



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)