

WIOA Guidance Letter 16-04



DATE: June 23, 2017/Revised May 16, 2019
TO: LWDB Executive Directors
FROM: Mike Beene, Director Workforce Services
CC: Workforce Services, Fiscal, CRC
RE: Registered Apprenticeship

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Purpose: The purpose of this Guidance Letter is to provide information to Local Workforce Development Boards (LWDBs) regarding Registered Apprenticeship programs and the various ways that LWDBs can integrate Registered Apprenticeship programs into WIOA Title I programs.

References: WIOA Section 122(a)(3); TEGL 19-16; State Policy #5-02-00

Background: Registered Apprenticeship is a unique, flexible training system that combines job related technical instruction with structured on-the-job learning experiences. The Registered Apprenticeship system provides the opportunity for workers seeking high-skilled, high-paying jobs and for employers seeking to build a qualified workforce. In this regard, the Registered Apprenticeship system effectively meets the needs of both employers and workers.

Registered Apprenticeship should be integrated with WIOA Title I programs, and this Guidance Letter will highlight some of those methods.

Registered Apprenticeship

Registered Apprenticeship (RA) is an important component of potential training and employment services that the workforce system can provide to its customers. LWDBs are encouraged to partner with the RA system and use RA opportunities as a career pathway for job seekers and as a job-driven strategy for employers and industries. RA can be funded through several mechanisms. Section 122(a)(3) of WIOA also provides a new opportunity for RA programs to be more directly connected to the public workforce system. As RA programs, they are automatically eligible for inclusion on the Eligible Training Provider List, if they choose to be, allowing Individual Training Accounts (ITAs) to support participants in RA programs, and more directly connect those programs to the American Job Center network.

Eligibility and Apprenticeship Agreements

To determine apprentice eligibility and to register for the program, each RA sponsor needs to complete an Apprenticeship Agreement Application (RA 671 Form) before the apprenticeship begins. Local areas should use the Apprentice Agreement with assigned Apprenticeship ID and State Manager's approval signature for data entry into KANSASWORKS.com. Local areas need to verify this information on the RA 671 Form to determine RA funding reimbursement eligibility.

See Attachment A for a copy of the Apprenticeship Agreement Application (RA 671 Form) that should be used.

Eligible Training Provider List

RA Program sponsors can be Eligible Training Providers (ETPs). Some examples of typical RA Program sponsors are:

- **Employers who provide related instruction:** A number of employers with RA programs provide formal in-house instruction as well as on-the-job training (OJT) at the work site.
- **Employers who use an outside educational provider:** Under this model, RA program sponsors do not provide the related instruction or educational portion of the apprenticeship, but rely upon an outside educational entity to deliver instruction. Employers can use two- or four-year post-secondary institutions, technical training schools or on-line courses for related instruction. Under this formulation, the employer is the ETP and must identify their instructional provider.
- **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. Multiple employers can be a part of the same Joint Apprenticeship Training Program.
- **Intermediaries:** Intermediaries can serve as program sponsors when they take responsibility for the administration of the apprenticeship program. They also can provide expertise such as curriculum development, classroom instruction and supportive services, as appropriate. The intermediary is the ETP and must identify the instructional provider if an outside organization is providing the educational portion of the apprenticeship. Intermediaries include:
 - 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 on-line instruction for the apprenticeship program;
 - Industry associations that administer the program and work with employer/members and educational entities to implement the apprenticeship program; and

- Community-based organizations that administer the program and work with employers, educational entities and the community to implement the apprenticeship program.

RA programs that wish to be on the ETPL should follow the policy and procedures as outlined in State Policy #5-02-00. The State Apprenticeship Director shall authorize removal of any apprenticeship program that fails to retain its status as a Registered Apprenticeship.

Integrating RA and WIOA Programs

LWDBs should fully integrate RA programs as an employment and training solution for American Job Centers. Staff at American Job Centers should know about the RA programs that exist in their local area and be able to provide that information to employers and job seekers.

Employers who wish to become a Registered Apprenticeship Sponsor will need to go to www.kansasworks.com to set up an employer account prior to their program registration. Once an employer has been assigned a Registered Apprenticeship program registration number they will need to add this number to their **KANSASWORKS.com** employer account. Employers are encouraged to post their open Registered Apprenticeship positions on www.kansasworks.com. All employers who have added their Registered Apprenticeship program number to their employer account will show up in job searches with a red RA next to the occupation showing that it is an apprenticeable occupation with a Registered Sponsor.

American Job Center centers may make arrangements with RA programs to initiate applications to RA programs on behalf of participants. Local areas have maximum flexibility to serve participants and support their placement into RA programs.

Given the unique nature of RA, there are several ways in which training services may be used in conjunction with these programs:

- An ITA may be developed for a participant to receive RA training;
- An OJT contract may be developed with a RA program for training participants. OJT contracts are made with the employer or RA program sponsor, and RAs generally involve both classroom and on-the-job instruction. The OJT contract may be made to support some or all of the OJT portion of the RA program (some grants and DOL guidance use the term On-the-Job Learning or OJL);
- 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; and
- Incumbent worker training may be used for upskilling apprentices or journey workers who already have an established working/training relationship with the RA program.

Local areas may also include supportive services, in coordination with career and/or training services, to participants in a RA program. These supportive services must be consistent with Federal and State regulations as well as local supportive service policies.

Promoting RA Program

LWDBs should actively promote RA programs to job seekers, and Business Service staff should also promote the development of new RA programs to local area employers. LWDBs should look for ways to bring employers together who might have an interest in developing new RA programs. Once an employer expresses

an interest in developing a new RA program, RA Program Specialists will work with the employer to ensure all the criteria for apprenticeship and standards for the program are met.

