Registered Apprenticeship

Desk Guide for PA CareerLink® Staff

March 2024

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DEFINITIONS

Apprenticeship and Training Office (ATO) – Recognized state office established and operated by PA's Department of Labor & Industry that oversees apprenticeship programs.

Apprentice – Any individual employed by the employer, meeting the qualifications described in the standards of registered apprenticeship, and who has signed an apprenticeship agreement with the local program sponsor as the provider of training and instruction under these standards and is registered with the Registration Agency.

Certificate of Completion of Apprenticeship – A nationally recognized credential issued by ATO to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of registered apprenticeship.

Registered Pre-Apprenticeship Program – A workforce development program formally registered through the Apprenticeship and Training Office that assists individuals in obtaining the fundamental skills needed to enter an apprenticeship and should include the following elements: Connection to existing apprenticeship programs into which successful pre-apprentices will advance and potentially gain advanced standing in; Approved training and curriculum; Opportunity to earn an industry-recognized credential; Hands-on learning with a career focus; Access to support services and career counseling.

Registered Apprenticeship Program – An apprenticeship program registered through the PA Apprenticeship and Training Council (PATC) and evidenced by a Certificate of Registration or other appropriate document as meeting the registered apprenticeship standards of the PA Apprenticeship and Training Office and PATC.

Registered Apprenticeship Program Sponsor – Any person, association, committee, or organization that operates a registered apprenticeship program, irrespective of whether such entity is an employer; and in whose name the program is registered that assumes the full responsibility for administration and operation of the program. For joint programs, the program sponsor will be the Joint Apprenticeship and Training Committee (JATC).

Related Technical Instruction (RTI) – An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by PATC. Each year of apprenticeship requires a minimum of 144 RTI hours.

On-the-Job Training (OJT) – Tasks learned on the job in which the apprentice must become proficient before a completion certificate is awarded. The training is defined in the Work Process and must be through structured, supervised work experience. The terms On-the-Job Learning (OJL) and OJT are often used interchangeably.

INTRODUCTION

PURPOSE

This guide provides PA CareerLink® staff with an overview of strategies to connect jobseekers and employers to Registered Apprenticeship (RA) programs. It includes detailed information on how to utilize various WIOA funding streams to support RA programs, subject to local policy, procedures, and funding availability. This guide also provides detailed instructions on how PA CareerLink® staff may help their local area meet targeted Workforce Innovation and Opportunity Act (WIOA) primary indicators through a WIOA eligible Registered Apprentice and to support Registered Apprenticeships. It outlines the procedures for using the Commonwealth Workforce Development System (CWDS) to document the use of WIOA dollars to support a WIOA eligible Registered Apprentice. Finally, the guide provides suggestions to Business Service Team (BST) staff on how to best engage their clients around apprenticeship.

Reference materials covering Pennsylvania (PA) Registered Apprenticeship and Pre-Apprenticeship may be viewed on the **PA CareerLink® apprenticeship website**[1].

REGISTERED APPRENTICESHIP OVERVIEW

Registered Apprenticeship is an employer-driven structured education and training model/framework that takes place in the workplace and includes formal on-the-job training (OJT) and classroom-based, related technical instruction (RTI). From the start of their apprenticeship, an apprentice is a full-time, paid employee. An apprenticeship can be anywhere from 1-6 years and **must, at a minimum** include at least 2,000 hours of OJT and a required 144 hours of RTI annually.

An apprenticeship is not an internship, nor is it a short-term training program. Apprentices work full-time and are provided a wage that is subject to minimum wage regulations but may begin below the wage of an incumbent worker. As the apprentice hits milestones such as completing a certain number of program hours or demonstrating job competencies, their wages increase according to their individual apprenticeship agreement.

Apprenticeships include five key components:

1. **Paid Job -** Apprentices are paid employees who produce high-quality work while they learn skills that meet their employers' needs.

2. **On-the-Job Training –** Apprenticeships develop skilled workers through structured learning in a work environment.

3. **Classroom Learning/Job Related Technical Instruction –** Apprenticeships improve job-related skills through education in a classroom setting (virtual or in-person).

4. **Mentorship –** Apprenticeship programs provide apprentices with the support of a skilled worker to assist and enhance critical hands-on learning.

5. **Credentials –** Apprenticeship offers a portable, national industry-recognized credential to be issued at the completion of the program.

REGISTERED APPRENTICESHIP ELIGIBILITY REQUIREMENTS

RA program sponsors specify the minimum qualifications to apply to and be found eligible for their apprenticeship program. The eligible starting age can be no less than 16 years of age; however, individuals must be 18 to be an apprentice in hazardous occupations (see TEN 31-16 for further details on the Fair Labor Standards Act (FLSA) rules for child labor). Program sponsors may also identify additional minimum qualifications and credentials to apply, such as education or the ability to physically perform the essential functions of the occupation.

APPRENTICESHIP AND TRAINING OFFICE (ATO)

The Apprenticeship and Training Office (ATO) within the PA Department of Labor & Industry is responsible for guiding and promoting the expansion of apprenticeship programs across the state. As a State Apprenticeship Agency (SAA), the ATO is responsible for overseeing the development and approval of programs, agreements, and policy that support apprenticeship, and is working to embed a focus on apprenticeships within the State's workforce system and PA CareerLink® offices. While the Commonwealth of Pennsylvania accepts and supports the Federal Standards of Apprenticeship and works closely with the federal office, the ATO has developed PA's own set of apprenticeship standards that are specific to the Commonwealth. The ATO supports sponsors with the resources they need to implement high quality apprenticeship programs. All services are provided free of charge.

CONNECTING JOB SEEKERS TO REGISTERED APPRENTICESHIP OPPORTUNITIES

Registered Apprenticeship is one of the most effective strategies for engaging employers and increasing performance outcomes for the public workforce system. Registered Apprenticeship helps workers move through career pathways and earn family-sustaining wages.

