | Core Course | Yes |
| 4 | Organic Soils, Nutrients, and Composting | 1 | 17 | Core Course | Yes |
| Varies | Holistic Farming and Systems Approach | 0 | 16 | Core Course | Yes |
| Monthly | Education Coordinator Farm Visits | 0 | 30 | Elective** | Yes |
| Varies | Discussion Groups/ Pasture Walks | 0 | 48 | Elective** | Yes |
| Varies | Farming Conferences | 0 | 16 | Elective** | As needed |
| Final Term | Transition to Trainer | 0 | 8 | Elective** | As needed |

* The two year Apprenticeship consists of four semesters, beginning in the Fall (semester 1) of each year. Because Apprentices may enter program at any time, however, classes are taken as available.

** Elective coursework may be modified or substituted, contingent upon the specific needs of program participants in a particular geographic region/locale and subject to approval by the state Apprenticeship Committee. Apprentices will be required to complete a total of 288 hours of related instruction prior to completion of their Apprenticeship training.



ROLE OF A MASTER DAIRY GRAZIER

Dairy Grazing Apprenticeship allows experienced dairy graziers to share and transfer knowledge, skills, and dairy farms to the next generation. This program would not be possible without their time, knowledge, expertise, and creativity as well as real-world experience and perspective.

Master Dairy Graziers provide guidance, feedback, and hands-on learning opportunities—their contribution is the core of the Apprenticeship

education process. For his or her efforts, the Master Dairy Grazier gains a motivated Apprentice who is an asset to the operation during the two-year training period and who may become a trusted business partner or even the person to whom the farm is eventually transitioned. The investment made in and connection to the next generation of skilled dairy graziers improves the business of individual Master Graziers and makes an enormous difference in the life of an aspiring dairy farmer.

MINIMUM QUALIFICATIONS

- Must have five years of successful grazing experience or be a graduate of Dairy Grazing Apprenticeship with three years grazing experience beyond the program.
- Must be capable of training Apprentices in the core work processes identified in the DGA Work Process Schedule or employ a full-time experienced dairy grazer or other qualified individual to supervise and/or train the Apprentice.
- Prospective Master Dairy Graziers must go through an assessment process with final approval given by the Apprenticeship Training Committee.

BENEFITS

Within the framework of the Dairy Grazing Apprenticeship, Master Dairy Graziers prepare the next generation of successful dairy graziers. Professional development courses in employee management, mentoring and business planning prepare Masters for their central role in the program. The Dairy Grazing Apprenticeship Training Guidelines (or “Job Book”) serves as a comprehensive guide to the competencies that must be gained to successfully manage a dairy grazing farm. As an Apprentice gains more skills and confidence during the two-year learning process, the Master charts his or her progress in the Job Book.

The Apprentice becomes an asset to the operation, is able to manage the farm in the Master’s absence, and may go on to build equity for his or her own farm. The Master may eventually transfer the farm to this person who has gained an understanding of the operation over the two-year training period. Involvement in the Dairy Grazing Apprenticeship opens up many opportunities for Master Dairy Graziers, including financial planning support including sample equity building scenarios, such as start-up, spin-off, and farm transfer models.