Below are several examples in which LWDBs can promote RA in their local areas:

- Promote public awareness of RA programs through presentations and meetings with employers, associations, chambers and other community meetings.
- Communicate with businesses, community colleges and technical schools for RA implementation assistance and respond to public requests for information.
- Actively assist in the development of Standards of Apprenticeship for training programs, including on-the-job training outlines, related instruction schedules or customized training curriculum, affirmative action plans and wage progression schedules that meets state and federal Registered Apprenticeship guidelines.
- Provide consultative services to prospective sponsors in promotion and development of training programs in Registered Apprenticeship.

Questions about this Guidance Letter or the Registered Apprenticeship program should be directed to WorkforceSvcs@ks.gov

Attachment A
Apprenticeship
Agreement

Kansas Department of Commerce
REGISTERED APPRENTICESHIP PROGRAM

Document date: 03/15/2017

Note: This agreement does not constitute a certification under Title 29 CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certificates must be obtained from State Apprenticeship Agency shown below (Item 29). **Note: Submission of your social security number is voluntary and failure to disclose it here will not affect your right to be registered as an apprentice, however may limit additional funding assistance.**

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29.6.

PART A: TO BE COMPLETED BY APPRENTICE **NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE**

| | | | | |
|---|--|---|---|--|
| 1. Name (Last, First, Middle): | | 3. a. Race (Mark one or more): <input type="checkbox"/> Am. Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Two or more races b. Ethnic Group: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino | | |
| 2. Address (No., Street, City, State, Zip Code, Email address and Phone number): | | | | |
| 4. Date of Birth (Mo., Day, Year): | 5. Social Security Number: (Please read note) | 6. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female | | |
| 7. Educational Level: <input type="checkbox"/> 8 th grade or less <input type="checkbox"/> 9 th to 12 th grade <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> Post Secondary or Technical Training <input type="checkbox"/> Other: _____ | 8. Veteran Status: <input type="checkbox"/> Veteran <input type="checkbox"/> Non-Veteran 8a. Selective Serv. <input type="checkbox"/> Yes <input type="checkbox"/> No 9. Disability Status: <input type="checkbox"/> Yes <input type="checkbox"/> No | 10. a. WIOA Participant: <input type="checkbox"/> Yes <input type="checkbox"/> No TAA Participant: <input type="checkbox"/> Yes <input type="checkbox"/> No | b. Type: <input type="checkbox"/> Incumbent Worker <input type="checkbox"/> Adult <input type="checkbox"/> Youth <input type="checkbox"/> Dislocated Worker c. Career Linkage or Direct Entry (Mark One): <input type="checkbox"/> None <input type="checkbox"/> Job Corps <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> School-to-Registered Apprenticeship <input type="checkbox"/> Direct Entry: _____ | 11. On-the-Job Training Funding Sources: |
| 12. Signature of Apprentice: _____ Date: _____ | | 13. Signature of Parent/Guardian (if minor): _____ Date: _____ | | |

PART B: TO BE COMPLETED BY SPONSOR

| | | | | | | | | | | | | | | | |
|--|--------|---|---|--|---|---|---|--|---|---|----|---|----|----|----|
| 14. Sponsor Program Number: | | | | 15. Occupation (The work process listed in the standards are part of this agreement): | | | | | | | | | | | |
| 16. a. Sponsor Name and Address (No., Street, City, County, State, Zip Code): | | | | 17. O*NET CODE: | | | | 18. Term (Hrs., Mos., Yrs.): Mos. | | | | 19. Probationary Period (Hrs., Mos., Yrs.): Mos. | | | |
| | | | | 20. Credit for Previous Experience: Hrs. | | | | 21. Term Remaining (Hrs., Mos., Yrs.): Hrs. | | | | 22. Date Apprenticeship Begins: | | | |
| 23. Hours of Related Technical Instruction: | | | | 24. Apprentice Wages for Related Instruction: <input type="checkbox"/> Will be paid <input type="checkbox"/> Will NOT be paid | | | | 25. a. Related Training Instruction Source: | | | | b. Funding Source(s): | | | |
| 26. Wages a. This apprentice's wages just <u>prior</u> to starting the program, if known, was \$ _____ per hour | | | | b. This apprentice's starting wages in the program (based on advancement period in which he/she start, if credit is awarded is \$ _____ per hour | | | | c. The standard journeyworker wage for the occupation is \$ _____ per hour, as of this date: _____ | | | | | | | |
| 27. a. Term: Traditional | Period | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| Yrs. | | | | | | | | | | | | | | | |
| b. Wage Rate: % <input type="checkbox"/> or \$ <input type="checkbox"/> | | | | | | | | | | | | | | | |
| 28. Signature of Sponsor's Representative (s) _____ Date _____ | | | | | | | | 29. Name and Address of Sponsor Designee to Receive Complaints (if applicable): | | | | | | | |
| 30. Typed Name of Sponsor's Representative (s) | | | | | | | | | | | | | | | |

PART C: TO BE COMPLETED BY STATE REGISTRATION AGENCY

| | | | | | | | | | | | |
|---|--|--|----------------------|--|--|--|----------------------|--|---------------------------------------|--|--|
| 29. State Apprenticeship Agency: KS Department of Commerce Registered Apprenticeship Program 1000 S.W. Jackson Street, Suite 100 Topeka, Kansas 66612 785-296-4161 | | | 30. Signature: _____ | | | | 31. Date Registered: | | 32. Apprentice Identification Number: | | |
|---|--|--|----------------------|--|--|--|----------------------|--|---------------------------------------|--|--|

