



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

POLICY ISSUANCE

Date: May 17, 2019 Number: 2019-07

APPRENTICESHIP POLICY

INTRODUCTION

This policy serves as guidance in providing training and employment opportunities in Registered Apprenticeship (RA) programs. Apprenticeship program services may be accessed by eligible Workforce Innovation and Opportunity Act (WIOA) Adults, Dislocated Workers, and Out-of-School Youth.

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 or at specific benchmarks in the apprenticeship program. When specific competencies are gained, as defined by the curriculum, the apprentice earns set increases in wages. The minimum time for a registered apprenticeship is 2,000 hours (approximately 1 year) and the minimum time in classroom training is 144 hours per year. 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 increases to qualify under this policy.

QUESTIONS

Questions relating to this policy should be directed to Marion Aiken, Workforce Services Manager at maiken@solanowdb.org or at: (707) 863-3594.

ATTACHMENTS

None

POLICY

Apprenticeships are an employer-driven training model that combines on-the-job training with job related instruction. 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.

Career Planning and Preparation

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 supports in basic skills

preparation, language skills, accommodations, and/or job readiness to prepare 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.

Funding Apprenticeships and Registered Apprenticeships

Apprenticeships, whether federal or state registered, can be funded for a combination of classroom training and on-the-job training up to the maximum individual amount of \$7,500. 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 resources.

For additional information regarding each training program, refer to the program-specific information below:

- Individual Training Accounts (ITAs)
 - Because of WIOA's presumption that allows registered apprenticeships to be eligible for the Eligible Training Provider List (ETPL), an ITA may be developed for registered apprenticeship training.
 - In order for a non-registered apprenticeship to receive ITA funding, the training program must be on the state's ETPL.
 - The Workforce Development Board (WDB) of Solano will develop an ITA contract with any registered apprenticeship program sponsor that administers an eligible registered or non-registered (but ETPL approved) apprenticeship.

- On the Job Training (OJTs)
 - An OJT contract may be developed with an apprenticeship program for training participants.
 - The WDB will develop OJT contracts with an employer. The OJT contract may be made to support some or the entire OJT portion of the apprenticeship program .
 - In order for an apprenticeship to qualify for an OJT contract, the employer and participant are subject to the requirements outlined in the WDB 2018-07 "OJT" Policy. Specifically:
 - An employer must certify that the position will meet the WDB self-sufficient wage of \$13.43/hour 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 apprenticeship program).
 - 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.

- 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 registered apprenticeship program but is unemployed, OJT funds will be treated as an OJT for unemployed workers.
- 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.

Supportive Services

Supportive Services are also available to participants in any apprenticeship program consistent with the WDB 2018-09 “Supportive Services and Incentives” Policy and availability of funds.

DISCLAIMER

This policy is based on WDB’s interpretation of the statute, along with the Workforce Investment and Opportunity Act; Final Rule released by the U.S. Department of Labor and federal and state policies relating to WIOA implementation. This policy will be reviewed and updated based on any additional federal or state guidance.

REFERENCES

Law

- Public Law 113-128 – [Workforce Innovation and Opportunity Act \(WIOA\)](#)
- 50 Stat. 664; 29 USC 50 – [The National Apprenticeship Act](#)

Federal Guidance

- 20 CFR – [Department of Labor WIOA Final Rule](#)
Training and Employment Guidance Letter (TEGL) 19-16 – [Guidance on Services Provided through the Adult and Dislocated Worker Program Under WIOA and Wagner-Peyser Act Employment Services](#)
- TEGL 13-16 – [Guidance on Registered Apprenticeship Provisions and Opportunities in WIOA](#)
- Training and Employment Notice (TEN) 20-15 – [Apprenticeship USA and Resources](#)

Approved by

Workforce Development Board of Solano County



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING FOR:
APPRENTICESHIP POLICY
(Issued May 17, 2019)

The Workforce Development Board (WDB) of Solano County's Apprenticeship Policy contains important information pertaining to my employment and duties at the WDB.

A copy of this policy has been given to me to retain for future reference, and I have been provided with the location on the Shared Drive for the policy where I can obtain an electronic copy.

Since the information and policies described in the policy are necessarily subject to change, I acknowledge that revisions to the policy may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the Apprenticeship Policy and I understand that it is my responsibility to read and comply with the information contained in this policy and any revisions made to it.

I understand that I should consult my supervisor if I have any questions about the information contained in the policy. I understand that failure to comply with the information contained in the policy could lead to disciplinary action or termination.

Employee's Name (printed): _____

Employee's Signature: _____ Date: _____