

**Western Arkansas Workforce Development Area
Policies and Procedures**

TITLE	Registered Apprenticeship
NUMBER	P0008-20
TYPE	Policy – Programmatic
APPROVING AUTHORITY	Western Arkansas Workforce Development Board
EFFECTIVE DATE	12/15/2020
NEW/REPLACED	New

Policy:

A registered apprenticeship program (RA) is one of the training services that may be provided with Adult and Dislocated Worker funds [TEGL 19-16]. RA may also be provided for Youth when the local area determines that the work experience (Program Element 3) is appropriate [TEGL 13-16]. Youth in this program still have the required academic and occupational component as set forth in WIOA §681.600(b). Apprentices are considered to be employed when they begin their RA training. A registered apprenticeship may include on-the-job training provided the requirements of local policy P0007-20 (on-the-job training) are met. To qualify for WIOA work experience the RA program must adhere to local policy P0006-20 (work experience).

Registered Apprenticeship (RA) programs consist of five core components [TEGL 13-16].

- Business involvement since businesses are the foundation of every RA and are involved in their design and execution [TEGL 13-16].
- Includes structured OJT conducted by an experienced mentor. The training is developed by mapping the skills and knowledge the apprentices must learn over the course of the programs to be fully proficient at the jobs [TEGL 13-16]. (OJT is defined in local policy P0007-20)
- Classroom-style related instruction complements the OJT and helps refine the technical and academic skills that apply to the job.
 - Instruction may be provided by colleges (2-year and 4-year), technical schools, apprenticeship training schools, or by the businesses themselves.
 - Instruction may be provided at the school, online, or at the work site.
 - Entities that carry out programs registered under the National Apprenticeship Act (29 U.S.C. 50 et seq.) qualify to be on the state Eligible Training Provider (ETP) Lists [TEGL 13-16; 20 CFR 680.330, 680.410, 680.450, & 680.470].
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- Apprentices receive progressive pay increases as their skills and knowledge increase.
- Graduate of Registered Apprenticeship programs receive a nationally recognized occupational credential, referred to as a Certificate of Completion, which is issued by the DOL or a federally recognized State apprenticeship agency.

Programs may offer interim credentials as apprentices master skills as part of a career pathway [TEGL 13-16].

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An occupation is eligible for the pre-apprenticeship and registered apprenticeship activity if it meets the following criteria.

- The Apprenticeship Training is certified by the Office of Apprenticeship (OA) via the National Apprenticeship Act of 1937 (29 U.S.C. 50 et seq.) and must be approved by WDBEA for the Statewide Eligible Training Providers List (ETPL).
- The training leads to U.S. DOL Certification and wage increase.
- The training is conducted with a commitment by the employer to employ an individual.

To be eligible for RA using WIOA funds requires the individual qualify for the respective WIOA Title I-B program.

- For Adult, Dislocated Worker, or Out-of-school Youth general eligibility is listed in ADWS Policies No. WIOA I-B – 2.3 (Eligibility for Adult Program), 2.4 (Eligibility for Dislocated Worker Program), and 2.6 (Eligibility for Out-of-School Program).
- Adults and Dislocated Workers must also meet eligibility requirements for training services, listed in ADWS Policy No. WIOA I-B – 3.1 (Services for Adults and Dislocated Workers).
- The case file must contain a determination of need for training services as determined through the interview, evaluation, or assessment, career planning using local labor market information and training provider performance information, or other career service received.
- If career services are not provided before training, the case manager must document the circumstances that justified the determination to provide training without first providing career services [20 CFR 680.220(b)].
- In-School Youth may be eligible to participate in pre-apprenticeship, a category of the youth program element 3, work experience [WIOA § 129(c)(2)(C)(ii); 20 CFR 681.460(a)(3)(ii), local policy P0006-20(work experience)].
- The local area has the discretion to determine program services a youth participant receives, based on each participant's objective assessment and individual service strategy [20 CFR 681.460(b)].

A pre-apprenticeship is a program designed to prepare individuals to enter and succeed in a registered apprenticeship program. Pre-apprenticeship programs provide gateways to RA. The requirement that 20% of youth funds must be spent on paid and unpaid work experiences that have academic and occupational education components may include pre-apprenticeship programs [TEGL 13-16]. It includes the following elements [20 CFR 681.480].

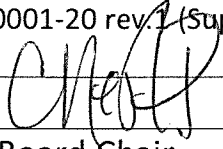
- Training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved.
- Access to educational and career counseling and other supportive services, directly, or indirectly.
- Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career.

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- Opportunities to attain at least one industry-recognized credential.
- A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.

Supportive services may be provided for participants in RA and who demonstrate a need for such services [20 CFR 680.330(b); TEGL 13-16; ADWS Policy No. WIOA I-B – 3.9 (Supportive Services); local policy P0001-20 rev. 1 (Supportive Services)].

Approval Signature:



Cathy Nesbit, Board Chair