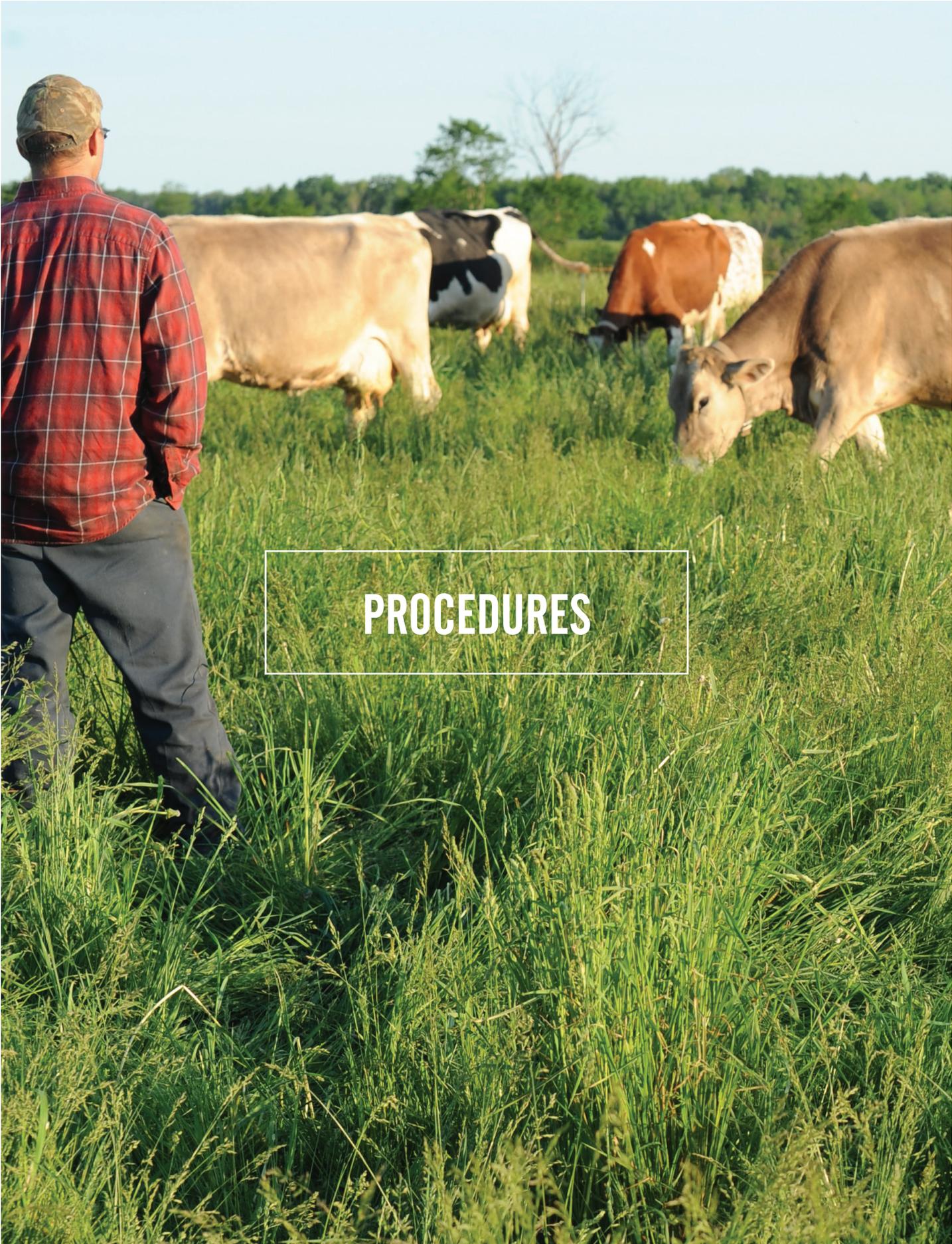
Apprentices are networked and trained so when the two years are completed, he or she will have the necessary skills and relationships to begin working on a path of generating equity to purchase a farm, work into a farm transfer situation, continue in a share-milking operation, or become a manager on a dairy grazing farm.

Dairy Grazing Apprenticeship benefits from existing agricultural infrastructure as well as peer-to-peer education networks among dairy graziers in the states where it operates. DGA draws on and partners with existing educational institutions, service agencies, and dairy industry players, while placing experienced dairy farmers at the center of the education process.

The result is an educated, skilled, and experienced labor pool that:

- **Increases potential for family farm transfers and start ups**
- **Gives grazing farmers the opportunity to invest in their farms through alternative investment models (i.e., expansion or spin off)**
- **Improves the likelihood of implementation of rotational grazing systems into our most environmentally sensitive areas**
- **Creates an opportunity for communities and municipalities to encourage rotational grazing in order to positively impact economies, food systems and/or the environment**

Because managed grazing builds natural resources and improves long-term productive capacity with reduced reliance on off-farm inputs, it addresses many of the challenges that face our state and our nation. More well- managed grass-based farms can meet production demands without sacrificing the health and well-being of rural communities and ecosystems.