Apprentices begin full-time employment right away, so connecting job seekers with registered apprenticeships programs can help states and local areas meet their targets on the WIOA primary indicators, detailed in the following table:

Category	Contribution of Apprenticeship	WIOA Indicator
Employment	Registered Apprenticeship is a job from day one – participants are employed at the beginning of the training. Under WIOA, this means that all participants (including incumbent workers) in Registered Apprenticeship programs are counted positively in this measure if they remain in the Registered Apprenticeship program following exit from WIOA until the quarter of measurement.	<u>Employment Rate:</u> Employed in the 2nd quarter after exit <u>Employment Rate:</u> Employed in the 4th quarter after exit
Employment Retention	Registered Apprenticeship programs range between one and six years with many programs lasting longer than the time that a participant will be enrolled in WIOA. Since apprentices are employed, if a participant continues in the Registered Apprenticeship after exiting WIOA until the quarter of measurement, then they will count positively in this measure as 94 percent of apprenticeship graduates retain employment.	<u>Employment Rate:</u> Employed in the 2nd quarter after exit <u>Employment Rate:</u> Employed in the 4th quarter after exit
Earnings	Apprentices receive increases in wages as their skills and knowledge increase. Therefore, the earnings of apprentices are likely to be high because they receive incremental increases in wages throughout their training. The average starting apprentice wage is $15.00 an hour and wage increases are required over the course of the program. Graduates of apprenticeship programs earn an average starting wage of $70,000 a year.	<u>Median Earnings:</u> Earnings in the 2nd quarter after exit
Credential Attainment	All apprentices that complete a Registered Apprenticeship earn a National industry-recognized credential from the PA ATO, which is considered a post-secondary credential under WIOA. Additionally, many programs incorporate other industry-recognized credentials along the way. Credential attainment should be considered when strategically determining the point of exit of an apprentice from WIOA Services.	<u>Credential Attainment:</u> Credential attainment during program participation or within 1 year after exit

Category	Contribution of Apprenticeship	WIOA Indicator
Measurable Skill Gains	The foundation of the registered apprenticeship model is that apprentices progressively increase skills, competencies, and wages throughout the course of the program. As an interim progress measure that is not based on exit, apprentices achieve measurable skill gains as they meet training/proficiency milestones. Therefore, even for longer-term Registered Apprenticeship programs, this measure will likely yield a positive outcome. Skill, competency, or wage increases/gains should also be considered when determining the point of exit from WIOA Services.	Skill Gains: Achieve measurable skill gains while enrolled in training and education programs
Effectiveness in Serving Employers	Registered Apprenticeship is a proven model for employers to recruit, train, and retain highly skilled workers. Registered Apprenticeship also helps businesses with their bottom line – increasing productivity, lowering turnover and recruitment costs, and increasing workplace safety. A survey of businesses with Registered Apprenticeship programs found that 97 percent would recommend an apprenticeship to others. By effectively promoting apprenticeship for jobseekers and employers, you will undoubtedly be able to provide employers with exemplary apprentices, establish mutually beneficial relationships, and provide quality engagement and services to all employers and sectors within the local economy.	N/A

EXITING APPRENTICES FROM WIOA SERVICES

As all workforce professionals know, the point of a program exit is a key factor in the calculation of performance outcomes. For most training services provided under WIOA, participants complete their training and then exit the WIOA program. Registered Apprenticeships, however, range from one to six years, and in many cases, participants will still be participating in their Registered Apprenticeship programs after they exit from WIOA.

The point of exit must be based on when the participant is successfully moving through the Registered Apprenticeship program and is no longer receiving services from WIOA. The following three milestones must be considered when determining an appropriate point of exit.

1) **Wage Increases** – Apprentices receive progressive increases in pay as their skills and knowledge increase – this is a core element of all Registered Apprenticeships. A wage increase may be an appropriate point of exit from WIOA, as it means that apprentices have passed a milestone in their training, improved their skills, and increased their earnings – signaling that support through WIOA may no longer be needed.

2) **Credential Attainment** – Many Registered Apprenticeship programs offer interim occupational credentials that can be attained by apprentices during their program. The attainment of a credential is another aspect that could be factored into the determination of an appropriate exit point from WIOA, given that this marks an important milestone in the Registered Apprenticeship program. Attainment of a credential signals that apprentices have successfully advanced along a career pathway and increased their skills in the field and potentially moved beyond the point of needing WIOA support.

3) **Measurable Skill Gains** – As apprentices' skills increase, they should be able to document progress towards an interim occupational credential or the certificate of completion awarded at the successful end of an apprenticeship. Documented progress in an apprenticeship is defined as either:

   - Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or

   - Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

ELIGIBLE APPRENTICESHIP LIST (EAL) HOUSED WITHIN THE ELIGIBLE TRAINING PROVIDER LIST (ETPL)

Under WIOA Title I-B, Registered Apprenticeship programs are not subject to the same application procedures and information requirements as other training providers considering the detailed application and vetting procedures that apprenticeship programs already undergo to become registered. In PA, this means that apprenticeship programs registered with the PA Department of Labor and Industry Apprenticeship and Training Office can be integrated into the commonwealth's statewide Eligible Training Provider List (ETPL). Registered Apprenticeship program sponsors are automatically eligible to be included on the **Eligible Apprenticeship List housed within the ETPL** and will remain if the program is registered or until the program sponsor submits notification that it no longer wishes to be on the list. While automatically eligible, not all registered apprenticeship sponsors may desire to be included on the statewide ETPL.

Inclusion on the ETPL allows eligible participants and employers to use available WIOA Title I-B funds for training in registered apprenticeship programs, per the Act; and more directly connects apprenticeship programs to job seekers through the commonwealth's PA CareerLink® locations.

The Sponsor of the RA program is the entity that is included on the EAL and can be searched on the ETPL.

