

Rhode Island Registered Apprenticeship  
Principal Program (RIRAPP)  
Scope of Work and Resources

# Table of Contents

Scope of Work.....	3
RIRAPP Key Objectives.....	3
RIRAPP Resource Management.....	3
Loan Forgiveness Expectations.....	3
Program Flexibility and Unused Funds .....	3
RIRAPP Program Management.....	4
Program Evaluation and Reports.....	4
Supplemental Supports .....	4
Partnership Expectations.....	4
Candidate Eligibility .....	4
Registered Apprenticeship Requirements.....	4
Resources.....	6

## Scope of Work

The following scope of work outlines the minimum program expectations and policies of the award recipient(s):

### RIRAPP Key Objectives

The RIRAPP awardee(s) must develop the proposed pathway and apply for and obtain PREP-RI program approval and Registered Apprenticeship status. The awardee(s) must implement and sustain the pathway in collaboration with RIDE and local education agencies. The proposed RIRAPP pathway must provide aspiring principal participants with an education, resulting in eligibility for PK-12 Building-Level Administrator Certification.

The RIRAPP Awardee(s) agree(s) to submit a New Program Application for PREP-RI. Award funds are contingent on PREP-RI approval.

The RIRAPP awardee(s) shall implement a Rhode Island Registered Apprenticeship Principal Program as specified in their application's response to the application of this RFP, including all specifications outlined by the applicant in response to mandatory requirements and technical response items.

### RIRAPP Resource Management

#### Loan Forgiveness Expectations

The RIRAPP funds must fully cover tuition costs, in the form of loan forgiveness, for candidates. Enrolled candidates must receive loan forbearance throughout the program and service commitment. The candidate will be responsible for fees and other associated costs. The RIRAPP award recipient(s) are responsible for fully designing and managing a loan forgiveness policy with a three-year work commitment. A sample policy is included for reference below:

*The RIRAPP will provide free tuition, in the form of loan forgiveness, to candidates, who after successful completion of the required coursework, agree to work in their placement LEA as an assistant principal or principal for three consecutive years. Candidates will be responsible for submitting documentation of their work experience each year and must submit the required paperwork as outlined by the IHE. If a candidate chooses to unenroll in the program and/or fails to fulfill the three-year work commitment, the participant will be responsible for paying back the loans proportional to the percentage of credit hours spent in the program.*

#### Program Flexibility and Unused Funds

The RIRAPP awardee(s) must ensure that if a participant chooses to unenroll from the program prior to the beginning of coursework, the Awardee will allow the LEA, in which that participant was placed, to select a new, qualified participant to enroll in the program at no additional cost.

Any partner LEA may purchase additional participant seats at the prorated amount per participant, up to the maximum enrollment capacity, as outlined in the RIRAPP proposal submission. Any unused funding awarded may be reallocated, at the discretion of the Rhode Island Department of Education.

## RIRAPP Program Management

### Program Evaluation and Reports

The RIRAPP awardee(s) must conduct ongoing program evaluation to assess impact and inform programmatic changes. The RIRAPP awardee(s) must be responsive to all program evaluation requests from RIDE.

The RIRAPP awardee(s) must submit quarterly updates and a year-end report to RIDE on key outcomes. The awardee(s) and RIDE will collaborate to identify target metrics.

### Supplemental Supports

The RIRAPP awardee(s) should provide supplemental support, such as coaching, mentorship, and professional learning to support candidate retention and achievement. RIDE strongly encourages the awardee(s) to include licensure support, such as test preparation and vouchers, in the program design.

### Partnership Expectations

Support from a LEA partner is required. The partnership submissions must include a letter of support from the proposed partner LEA and a signed Memorandum of Understanding (MOU). The LEA must agree to the obligations outlined in this document, including all core components of Registered Apprenticeship (e.g., wage progression). In alignment with Registered Apprenticeship policy, the RIRAPP awardee(s) must agree to add new LEAs at RIDE's discretion.

### Candidate Eligibility

Eligible candidates must already be employed by a participating RIRAPP LEA at program admission. Participating LEAs must agree to employ the aspiring principal participants for three consecutive years after the program's completion, contingent upon satisfactory performance.

The RIRAPP awardee(s) must allow the LEA partner(s) to make all final decisions on the selection of aspiring principal candidates. Candidates must be currently employed as certified educators within the district, meet the admission requirements set out by awardee(s), and meet all state and local requirements for employment as a full-time assistant principal apprentice, including appropriate certification requirements. The RIRAPP awardee must also ensure participants will not serve as the lead principal in a clinical practice setting during the program.

### Registered Apprenticeship Requirements

The RIRAPP awardee(s) must agree to cooperate with the Rhode Island Department of Education to establish a Registered Apprenticeship program.

The program must align and adhere to the requirements of Registered Apprenticeship. A key component of Registered Apprenticeship is paid, work-based learning. Enrolled candidates will earn while they learn and complete their coursework while working as a full-time assistant principal. Candidates must be eligible to apply for a PK-12 Building-Level Administrator certificate at the program's conclusion.

The RIRAPP awardee(s) and LEA partner(s) must allow for the apprenticeship experience to satisfy the clinical internship requirements for participants. The awardee(s) must work with the LEA to place each aspiring principal in a paid, full-time assistant principal position. Aspiring principals will work in this role

for the entire clinical experience, and each aspiring principal will be mentored by the principal at their school site.

## Resources

[What is Registered Apprenticeship](#)

[North Dakota's Registered Principal Apprenticeship Program](#)

[Principal Registered Apprenticeship Overview](#)

[PK-12 Registered Apprenticeship Principal Competencies \(11-12\)](#)

[Apprenticeship Playbook](#)

[The PREP-RI Process](#)