PROCEDURES

PROCEDURE:

Master Dairy Grazier Selection and Apprentice Hiring & Training

MASTER DAIRY GRAZIER APPROVAL

- 1. Interested Master registers for account and submits application at www.dga-national.org**
 - 1.1. Creates profile of farm business which can be kept hidden or made “public” for Apprentice Candidates to see
 - 1.2. Sets notification preferences to all Apprentice Candidates or only those who select zip code area
- 2. Interested Master is assigned an Education Coordinator who will arrange farm assessment and interview and will guide the Apprenticeship process when an Apprentice is hired**
 - 2.1. Education Coordinator will assess farm as educational work site and conduct interview
 - 2.2. Education Coordinator submits farm assessment to Program Director.
 - 2.3. DGA Apprentice Committee approves or rejects application - if approved, the farmer has Master status and is able to bring an employee through the Apprenticeship
 - 2.4. Approved Master has expanded “dashboard” and increased access on the website
- 3. Master Searching for Apprentice**
 - 3.1. Masters can search for an Apprentice on the DGA website using Map or Search or List features
 - a. *Can see map of current Apprentice Candidate locations*
 - b. *Search by area or keyword*
 - c. *Can see list of those who chose area or all Candidates*
 - 3.2. Click on Candidate to view profile with option to
 - a. *Star – add to favorite*
 - b. *Hide – don’t show again*
 - c. *Send message – start conversation*
 - d. *Send Hire Message – see Hiring and Initiation below*
 - 3.3. If profile is public, Masters can receive messages from Apprentice Candidates, with option to reply or ignore and delete
 - 3.4. Messages from system notify Master of new Apprentice Candidates in area or outside area depending on profile settings
 - 3.5. Edit profile settings at any time

HIRING AND INITIATION OF APPRENTICESHIP

4. Master contacts, interviews, sets initial compensation rates (must be at minimum \$8.00 per hour with \$.50 raise every 6 months), and hires Apprentice.

- 4.1. Master may contact Apprentice candidates either through the Website or via external email or phone to set up interview
- 4.2. Compensation package (may include in-kind such as housing, gas, food, etc.) must meet minimum requirements and be mutually agreed upon by both parties
- 4.3. Hire agreement is made verbally between Master and Apprentice
- 4.4. Offer to Hire message is sent by Master to link records in the online system
- 4.5. Apprentice Acceptance of Offer to Hire appears on Master dashboard
- 4.6. Website sends Notice of New Hire to Staff and Education Coordinator

5. Education Coordinator meets with Master and Apprentice

- 5.1. Clarify process, expectations, and requirements of program
- 5.2. Go over Training Guidelines (Job Book) and
- 5.3. Have Department Of Labor (DOL) application filled out and signed by Master and Apprentice
- 5.4. Assess Internet capability and computer access

6. Education Coordinator sends DOL application to Program Director

- 6.1. Program Director enters information in DOL RAPIDS System (DOL online database)
- 6.2. Sets start date – triggers OJT (On-the-Job Training) hours tracking

APPRENTICESHIP TRAINING

7. Masters in geographic proximity work with local Education Coordinators to plan monthly apprentice discussion meetings

- 7.1. Peer group discussion rotates among farm sites in cohort
- 7.2. Host Master, along with Education Coordinator, arranges to bring in speakers (local professionals, agency representatives, etc.) on specific topic

8. The Apprenticeship consists of 4000 hours of training over two years

- 8.1. 712 hours are on-the-job experience under the guidance of a Master Dairy Grazier
- 8.2. Job Book/Work Process Schedule is followed to ensure Apprentice gains the breadth of experience required
- 8.3. Masters contribute teaching time to Apprentice over and above needs of regular employee
- 8.4. 288 hours are related instruction. Apprentice is responsible for registering and paying for required related instruction
- 8.5. Masters do not compensate Apprentices for related instruction time, but are required to give them time off to attend classes and fulfill these requirements

9. Master can view Apprentice Personal Program Record (PPR) on website

- 9.1. Master contribution –Master or EC/Staff responsible for entering Master contribution
- 9.2. Related instruction – view only (Program Director and/or Education Coordinator enters)
 - a. *Formal coursework*
 - b. *Discussion groups*
 - c. *Farm visits*

10. Recording Master Contribution

- 10.1. Go to Apprentice PPR
- 10.2. Click on Work Hours to see records
- 10.3. Click on Add Hours for new entry
 - a. *OJT (on-job-training) hours*
 - b. *Teaching time (40 hours per month recommended)*
 - c. *Wages*
 - d. *In-kind amount and type (if any)*
- 10.4. Monthly reminder email to log information will come through system with link, but can be used any time to add or edit entries