The RTI provider of a RA program may also be an eligible training provider on the ETPL that is **separate** from the RA program. In this circumstance, the RTI provider is eligible for WIOA title I-B funds that are not related to the RA program. The RTI provider will follow policy guidance and instruction related to initial and continued eligibility requirements for training providers found here: Eligible-Training-Provider-List.pdf (pa.gov).

The Eligible Apprenticeship List housed within the ETPL can be accessed through both the main PA CareerLink® website and the PA CareerLink® apprenticeship webpage. To access the EAL from the **PA CareerLink® apprenticeship website[2]**, click on '**TRAINING PROVIDERS**' at the top of the main page, and then choose to '**Search PA's ETPL for Providers and Available Trainings**'[3]. The ETPL Search Page has a navigation bar on the left side of the page that allows users to search by '**Program Type** and clicking on '**Registered Apprenticeship**' will narrow the results to only RA programs. Programs can be searched for by **Keyword** and **Location**.
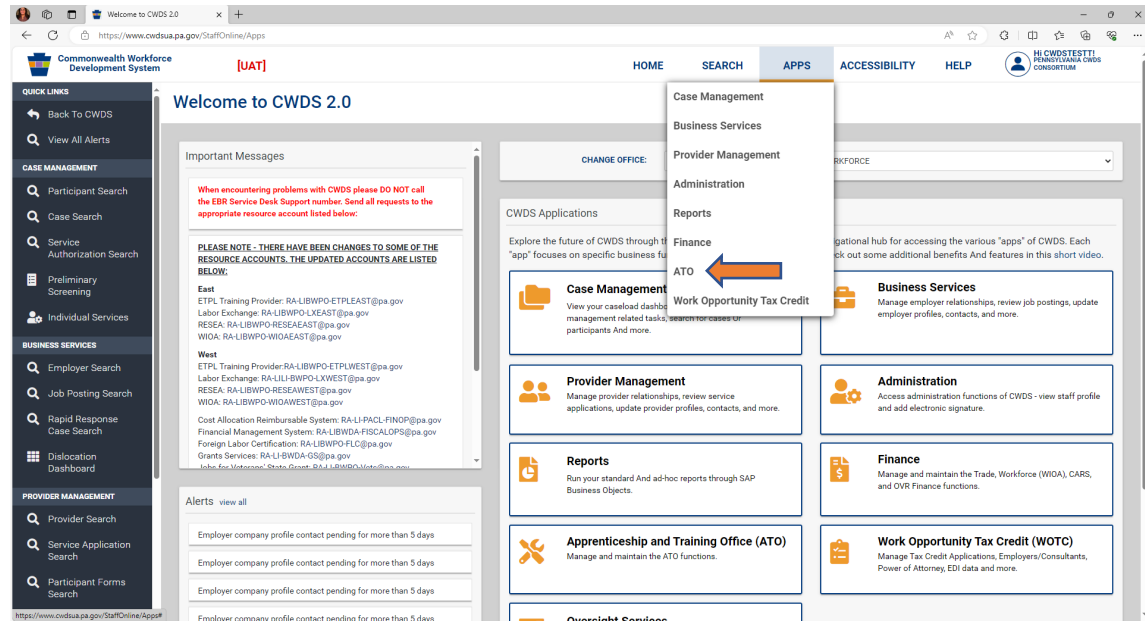

How to Get Started

Use the search feature below to search for Registered Apprenticeship programs in your region.

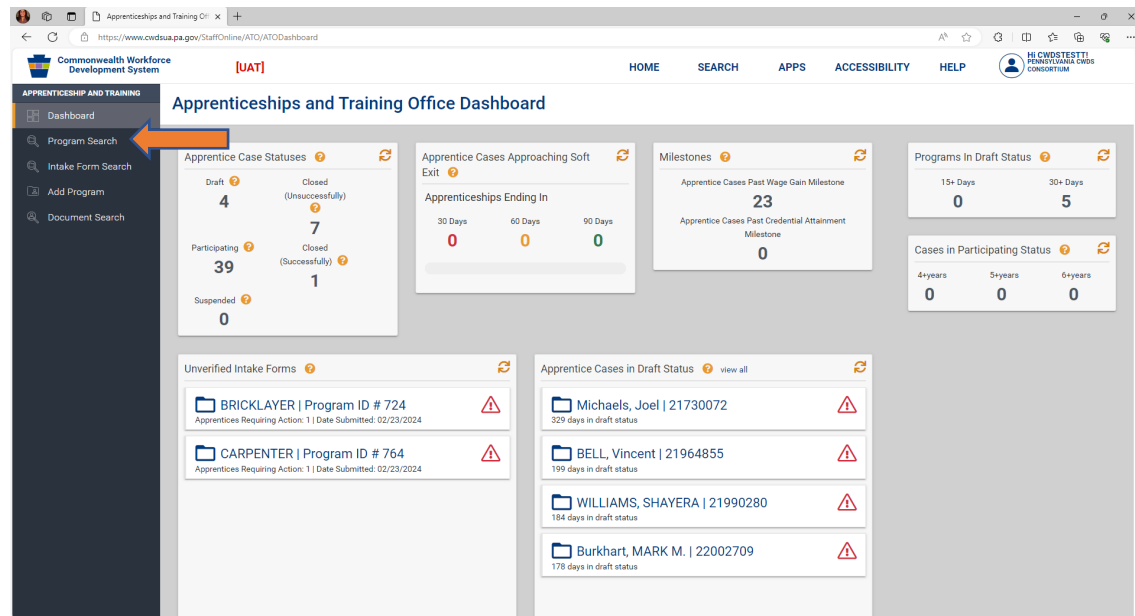| Apprenticeship Title Or Keyword | City or Zip Code | SEARCH |

To access the EAL from the **PA CareerLink® apprenticeship website[4]**. Click on '**I want to Become an Apprentice/Pre-Apprentice**'[5], and scroll down to the **How to Get Started**. From here individuals can search for registered apprenticeship programs in their region.

