PRE-APPRENCTICESHIP AND REGISTERED APPRENTICESHIP (RA)

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I. BACKGROUND

Registered Apprenticeship (RA) is an important component of potential training and employment services that the workforce system can provide to its customers. WIOA encourages local areas to use RAs as a career pathway for job seekers and as a job-driven strategy for employers and industry.

An "apprenticeship" is a combination of On-the-Job Training (OJT) and related instruction in which workers learn the practical and theoretical aspects of highly skilled occupations. Apprenticeship programs can be sponsored by individual employers, joint employer, and labor groups, and/or employer associations, but are not recognized as "registered apprenticeship programs."

The term "registered apprenticeship program" means an apprenticeship program that is registered under the Act of August 16, 1937 (commonly known as the "National Apprenticeship Act"; 50 Stat. 664, chapter 663; 29 USC 50 et seq.).

All Registered Apprenticeship programs consist of the following five core components – direct business involvement, OJT, related instruction, rewards for skill gains, and a national occupational credential:

1. Business Involvement. Businesses are the foundation of every Registered Apprenticeship program, and the skills needed for workforce success form the core of the model. Businesses must play an active role in building Registered Apprenticeship programs and are involved in every step of their design and execution.
2. On-the-Job Training. Every Registered Apprenticeship program includes structured OJT. Companies hire apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge the apprentice must learn over the course of the program to be fully proficient at the job.
3. Related Instruction. Apprentices receive related instruction or classroom style training that complement the OJT. This instruction helps refine the technical and academic skills that

apply to the job. Related instruction may be provided by a community college, technical school or college, an apprenticeship training school, or by the business itself. This instruction can be provided at school, online, or at the work site.

4. Rewards for Skill Gains. Apprentices receive increases in pay as their skills and knowledge increase. Progressive wage gains reward and motivate apprentices as they advance through training and become more productive and skilled at their job.
5. National Occupational Credential. Every graduate of a Registered Apprenticeship program receives a nationally recognized credential, referred to as a Certificate of Completion, which is issued by the U.S. Department of Labor (USDOL) or a federally recognized SAA. This portable credential signifies that the apprentice is fully qualified to successfully perform an occupation. Many Registered Apprenticeship programs – particularly in high-growth industries such as health care, advanced manufacturing, and transportation – also offer interim credentials as apprentices master skills as part of a career pathway.

The length of training and the skills and competencies required for mastery of an occupation are set by industry. Traditional Registered Apprenticeship programs are time-based and require a specific number of hours of OJT and related instruction. Increasingly, however, industries are using competency-based programs that reflect mastery of key skills and allow workers to progress at their own pace. The Registered Apprenticeship system currently approves time-based, competency-based and hybrid time-and-competency-based programs and is encouraging industries to transition to competency-based programs to enhance program effectiveness and potentially widen the pool of apprentices.

Through Registered Apprenticeship, employers attract and retain highly qualified employees and improve productivity and the quality of services and products. State and local workforce systems that use Registered Apprenticeship as a workforce strategy meet the needs of job seekers for sustainable careers and the needs of businesses for a skilled workforce. Adopting robust Registered Apprenticeship programs in the context of economic development strategies creates seamless pipelines of skilled workers and flexible career paths to meet current and future workforce demands.

II. POLICY

There are several ways in which WIOA training funds may be used to support participation in RAs. Apprenticeships can be funded for a combination of classroom training and on-the-job training up to the maximum individual amount of $8,000. Training may be done by the employer-of-record, or a third party contracted by the employer to deliver trainings. This funding allocation can be made available to a single participant utilizing any of the available funding sources below. There are several ways in which training services may be used in conjunction with the Adult, Dislocated Worker, and Youth program:

1. Individual Training Account (ITAs): Due to WIOA's presumption that RAs to be eligible for Washington's Eligible Training Provider List (ETPL), an ITA must be developed for RA training.

a. For a non-registered apprenticeship to receive ITA funds, the training program must be on the state's ETPL.
b. South Central Workforce (SCW) will develop an ITA contract any RA program sponsor that administers an eligible registered or non-registered (but ETPL-approved) apprenticeship.

2. On-the-Job Training (OJTs): An OJT contract may be developed with a RA program for training participants.
    a. OJT contracts are made with the employer or RA program sponsor. The OJT contract may be made to support some or the entire OJT portion of the RA program subject to the funding limitations outlined in the Administrative Bulletin 212 OJT;
    b. For an apprenticeship to qualify for an OJT contract, the employer and participant are subject to requirements outlined in the Administrative Bulletin 212 OJT. Specifically:
        i. An employer must certify that the position will meet the OJT self-sufficient wage at a minimum of 30 hours per week with evidence that the position is on a career pathway towards higher level and/or higher paying jobs upon completing the OJT or RA.
        ii. Alternatively, apprenticeships must be able to show an actual career pathway progression by which an individual will attain self-sufficiency within a reasonable period of time.
    c. If a participant is in a registered apprenticeship and employed as part of that arrangement, then the OJT will be treated as an OJT for employed workers. If a participant is in a RA but is unemployed, OJT funds will be treated as OJTs for unemployed workers.

