City of Minneapolis Approved Training or Apprenticeship Programs

Employers participating in a city-approved training or apprenticeship program may pay program placements under 20 years old a minimum wage training rate of no less than 85% of the municipal minimum wage for no more than the initial 90 calendar days of their employment. A list of approved programs will be posted on the City of Minneapolis website.

Criteria for qualifying quality internship/apprenticeship program components - Training and apprenticeship programs focus on youth development in the workforce and require mentoring and career development elements. Non-profit and public organizations will receive priority consideration by City Planning and Economic Development (CPED) staff. Applications will be accepted on a rolling basis and the published list updated as needed.

There are two ways to qualify:

1. Qualified Funding Sources
   Programs that receive local/state/federal grants or direct appropriations for youth workforce development will automatically be included in the approved programs.

2. Youth Programs that do not receive local/state/federal grants or direct appropriations for youth workforce development must include the following program components:
   a. Work Readiness Training - Curriculum guides will be reviewed by CPED staff. Youth employee must have training for a minimum of 6 hours with the following items included:
      o Required components:
         ▪ Communication Skills - required
         ▪ Teamwork/collaboration - required
         ▪ Time Management – required
      o And at least 2 of the following components:
         ▪ Job Basics – resume writing, interviewing, employment documents
         ▪ Work Ethic
         ▪ Problem Solving
         ▪ Professionalism
         ▪ Financial Literacy
   b. Supervisor Training - Training materials will be reviewed by CPED staff. Supervisors will be required to complete at least two hours of training covering the following areas:
      o Cultural competency
      o Adolescent development
      o Mentorship
      o How to create an effective work plan
   c. Employees must work a minimum of 15 hours a week for at least 6 weeks if not in school (summer or not enrolled) or a minimum of 10 hours a week when actively enrolled in classes.
   d. Weekly check-ins with supervisor
   e. Youth employee has an active work plan developed together with the supervisor and youth employee (example templates will be on City website) Work plan is defined as a concrete set of goals for the experience including specific skill development

Additionally, programs must include at least 1 of the follow components:
   a. Youth employee has at least one professional development opportunity in the first 90 days of employment (examples will be on City website)
   b. Youth employee has at least one job shadowing opportunity in the first 90 days of employment
   c. Academic credit-based opportunities (youth earn high school credit for the experience)