HOW TO SEARCH FOR REGISTERED APPRENTICESHIP PROGRAMS in CWDS 2.0
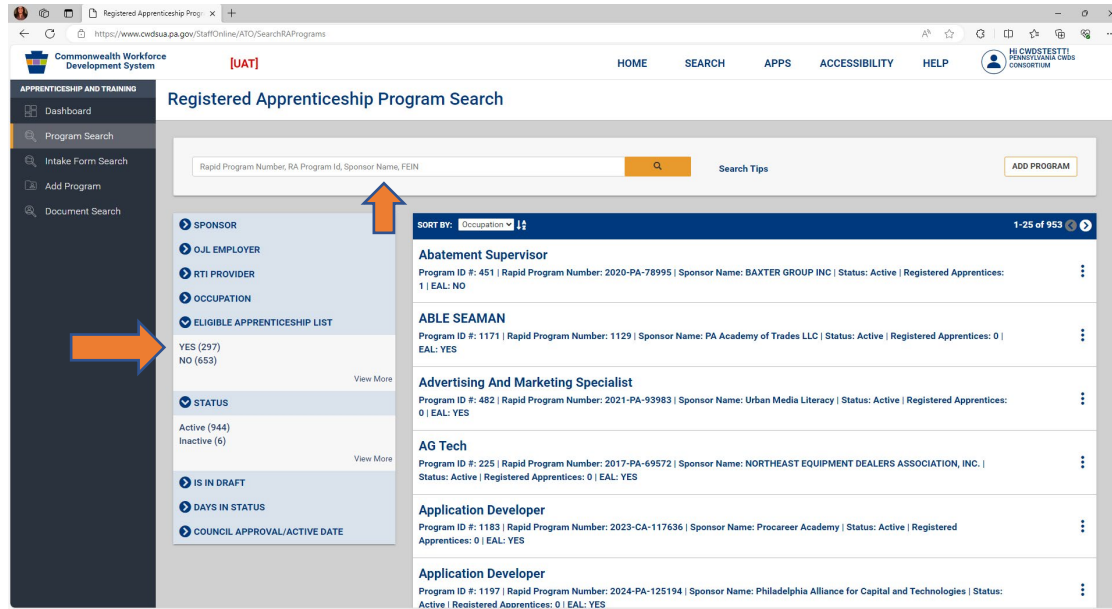
On CWDS 2.0 main page, choose ATO under APPS

Apprenticeship and Training Office Dashboard, click on Program Search

Use search bar to look up programs and/or use filters to narrow down program search

UTILIZING WIOA AND ALTERNATIVE WORKFORCE FUNDING TO SUPPORT REGISTERED APPRENTICESHIP

There are a variety of workforce funds available to support apprenticeship, including: Individual Training Accounts (ITAs), On-the-job Training (OJT) contracts, customized training funds, incumbent worker training (IWT) funds, youth occupational skills training & work experience, supportive services, and Trade Adjustment Assistance (TAA) funding.

Workforce Development Staff (WDS) should confirm that a Registered Apprenticeship (RA) program is added on the Eligible Training Provider List (ETPL). The Sponsor's name and the specific occupation of the RA program should be present on the ETPL. If the RA is not present on the ETPL, the WDS should contact the Apprenticeship and Training Office (ATO): apprenticeship@pa.gov. The ATO will follow the process to receive potential approval from RA Sponsor to be added to the ETPL (Review Appendix A of the "Eligible Training Provider and Pennsylvania's Eligible Training Provider List Workforce System Policy," found here: Eligible-Training-Provider-List.pdf (pa.gov) for information on what that process looks like). Regarding funding allocation, the WDS must follow guidelines set forth by local Workforce Development Board (LWDB) regarding:

- Maximum allotment of ITA funding per participant

- Maximum allotment of OJT funding per participant

- There are various other funding options under WIOA, please refer to policy guidelines set by local LWDB.

INDIVIDUAL TRAINING ACCOUNTS (ITAs)

Registered Apprenticeship sponsors can use ITA funds to support the classroom training portion of the apprenticeship program for eligible apprentices. ITAs can also fund pre-apprenticeship training if the sponsor is on the general ETPL. A pre-apprenticeship is not just a youth program strategy but may also be an effective strategy for participants in the WIOA adult programs.

Individuals in receipt of ITAs may also receive supportive services enabling them to participate in the training. Needs-related payments may be provided if a participant is enrolled in a program of training services under WIOA, be unemployed, and not qualify for unemployment compensation.

Workforce Development Staff (WDS) should communicate with the Sponsor of the RA program to determine and finalize procedures for funding allocation. The Sponsor should be informed of the policies and procedures of the local LWDB and performed by WDS regarding funding towards RTI of a RA program.

It is recommended that a RTI Agreement Contract is established between local LWDB and/or Title l Provider for an agreement of services and funding allocation processes, especially prior to apprentices starting a RA program.

**See below for suggested guidance on how to verify that funds are going towards the RTI training and/or OJT of an individual that has actually been enrolled in said RA program.

ON-THE-JOB TRAINING (OJT)

OJTs for apprenticeship are funded through contracts, not ITAs. OJT contracts can cover one or multiple apprentices with the reimbursement for OJT typically at 50 percent of the apprentices' wage rate. In limited circumstances, the reimbursement may be up to 75 percent of the wage rate of the participant. The OJT contract may be made to support some or the entire OJT portion of the registered apprenticeship training if the hands-on training provides the introduction of new skills or technologies. OJT contracts are allowable for employed workers if the employee is not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment (as determined by LLWDB policy).

Note: OJT contracts with employers for Registered Apprenticeship is a common way for the public workforce system to support participants in Registered Apprenticeship programs. In these cases, the workforce system would adhere to state/local policies on OJT reimbursements and the maximum allowable length of OJT assignments.

WDS should communicate with the Sponsor of the RA program to determine and finalize procedures for funding allocation. The Sponsor of the RA program should be made aware of the policies and procedures regarding funding towards OJL.