11. Master evaluates Apprentice on an ongoing basis and checks off competencies in Job Book

12. Education Coordinator checks-in at farm site monthly for the first 6 months and then bi-monthly

PROCEDURES

- 12.1. Job Book is reviewed
- 12.2. Related instruction progress is recorded
- 12.3. Education Coordinator facilitates relationship and learning situation, works with Master and Apprentice to address any issues

13. At the end of six-month probationary period, Program Director and/or EC meets with pair to assess match, which will result in one of three outcomes:

- 13.1. Relationship is reconfirmed and continues for the remainder of the two years.
- 13.2. Relationship is dissolved and Master seeks different Apprentice
- 13.3. Relationship is dissolved and Master opts not to seek an Apprentice

14. Professional development and financial consultation are available to assist Master in meeting financial/career goals

15. When 2-3 year pathway is established, financial goals will be created with help of financial consultant

JOURNEYWORKER PHASE

16. Upon successful completion of the Apprenticeship, learners graduate to Journey Dairy Graziers status and can transfer into one or more of following situations:

- 16.1. Management
- 16.2. Equity earning
- 16.3. Farm transition
- 16.4. Farm purchase

17. Year 5 and forward, Journey Dairy Graziers can apply to become Masters (educator /farmer)

18. Master may seek another Apprentice without going through application procedure

DGA EXCHANGE USER GUIDE



CONTACTS

General Contact

Dairy Grazing Apprenticeship
7234 Gad Rd, Medford WI 55441
715-560-0389 info@dga-national.org
<https://www.dga-national.org/>

Financial Contact

Dairy Grazing Apprenticeship
522 4th St, Hudson WI 54016
715-410-2956 info@dga-national.org

Administrative Staff

Joe Tomandl, III – Executive Director
715-560-0389 joe@dga-national.org

Laura Paine – Program Director
608-338-9039 (c) 920-623-4407 (h)
laura@dga-national.org

Bridget O’Meara – Communications Coordinator
715-410-2956 bridget@dga-national.org

Visit website for complete listing of state and local
Education Coordinators:

<https://www.dga-national.org/>



APPENDIX A

DEPARTMENT OF LABOR APPLICATION

Program Registration and Apprenticeship Agreement
Office of Apprenticeship



APPRENTICE REGISTRATION-SECTION II

OMB No. 1205-0223

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

| | | | |
|---|--|--|---|
| 1. Name (Last, First, Middle) *Social Security Number - - Address (No., Street, City, State, Zip Code, Telephone Number) | | Answer Both A and B (Voluntary) (Definitions on reverse) | 5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran |
| 2. Date of Birth (Mo., Day, Yr.) | 3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female | 4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White | 6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical |
| 7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee | | | |
| 7b. Career Linkage or Direct Entry (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> One-Stop Referral <input type="checkbox"/> Trade Adjustment Assistance | | | |
| <input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> School-to-Registered Apprenticeship <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Direct Entry: _____ | | | |

| | | | |
|----------------------------|------|--|------|
| 8. Signature of Apprentice | Date | 9. Signature of Parent/Guardian (if minor) | Date |
|----------------------------|------|--|------|

PART B: TO BE COMPLETED BY EMPLOYER /MASTER. NOTE TO SPONSOR: PART B SHOULD ONLY BE FILLED OUT BY EMPLOYER

| | |
|---|---|
| 1. Name (Last, First, Middle) Address (No., Street, City, State, Zip Code, Telephone Number) | 2. *Social Security Number or EIN - - - |
| | 3. Signature of Employer/ Master Date |

PART C: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. -10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

| | | |
|--|--|--|
| 1. Sponsor Program Number: ZA004157889 Sponsor Name and Address (No. Street, City, County, State, Zip Code) Dairy Grazing Apprenticeship 7234 Gad Rd Medford, WI 55441 | 2a Occupation (The work processes listed in the standards are part of this agreement). Dairy Grazier | 2b Occupation Code: 400.1 2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| | 3. Occupation Training Approach (Mark one) 3a. <input type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input checked="" type="checkbox"/> Hybrid | 4. Term (Hrs., Mos., Yrs.) 4000 hours 2 years |
| | 5. Probationary Period (Hrs., Mos., Yrs.) 6 months | |
| | 6. Credit for Previous Experience (Hrs., Mos., Yrs.) | 7. Term Remaining (Hrs., Mos., Yrs.) |
| 9a. Related Instruction (Number of Hours Per Year) 288 over 2 years | 9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input checked="" type="checkbox"/> Will Not Be Paid | 9c. Related Training Instruction Source North Central Technical College, WI and other providers as needed |

