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Region 1 Workforce Development Board Policy Letter #18

Subject: Apprenticeship Training

Effective Date: February 13, 2019

Purpose: To authorize the use of Workforce Innovation Opportunity Act (WIOA) funds through Region 1 Workforce Development Board to provide apprenticeship training for Registered Apprenticeships listed on the WV Eligible Training Providers List (ETPL) through an Apprenticeship Training Account (ATA). This policy will provide guidance in the use of the Apprenticeship Training Account under WIOA and the Region 1 Workforce Development Board.

Background: A Registered Apprenticeship is a formalized, structured training program that combines on-the-job-training with related practical and technical classroom instruction in highly skilled occupations. The Registered Apprenticeship is industry driven where employers determine the skills that are essential to sustain a quality workforce. Registered Apprenticeships target customers who need training, and prepares them for in demand occupations in Region 1.

The Apprenticeship Training Account (ATA) is like the Individual Training Account (ITA) and On-the-Job Training (OJT) in that customers who need training to be qualified for in demand occupations will be prepared with the skills necessary to be successful. The apprentice is hired as an employee and earns wages once s/he is accepted into the program. To qualify as an ATA the apprentice must attend a minimum of 144 hours of classroom training, and obtain 2000 hours of on-the-job training per year.

Policy: Region 1 Workforce Development Board has established the following guidelines to be used in implementing Apprenticeship Training Accounts in Region 1.

- Region 1 will utilize Adult, Dislocated Worker, or Youth funds in support of apprenticeships, subject to the availability of funds each program year. Participants must meet all of the eligibility requirements of the appropriate funding stream, and pass a state-mandated drug screening prior to being registered in an apprenticeship program.

- Region 1 will fund training only with those Registered Apprenticeships listed on the WV State ETPL.

- Region 1 will only fund training with pre-apprentice programs and non-registered apprenticeships that meet the requirements of other eligible providers of training services and are listed on the WV State ETPL.
- Adults and Dislocated Workers who are determined eligible and are accepted/enrolled in an approved Registered Apprenticeship Program do not need to be given the TABE Assessment Tool if they meet the Registered Apprenticeship program testing/evaluation requirements. A representative of the Registered Apprenticeship program must provide a hard copy attestation that the individual met the program's testing/evaluation requirements. A hard copy of the attestation is to be kept in the WIOA participant's file. If the Registered Apprenticeship does not conduct its own program testing/evaluation, then the TABE Assessment Tool must be administered to WIOA eligible Adults and Dislocated Workers.
- Out-of- School Youth who are determined WIOA eligible and are accepted/enrolled in an approved Registered Apprenticeship Program must be given the TABE Assessment Tool regardless of whether or not the Registered Apprenticeship program administers its own program testing/evaluation.
- Adults, Dislocated Workers, and Youth who are determined WIOA eligible and who are accepted/enrolled into a pre-apprenticeship program or a non-registered apprenticeship program must be given the TABE Assessment Tool regardless of whether or not the pre-apprenticeship program or non-registered apprenticeship program administers its own program testing/evaluation.
- On-the-Job Training – An OJT contract may be written with an employer for a WIOA eligible and Registered Apprenticeship for a maximum of 499 hours, subject to the requirements in Region 1 Policy Letter # 03.

Training Limit

The eligible customer receiving ATA funds will be required to complete one year of apprenticeship classroom training (144 hours minimum) within 18 months of the start of training. The ATA will be used to support classroom activities of the apprenticeship program.

Training Cost Limits

The maximum amount to be expended for an ATA is \$5,000.00 for an eligible customer in Region 1. These costs may include supportive services-transportation as determined through an assessment of need.

Action: All Workforce West Virginia Career Centers located within Region 1 will make customers aware of the potential benefits of and assist in making informed decisions

about employment and training options. Exceptions to this policy may be approved by the R1 WDB Director.

Expiration Date: This policy shall remain in effect until revised or canceled by the Region 1 Workforce Development Board or until funding has diminished to accommodate such needs.

Approved: February 13, 2019 - Executive Committee
February 14, 2019 - Workforce Development Board
February 20, 2019 - Local Elected Officials Board of Directors