Contact the ATO if further assistance needed regarding RTI and OJT Agreement Contracts.

**See below for suggested guidance on how to verify that funds are going towards the RTI training and/or OJT of an individual that has actually been enrolled in said RA program.

CUSTOMIZED TRAINING FUNDING

Customized training funding may be used to subsidize the classroom training portion of an apprenticeship program. Local areas may also offer courses of training connected to industry sectors to broadly support the economic clusters, driving job growth in that region. This approach provides the ability to leverage employer investments with WIOA funding to increase the skills of the labor pool in a regional economy.

Customized training supports apprenticeship programs that are designed to meet the special requirements of an employer or group of employers who are willing to pay for a significant portion of the cost of the training. Employer(s) must also commit to employ an individual upon successful completion of the training (in Registered Apprenticeship, participants would most likely be employed in the beginning). A LLWDB may develop a customized job training contract with an employer or training provider. The employer must certify that the position will earn a self-sustaining wage and complete minimum working hours per week. Each program must demonstrate that the apprenticeship position is on a career pathway towards a higher level and/or higher paying employment upon completing the customized training.

INCUMBENT WORKER TRAINING (IWT) FUNDS

Adult or Dislocated Worker (ADW) Incumbent Worker Training (IWT) funds may be used to provide training/instruction to a cohort of apprentices. IWT helps eligible businesses effectively train and retain employees through skill upgrades and process improvement training for existing employees. Local areas may use up to 20 percent of their ADW funds to pay the federal share of the cost of incumbent worker training, enabling current workers to remain on the job while in training. This training is conducted with a commitment by the employer to retain the incumbent workers.

Incumbent worker training may also be used for upskilling apprentices who already have an established working/training relationship with the registered apprenticeship program. Apprenticeships are an excellent way to up-skill entry-level employees, retain them, and provide workers with an upward career path. Therefore, incumbent worker training is an effective strategy to support apprenticeship programs.

YOUTH OCCUPATIONAL SKILLS TRAINING AND WORK EXPERIENCE

In the Title I Youth program, pre-apprenticeships are considered a type of work experience for youth aged 16-24. The work experience program element also emphasizes training that aligns with in-demand industry sectors and occupations, which is a key component of RA programs. Registered Apprenticeships for participants in Title I Youth Programming can also be supported similarly to what is indicated in the sections above outlining ITAs and OJTs as funding and local policies/practices allow.

SUPPORTIVE SERVICES

WIOA funds can support a variety of supportive services that enable an apprentice to participate in training, including annual dues, registration fees, books, tools & supplies, uniforms, educational testing, childcare, dependent care, transportation, and housing. Typically, LLWDBs will have written policies and procedures that specify the types of supportive services allowed and the maximum amount per person. Supportive service payments must be tied to the goals of the specific program and align with the local program's organizational policies.

VETERAN RESOURCES

The **G.I. Bill®** also provides support for apprenticeship. Eligible veterans pursuing training through an apprenticeship program approved by a State Approving Agency (SAA) can receive their GI Bill® monthly housing allowance (MHA) in addition to their apprenticeship wages as well as potentially receive a supplies stipend. In Pennsylvania, the SAA is the Department of Education's Division of Veterans/Military Education. They can be reached at RA-VetED@pa.gov or 717- 787-2414. A Veterans Education Advisor will be assigned to walk employers through the approval process. After an employer is approved by the SAA, the VA adds this approval to their electronic system and the employer is then able to certify veterans into the program and then submit hours monthly for the veteran to receive their benefits, a process that the Veterans Education Advisor will provide guidance and instruction on. More information about education benefits offered by VA is available at the official **U.S. government VA website**[6].

OFFICE OF VOCATIONAL REHABILITATION (OVR)

OVR provides additional resources to apprentices with disabilities beyond the WIOA support listed above, including 100% wage reimbursement for OJTs and additional support for incumbent workers. A variety of federal tax credits are also available to support apprentices with disabilities, including small business tax credits, work opportunity tax credits, architectural tax credits, and barrier removal tax deductions. Additionally, PA OVR has a growing network of Business Services Specialists that have been trained as apprenticeship experts and are able to guide and assist employers in establishing registered apprenticeship and pre-apprenticeship

programs that hire individuals with disabilities. Contact Jeff Seabury to learn more, **jseabury@pa.gov**.

TRADE ADJUSTMENT ASSISTANCE (TAA) FUNDING

In certain circumstances, Trade Adjustment Assistance (TAA) funding may offer another way to cover the cost of apprenticeship. All TAA participants are covered under what is called a TAA certification. This certification confirms that the employment of a group of workers was impacted or threatened due to trade-related circumstances. Grants are provided to the states to provide services, which participants access through the American Job Center Network (e.g., PA CareerLink®). States also notify individuals of their eligibility. Below are a few scenarios that support apprenticeships through the TAA Program.

SUITABLE EMPLOYMENT

Suitable employment is defined as work of substantially equal or higher skill level than the worker's past adversely affected employment, and wages for such work at not less than 80 percent of the worker's average weekly wage. TAA Participants can be matched with an apprenticeship opportunity with assistance from the TAA Coordinator, The PA ATO Staff, and direct case manager. TAA funds can be used toward covering both OJT and classroom training (RTI) costs, including tuition, tools, uniform, equipment and books. This funding can continue until the worker reaches "suitable employment" or 130 weeks, whichever comes first. Dual enrollment in a Title l WIOA program is to occur to potentially provide supportive services for the participant.

REEMPLOYMENT TRADE ADJUSTMENT ASSISTANCE (RTAA)

The Reemployment Trade Adjustment Assistance (RTAA) program allows older TAA participants to obtain new employment and receive a wage subsidy which pays 50% of the difference between their previous employment and the new employment. To be eligible, RTAA participants must be at least 50 years old, have annualized earnings less than $50,000, and have secured a position as an apprentice in an apprenticeship program. These payments can be made for up to 2 years but must not exceed a total of $10,000 and must be stopped if the participant's annualized wage reaches $50,000 or more.