10. Wages: (Instructions on reverse)
10a. Pre-Apprenticeship Hourly Wage \$ _____ 10b. Apprentice's Entry Hourly Wage \$ _____ 10c. Journeyworker's Hourly Wage \$ _____

| | | | | | | | | | | |
|--|--------|---|---|---|---|---|---|---|---|----|
| Check Box 10d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs. | Period | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | | |

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| 10e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/> | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

| | | |
|--|-------------|---|
| 11. Signature of Sponsor's Representative(s) | Date Signed | 13. Name and Address of Sponsor Designee to Receive Complaints (If applicable) |
| 12. Signature of Sponsor's Representative(s) | Date Signed | |

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

| | | |
|------------------------------------|------------------------------------|--------------------|
| 1. Registration Agency and Address | 2. Signature (Registration Agency) | 3. Date Registered |
|------------------------------------|------------------------------------|--------------------|

4. Apprentice Identification Number (Definition on reverse):

Program Definitions and/or Instructions:

Part A

Item 4.a. Definition - Ethnic Group:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4.b. Definitions - Race:

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Item 7b. Instructions:

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry applies.

Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration (U.S. DOL/ETA) to states and local communities.

One-Stop Referral. Includes Workforce Investment Act (WIA) and Employment Services (ES) participants referred to the Registered Apprenticeship program and/or apprentices that receive WIA funded services that support their participation in their Registered Apprenticeship program.

Trade Adjustment Assistance. Includes trade-affected workers who have become unemployed as a result of increased imports or shifts in production out of the United States.

Job Corps. Youth ages 16-24 years usually receiving services in a residential setting.

YouthBuild. Program transferred from the U.S. Department of Housing and Urban Development (HUD) to U.S. DOL/ETA in September 2006. It assists youth ages 16-24 to obtain education and skill training and advance toward post-secondary education and career pathways in construction and other high growth, high demand occupations while building affordable housing in their communities.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

HUD/STEP-UP. Developed in conjunction with HUD. The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

Direct Entry. A graduate from an accredited technical training school, Job Corps training program, Youth Build Program, or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, insert the name of the program.

Part B

Employer/ Master Social Security Number or EIN (Employer Identification Number) is needed for 1099 in case of funding support for partial reimbursement of Apprentice wages provided by industry and/or grants. If not provided here, it can be submitted on a W-9 form. Note: reimbursement duration/rate vary and depend on available funding.

Part C

Item 2.b.1. Interim Credentials. Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

Item 3. Occupation Training Approach. The program sponsor decides which of the three training methods to use in the program as follows:

- 3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).
- 3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or
- 3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

Item 4. Term (Hrs., Mos., Yrs.). Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

Item 5. Probationary Period (Hrs. Mos., Yrs.) Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

Item 7. Term Remaining (Hrs., Mos., Yrs.). After Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated above in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

Item 10. Wage Instructions:

- 10a. Pre-Apprentice hourly wage: sponsor enters the individual’s hourly wage in the quarter prior to becoming an apprentice.
- 10b. Apprentice’s entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice’s entry hourly wage.
- 10c. Journeyworker’s wage: sponsor enters wage per hour.
- 10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor’s training approach. See Part B, Item 3., and is available in the terms of the Apprenticeship Standards.
- 10e. Percent or dollar amount: sponsor marks one.

- Note:**
- 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker’s wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker’s hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e. of this agreement.
 - 10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.
 - 10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker’s wage depending on the industry.

Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM

| Term | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 |
|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| hrs., mos., yrs. | 1000 hrs. |
| % | 55 | 60 | 65 | 70 | 80 | 90 |

Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM

| Term | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 | Period 7 | Period 8 |
|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| hrs., mos., yrs. | 6 mos. |
| % | 50 | 55 | 60 | 65 | 70 | 75 | 80 | 90 |

Item 13. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

Part C.

Item 4. Definition: The Registered Apprenticeship Partners Information Data System (RAPIDS) encrypts the apprentice’s social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice’s privacy.

*The submission of your social security number is requested. The apprentice’s social security number will only be used to verify the apprentice’s periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice’s social security number to match this number against the employers’ wage records. Also, the apprentice’s social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship,. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0023.)



DAIRY  GRAZING
APPRENTICESHIP