



IMPERIAL COUNTY WORKFORCE DEVELOPMENT BOARD

2799 S. Fourth Street - El Centro, CA 92243 - Tel: (442) 265-4974 - Fax: (760) 337-5005

POLICY	ORIGINAL DATE	LAST REVISION
WIOA Registered Apprenticeship Policy	FISCAL YEAR 2019-2020	November 20, 2019

POLICY OVERVIEW:

The purpose of this policy is to provide guidance and criteria to be used by the Imperial County Workforce Development Board (ICWDB), the Imperial County Workforce and Economic Development (ICWED), America's Job Center of California (AJCC) staff, and Workforce Innovation and Opportunity Act (WIOA) Title 1 funded service providers, in providing training and employment opportunities in Registered Apprenticeship (RA) programs. Apprenticeship program services may be accessed by eligible (WIOA) Adult and Dislocated Workers.

REFERENCES:

- DOL TEGL 19-16, Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Services
- DOL TEGL 13-16, Guidance on Registered Apprenticeship Provisions and Opportunities in WIOA

BACKGROUND:

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.

POLICY:

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 eligible 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

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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.

- On the Job Training (OJTs)
 - An OJT contract may be developed with an apprenticeship program for training participants.
 - The ICWED 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 ICWDB On-the-Job Training Policy.
 - 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

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

MONITORING:

ICWED is responsible for ensuring oversight of the WIOA Title I funded programs. Monitoring shall take place by means of on-site visits to America's Job Center of California. Site visits for each approved training shall be performed at a minimum once a year to ensure adherence to WIOA laws, regulations and policies.

ACTION:

Please bring this policy to the attention of ICWDB, AJCC system staff and appropriate WIOA funded service providers and sub-recipients. This policy is effective immediately. All submitted forms are live documents and subject to change according to local, State, and Federal needs. Once the forms and exhibits pertaining to this policy are approved by the ICWDB, they will not require board approval if other changes occur, unless the change affects protocols. Should you have any questions, please feel free to contact ICWDB staff at (442) 265-4974, (442) 265-4959, (442) 265- 4955 or the Program and Compliance Manager (442) 265-4963.

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