PRE-APPRENTICESHIP TRAINING

If a participant is eligible, TAA funds could pay for a pre-apprenticeship program as a training program. To be enrolled in a supported pre-apprenticeship program, the TAA participant would need to meet the six criteria for TAA-funded training:

1. No suitable employment is available.

2. The participant would benefit from appropriate training.

3. There is a reasonable expectation of employment following the completion of training.

4. Training is reasonably available.

5. The participant is qualified to undertake and complete such training.

6. Training is available at a reasonable cost.

Pre-apprenticeship programs are designed to prepare individuals to enter and succeed in Registered Apprenticeship programs. Pre-apprenticeships are required to have a documented partnership with at least one RA program, and together they expand the participant's career pathway opportunities with industry-based training coupled with classroom instruction. Further information on pre-apprenticeship training is found on the **PA CareerLink® apprenticeship website**[7].

CWDS DATA ENTRY

PA CareerLink® programs collect and report on statutorily required elements necessary to determine the performance outcomes of individuals to whom they provide services. Collecting this information streamlines reporting across Department of Labor (DOL) workforce programs, bringing together the data necessary for each to meet its reporting requirements. Reporting is essential for tracking participant outcomes and measuring all programs' effectiveness.

Verification of Registered Apprenticeship Enrollment

In addition to ensuring that a registered apprenticeship program appears on the ETPL, before dispersing funds, you must verify that the funds are going towards the registered apprenticeship training of that individual. The only way to make that verification would be to ensure that the individual has in fact been enrolled in said registered apprenticeship program. Enrollment in a registered apprenticeship program can only happen through approval from the Apprenticeship and Training Office processed through the Registered Apprenticeship Partners Information Database System (RAPIDS). The best and most efficient way to verify this would be to ask the RA Sponsor to run a 671 report within RAPIDS after the apprentice has been **approved** by the Regional Apprenticeship & Training Representative (ATR) and to provide a copy of that report to you for your records. The 671 reports in RAPIDS can only occur if the apprentice is successfully approved as a registered apprentice. If a sponsor if not sure how to run this report, please, refer them to reach out to the ATO and/or their Apprenticeship and Training Representative.

Disclaimer: the 671 report may not have signatures and dates from the apprentice and the RA Sponsor. The signatures and dates are **NOT** needed for verification of an apprentice registration. WDB and/or Title l Provider should request the 671 report in a **secure** email, as the report contains PPI. If having difficulty obtaining the 671 report, please contact the ATO resource account: apprenticeship@pa.gov.

Journey Worker Ratios

The Sponsor of the RA program will follow journeyworker ratio standards when approving apprentices in the RA program. Approved apprentices that can be verified via 671 form are eligible for WIOA title l-B funds. If the 671 form is supplied as verification, local areas can assume that programs are compliant with journeyworker ratios at that time.

HOW TO ENTER SERVICE RECORD FOR REGISTERED APPRENTICESHIPS

The following screenshots will help guide staff in completing CWDS data entry for WIOA enrolled clients that are participating in Registered Apprenticeship and Pre-Apprenticeship. As WIOA continues to evolve, USDOL and L&I will provide additional guidance and technical support to smooth this transition of required reporting.

Registered Apprenticeship (WTS15/WYS15) and Pre-Apprenticeship (WIS19/WYS16) services have migrated to CWDS 2.0.

1. At participant's Service Record screen, click on 'Create WF Service Authorization 2.0.'

2. Select the participating WIOA case and then click 'Add Service.'

3. 'Add Service' pop-up will be the next window.

4. Choose Program, Funding Stream, and the Service Code. Select the Service Code and then select 'Save.'

5. You will be redirected back to the 'Create Service Authorization' screen, if the Service Code entered looks correct, then hit the 'Continue' button.

Create Service Authorization

| Name, SSN, PID, Phone, Email | 🔍 |

Participant(s) Case

PARTICIPANT ID	NAME	CASE ID	CURRENT OFFICE	CASE STATUS	PROGRAM(S)	APPLICATION START DATE	ACTIONS
			PA CAREERLINK PITTSBURGH/ALLEGHENY COUNTY (Pittsburgh Workforce Development Area)	Participating	WIOA - Adult (18-Older) (EL - Eligible)	11/01/2023	REMOVE
			PA CAREERLINK ALLEGHENY EAST (Allegheny County Workforce Development Area)	Eligible	Self-Service Labor Exchange		SELECT
			PA CAREERLINK ALLEGHENY EAST (Allegheny County Workforce Development Area)	Eligible	Labor Exchange		SELECT

Services

SERVICE CODE	SERVICE CATEGORY	SERVICE TYPE	SERVICE DESCRIPTION	ACTIONS
WTS15	Training Services	Registered Apprenticeships		🗑

➕ ADD SERVICE

CANCEL   CONTINUE

6. Choose Established ITA or Contract for Services from the drop-down menu. Then select 'Search RA Program.'

Program Eligibility and Funding Stream

PROGRAM ELIGIBILITY
WIOA - Adult (18-Older)

FUNDING STREAM
Adult Local

Registered Apprenticeships (WTS15)

ESTABLISHED ITA OR CONTRACT FOR SERVICES (required)

ITA ⌄

REGISTERED APPRENTICESHIP PROGRAM/SPONSOR (required)

SEARCH RA PROGRAM

7. Search for Provider by Service by using the 'Search by Keyword' text box and then click on 'Search.' The Registered Apprenticeship program should be listed and able to be selected. There are multiple categories on this screen that are not able to be edited.

8. The Sponsor's program information will appear as part of the Service Record. On this screen, you are able to select 'RTI' or 'OJT.' Then enter all the required information needed for the Service Record. If entering a Service Record for a Youth, there are additional Youth specific required data that needs to be entered.

