



## REGISTERED APPRENTICESHIP

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### PURPOSE

The purpose of this policy is to provide direction and guidance in providing training and employment opportunities in Registered Apprenticeship (RA) programs to Workforce Innovation Opportunity Act (WIOA) Adults, Dislocated Workers and Out-of-School Youth.

### SCOPE

Workforce Innovation and Opportunity Act Title I contracted Service Providers

### RESPONSIBLE PARTY

Workforce Alliance of the North Bay  
Regional Workforce Development Board

### REFERENCES

- Training & Employment Guidance Letter (TEGL) 13-16–Guidance on Registered Apprenticeship Provisions and Opportunities in WIOA

### DEFINITIONS

*Registered Apprenticeship* - is a proven model of job preparation that combines paid on-the-job training (OJT) with related instruction to progressively increase workers' skill levels and wages.

## POLICY

- I. Apprenticeships are a unique training where a combination of classroom and job-based training are required. Apprentices must gain and demonstrate competencies either over a period of time that is set by the industry. When specific competencies are gained, as defined by the curriculum, the apprentice earns set increases in wages. Apprenticeships can be trade (nationally registered), registered apprenticeship (state registered), or company apprenticeships. Company apprenticeships must meet the criteria for learning, skill gain and wage increase to qualify under this policy.
- II. WIOA advances the use of apprenticeship as an effective work-based learning approach that builds worker skills and establishes pathways to higher levels of employment and wages. WIOA funds can be used in a variety of ways to help job seekers and workers prepare for, enter, and complete apprenticeship programs.
  - A. Career Planning and Preparations
    1. Staff may use assessments, career planning, and care management to identify strategies and supports necessary to overcome barriers to enter and complete an apprenticeship program. This may include planning and support in basic skills preparation, language skills, accommodations, and/or job readiness to prepare

*Workforce Alliance of the North Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

participants to enter apprenticeship programs. Tutoring and mentoring may be part of the service delivery for out-of-school youth during the course of an apprenticeship program. Other wrap-around services, career planning, and job readiness activities may be provided before and/or during apprenticeship participation. Follow-up services may also support apprenticeship completion.

### III. Funding Apprenticeships and Registered Apprenticeships

#### A. Individual Training Accounts (ITA)

1. RA sponsors are able to use ITA funds to support the educational portion (i.e., related instruction component) of the registered apprenticeship for eligible apprentices.
2. ITAs also can finance pre-apprenticeship training in preparation for formal RA if they are on the State Eligible Training Provider List (ETPL). Additionally, individuals in receipt of ITAs may also receive supportive services to enable them to participate in the training.

B. Contracted Classes for Training Cohorts for Related Instruction -In certain circumstances a Local Workforce Development Board (LWDB) may determine that a contract with an Eligible Training Provider (ETP) to train a cohort of potential apprentices in in-demand industry sectors or occupations may be developed instead of an ITA. This approach provides an efficient and well-suited process for certain cohorts of RA training. Note that grantees must ensure that contracts with training providers, including for-profit training providers, meet the procurement standards found in the Uniform Guidance.

C. Youth Occupational Skills Training - Youth occupational skills training is one of the 14 elements under WIOA which includes RA as a viable training option for out of school youth 16 to 24 years of age that provides both a living and a pathway to the middle class. This program element also emphasizes training that aligns with in-demand industry sectors and occupations, which is a key component of RA programs.

D. Customized Training - RA programs can be conducted through customized training agreements.

E. On-the-Job Training (OJT) - WIOA expands the potential for utilizing OJT to support RA. An OJT contract can reimburse the employer up to 50 percent of the apprentices' wages if the employer meets the criteria for the OJT. Unlike the related instruction component, the OJT component is supported by a contract, not an ITA.

F. Incumbent Worker Training - LWDBs may use up to 20% of their adult and dislocated worker funds to pay the Federal share of the cost of incumbent worker training, enabling current workers to remain on the job while in training.

G. ITA/OJT Joint Funding – There is no federal prohibition on using both ITA and OJT funds when placing participants into a registered apprenticeship program. A combination of an ITA to cover the classroom instruction along with an OJT contract to cover the on-the-job portions of the RA is allowed. OJT contracts may be entered into with RA program sponsors or participating employers in RA programs for the OJT portion of the RA program. Depending on the length of the RA, OJT funds may cover some or all of the RA training.

### IV. Supportive Services

A. Supportive Services are available to participants in RA programs. They include:

1. Books
2. Supplies



3. Childcare
  4. Transportation
  5. Tools
  6. Uniforms
  7. Other including dues
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### **POLICY UPDATE HISTORY**

December 12, 2019 – New Policy

### **INQUIRIES**

Questions regarding this policy can be sent to Operations Unit.