3. ITA/OJT Joint Funding: There is no federal prohibition on using both ITA and OJT funds when placing participants into a RA. A combination of an ITA to cover the classroom instruction along with an OJT contract to cover on-the-job portions of the RA is allowed.

4. Customized Job Training (CJT): CJT funds can be used to support apprenticeship programs that are designed to meet the special requirements of an employer or group of employers who are willing to pay for a significant portion of the cost of the training and include a commitment by the employer(s) to employ an individual upon successful completion of the training.
    a. SCW will develop a CJT contract with an employer or a training provider.
    b. For an apprenticeship to qualify for a CJT contract, the employer and participant are subject to the requirements outlined in the Administrative Bulletin 212 Customized Training. Specifically:
        i. An employer must certify that the position will meet the self-sufficient wage at a minimum of 30 hour per week with evidence that the position is on a career pathway towards higher level and/or higher paying jobs upon completing the CJT (or apprenticeship program).

ii. Alternatively, apprenticeships must be able to show an actual career pathway progression by which an individual will attain self-sufficiency within a reasonable period.

5. Incumbent Worker Training (IWT): With SCW approval, IWT may be used for upskilling apprentices who already have an established working/training relationship with the RA program; and

6. Pre-Apprenticeship Programs: Provides instruction and/or training to increase math, literacy and other vocational and pre-vocational skills needed to enter a RA program. If funded with WIOA funding, it must have at least one RA partner. Once the participant is enrolled in the RA, if his/her funding has not been exhausted, a portion and/or balance of funding may be used to cover the costs of the RA's classroom training/related instruction. An RA program must be funded through an ITA award with ETPL qualification. 20 CFR 680.470 (f); 681.480.

Supportive Services are also available to participants in any apprenticeship program consistent with the SCW Supportive Services Policy and availability of funds.

Apprenticeships as Eligible Training Providers

Under WIOA, all RAs that seek to be included in the State's ETPL are automatically eligible to be included in the State list and must be provided an opportunity to consent to their inclusion. Once on the State ETPL, RAs will remain on the list until they are deregistered under the National Apprenticeship Act, until the RA notifies the State that it no longer wants to be included on the list, the RA program is determined to have intentionally supplied inaccurate information, or a determination is made that the RA program substantially violated any provision of Title I of WIOA or the WIOA regulations, including 29 CFR part 38. Non-registered apprenticeships must meet the requirements of other eligible providers of training services to be included on the State's ETPL.

Registered Apprenticeship Program Sponsors can be Eligible Training Providers, including:

1. Employers who provide related instruction;
2. Employers who use an outside educational provider: Employers can use two- or four-year post-secondary institutions, technical training schools or online courses for related instruction. The employer is on the ETP and must identify their instructional provider;
3. Joint Apprenticeship Training Programs: These programs are made up of employers and unions. They have an apprenticeship training school where the instructional portion of the apprenticeship program is delivered. The training schools are usually administered by the union, in which case the union would be the ETP;
4. Intermediaries: Intermediaries can serve as program sponsors when they take responsibility for the administration of the apprenticeship program. They can provide expertise such as curriculum development, classroom instruction and supportive services, as appropriate. The intermediary is the eligible training provider and must identify the instructional provider if an outside organization is providing the educational portion of the apprenticeship. They include:
    a. Educational institutions including two- and four-year post-secondary institutions or technical schools. In this model, the educational institution administers the

program, works with employers to hire apprentices, and provides classroom or online instruction for the apprenticeship program.

b. Industry associations that administer the program and work with employer/members and educational entities to implement the apprenticeship program; and
c. Community-based organizations that administer the program and work with employers, educational entities, and the community to implement the apprenticeship program.

Performance Outcomes

Under WIOA, data on program participants and program outcomes is reported by states through the Participant Individual Record Layout (PIRL). Participants who are placed into a RA with WIOA funds or individuals in a RA at the time of program entry must be identified in PIRL element 931. In addition to the other required reporting elements, individuals who receive RA training services funded in whole or in part from WIOA under either an Individual Training Account (ITA) or through a contract (e.g., OJT) must be reported under code value 09 on PIRL element number 1303 (or elements 1310 or 1315 if the participant is in receipt of multiple types of training). If the RA program is funded using an ITA, PIRL elements 1301, 1304 (code value "2"), and 1305 must also be reported.

RA programs are exempt from ETP performance reporting requirements in WIOA Sec. 116(d)(4) and 122, including any additional ETP reporting requirements that have been added by the State or local area. This also means that the State and local areas must not establish any RA specific performance reporting requirements; however, RA programs may voluntarily report performance outcomes.

REFERENCES

All Contractors will be monitored for compliance with the MIS procedures for timeliness, accuracy and completeness of all forms and documents.

- 20 CFR § 680.330
- 20 CFR § 680.740 - .750
- 20 CFR § 681.480
- TEGL 13-16, Change 1 – Guidance on RA Provisions and Opportunities in WIOA
- TEGL 19-16 – Guidance on Services Provided Through Adult and Dislocated Worker Programs
- TEGL 21-19 – Third WIOA Title I Youth Formula Program Guidance