ESTABLISHED ITA OR CONTRACT FOR SERVICES (required)

ITA	⌄

REGISTERED APPRENTICESHIP PROGRAM/SPONSOR (required)

[SEARCH RA PROGRAM]

SPONSOR SERVICE TITLE

ELECTRICIAN

SPONSOR RAPIDS ID

PA008670003

RAPIDS OCCUPATION CODE

0159

PROGRAM SPONSOR DETAILS

Keystone Chapter ABC, Inc

135 Shellyland RD, Manheim, PA, 17545

SPONSOR CONTACT INFORMATION

O*NET OCCUPATION TITLE

Electricians

O*NET CODE

47-2111.00

TRAINING COMPONENT (required)

☑ RTI   ☐ OJT

START DATE (required)

[📅]

ESTIMATED END DATE (required)

[📅]

HOURS PER WEEK (required)

[   ]

HOURLY WAGE (required)

[   ]

If a Contract for Services was selected under the 'Established ITA or Contract for Services' drop-down and then 'Training Component' OJT is selected: please contact the ATO team if missing employer information is not listed here for the selected Sponsor.

9. Click on 'Continue' when you have completed all of the required data for the Service Record.

10. The next screen will be the 'Workforce Service Details Confirmation.' Review the Service Record data and if it looks correct, click on 'Save and Finish.'

REGISTERED PRE-APPRENTICESHIP

There are also Pre-Apprenticeship service codes for the Adult & Dislocated Worker (ADW) and Youth programs. WIS19 is the service code for Adult & Dislocated Worker, and WYS16 is the service code for Youth.

In the ADW example below, ITA was selected for the WIS19. If a Contract for Service exception was selected instead of an ITA for this WIS19, then staff would be required to manually enter the training details and registered apprenticeship sponsor/program information. There would be no connection to the ETPL or other source of information for Contract for Service exceptions.

1. Choose 'Create WF Service Authorization 2.0'

2. Choose Participating WIOA case then click on 'Add Service.'

Create Service Authorization

Name, SSN, PID, Phone,

Participant(s) Case

PARTICIPANT ID	NAME	CASE ID	CURRENT OFFICE	CASE STATUS	PROGRAM(S)	APPLICATION START DATE	ACTIONS
		1	PA CAREERLINK SUBURBAN STATION (Philadelphia Workforce Development Area)	Participating	WIOA - Adult (18-Older) (EL - Eligible)	01/03/2024	SELECT
		0	PA CAREERLINK PHILADELPHIA NORTH (Philadelphia Workforce Development Area)	Eligible	Self-Service Labor Exchange		SELECT
		9	PA CAREERLINK PHILADELPHIA NORTH (Philadelphia Workforce Development Area)	Participating	Labor Exchange		SELECT

Services

No Services Added Yet

Add services to the selected case.

➕ ADD SERVICE

3. Select Program Eligibility, Funding Stream, and search for the Service Code. Select the Service Code and click on 'Save.'

Add Service   close ⊗

PROGRAM ELIGIBILITY (required)   **FUNDING STREAM** (required)

WIOA - Adult (18-Older)   ⌄   Adult Local   ⌄

SEARCH BY KEYWORD

WIS19   🔍 SEARCH

Service Code	Service Category	Service Type	Service Description	
WIS19	Individualized Career Services	Pre-Apprenticeship		SELECT

CANCEL   SAVE

4. Review the Service Code and then select 'Continue.'

5. When ITA is chosen, click on 'Course/Program Information' and choose a program that is on the ETPL.

Select Provider by Service   close ✕

ETPL YEAR (required)   **PROVIDER PROGRAM TYPE** (required)

| Current Year ▾ | | ETPL ▾ |

SERVICE CATEGORY (required)   **SERVICE TYPE** (required)

| Select ▾ | | Select ▾ |

SEARCH BY KEYWORD ❓

| Provider Name, Provider Service Title, FEIN, City, ZipCode | 🔍 SEARCH   🔍 CLEAR

LWDA   **PELL GRANT ELIGIBLE** (required)

| Select ▾ | | Select ▾ |

COUNTY   **ZIP CODE PLUS** ❓

| Select ▾ | | Select ▾ |

No Providers found.

CANCEL   SAVE

6. Program information is populated automatically in the Service Details. Continue with inputting data required for the Service Record.

Pre-Apprenticeship (WIS19)

ESTABLISHED ITA OR CONTRACT FOR SERVICES (required)

| ITA ▾ |

COURSE/PROGRAM INFORMATION (required)

| Welding Technology - WA |

COURSE/PROGRAM INFORMATION

PA INSTITUTION CODE (required)

| PA040185 |

INSTITUTION NAME (required)

| Pennsylvania College of Technology Williamsport |

CIP CODE (required)

| 480508 Welding Technology/Welder |

PRE-APPRENTICESHIP PROGRAM/SPONSOR (required)

| |

GET O*NET OCCUPATION (required)

| |

GET O*NET CODE   CLEAR O*NET CODE

In this Youth example below, the WYS16 is being provided through a Contract for Service exception (not an ITA) so the training program information and registered apprenticeship sponsor fields are manually entered by staff. There is currently no connection to the ETPL or other source of data for it to be automatically populated into the service details. If ITA was selected in this example instead, then the training details would come from the ETPL just like it did for the WIS19 above.

Pre-Apprenticeship (WYS16)

ESTABLISHED ITA OR CONTRACT FOR SERVICES (required)

Contract for Services - Insufficient Number of Eligible Providers in the LWDA ⌄

COURSE OR PROGRAM INFORMATION (required)

Electrician

INSTITUTION NAME (required)

Keystone Chapter ABC

CIP CODE (required)

460302

[GET CIP CODE] [CLEAR CIP CODE]

PRE-APPRENTICESHIP PROGRAM/SPONSOR (required)

Keystone Chapter ABC, Inc

GET O*NET OCCUPATION (required)

Electricians

[GET O*NET CODE] [CLEAR O*NET CODE]

START DATE (required)

03/04/2024 📅

ESTIMATED END DATE (required)

06/07/2024 📅

BUSINESS SERVICE TEAM (BST) ENGAGEMENT

Business engagement and local networking are a part of the regular job duties of Business Service Team (BST) staff, giving them opportunities to advocate for apprenticeship and present information to employers on the value of the apprenticeship and pre-apprenticeship models. When an employer expresses an interest in exploring the development of a new registered apprenticeship (RA) or pre-apprenticeship (Pre-RA) program OR the reinstatement/expansion of an existing apprenticeship program, the BST member should "lay the foundation" for an RA or Pre-RA program to be built by educating the employer on the structure of these programs, conducting a needs assessment, gathering basic information, and referring any interested potential sponsors to the PA Apprenticeship and Training Office (ATO).

TALKING ABOUT APPRENTICESHIP AND PRE-APPRENTICESHIP

Before talking to employers about apprenticeship and pre-apprenticeship, BST members should familiarize themselves with the apprenticeship resources found on the **PA CareerLink® apprenticeship website**[8]. There are a number of Quick Guides that provide quick overviews of different aspects of apprenticeship, while the *Registering an Apprenticeship Program in PA* and *Registering a Pre-Apprenticeship Program in PA* guides provide deep dives into each.

When talking to employers about apprenticeship and pre-apprenticeship, BST members should:

- Provide information and written resources that explain foundational information on RA and Pre-RA, such as the ATO's Quick Guides.

- Conduct an appropriate needs assessment to more concretely determine the employer's needs and to illuminate where apprenticeship might be an appropriate fit.

- Guide the employer in identifying apprenticeable occupations. The **apprenticeship.gov website**[9] has a searchable database of occupations that have already been apprenticed that you can use as a model for your program.

- Explain the role of the PA ATO and inform the employer that an Apprenticeship and Training Representative (ATR) / Pre-Apprenticeship Manager will be engaged as the process continues forward.

COMPLETING AN EMPLOYER NEEDS ASSESSMENT

The ATO has created an *Employer Needs Assessment* to assess an employer's workforce needs,

including determining if apprenticeship is a good fit. The form is available on the **PA CareerLink® apprenticeship website**[10].

Apprenticeship might be a helpful workforce solution if the company:

- Is having difficulties in meeting its current workforce needs. (Questions 4, 9, 12 & 13)

- Has future workforce needs to plan for. (Questions 18 & 19)

- Would like to offer additional employee training. (Question 11)

- Is outsourcing work due to a lack of in-house skills. (Questions 3, 15, 16, & 17)

- Has good labor relations. (Questions 7 & 8)

REFERRING EMPLOYERS TO THE ATO

For Apprenticeship:

If the sponsor/employer continues to express interest and wishes to proceed with development of an apprenticeship program, provide the sponsor with the link to the *RA Information Request Form* (**https://forms.office.com/g/auPMczHP1w**). Upon completion of the form, an automatic response email will be sent to the sponsor and will include the most up to date registration packet needed for completion to move forward with program registration as well as other documentation providing additional information about apprenticeship. As a reminder, all of the most up to date registration paperwork is available on the **PA CareerLink® Apprenticeship Resource page**[11].

Additionally, the ATO resource account will review the request and within 72 business hours will email the sponsor with an invite to a mandatory registered apprenticeship orientation session based on the sponsor's selection within the information request form. Upon attendance of RA Orientation Session, an ATR will be assigned to the sponsor/employer based on their location and/or project specifics, who will assist them with developing their program.

The following email template could be used when a member of the BST team is providing a potential sponsor with the RA Information Request Form Link. Only use the highlighted sentence if looking to be integrated into the program building process:

"In order to move forward with the process to register your apprenticeship program, you will need to connect you with an Apprenticeship and Training Representative (ATR) with the PA Apprenticeship and Training Office (ATO).

Prior to meeting with an ATR, attendance at a "Registered Apprenticeship Initial Orientation Session" is required to move forward with building a Registered Apprenticeship Program and will serve as a great source of information. Please, fill out the Information Request Form by following this link: **Click here for Info Request Form Link.**

After submitting your information via the form, you will receive a follow up email outlining material and resources for your review as well as an Outlook meeting invite for the "Registered Apprenticeship Initial Orientation Session" on the date that you selected within the Information Request Form. When filling out the form, please, list my information as a "third party to support the building of this program."

For Pre-Apprenticeship:

If the sponsor/employer continues to express interest and wishes to proceed with development of a pre-apprenticeship program, send the sponsor an email using the suggested template below and copy **pre-RA@pa.gov**:

"To start the process of learning more about pre-apprenticeship and how to build a program, please fill out the PA Apprenticeship and Training Office's (ATO) form at the following link: **Pre-RA Information Request**

Once your information is received, expect to receive notice from the ATO within 3 business days to schedule an upcoming pre-apprenticeship info session that happens on Friday mornings."

Following the orientation, the ATO's Pre-Apprenticeship Manager will assist employers/sponsors in developing their program and completing the Pre-RA Registration Packet.

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[1] https://www.pacareerlink.pa.gov/jponline/Apprenticeships/ResourcesForRAPrograms
[2] https://www.pacareerlink.pa.gov/jponline/Common/Apprenticeships
[3] https://www.pacareerlink.pa.gov/jponline/JobSeeker/ManageServices/SearchTrainings.aspx
[4] https://www.pacareerlink.pa.gov/jponline/Common/Apprenticeships
[5] https://www.pacareerlink.pa.gov/jponline/Apprenticeships/BecomeApprentice
[6] http://www.benefits.va.gov/gibill
[7] https://www.pacareerlink.pa.gov/jponline/Apprenticeships/InterestedInPreApprenticeship
[8] https://www.pacareerlink.pa.gov/jponline/Apprenticeships/ResourcesForRAPrograms
[9] https://www.apprenticeship.gov/apprenticeship-occupations
[10] https://www.pacareerlink.pa.gov/jponline/Apprenticeships/ResourcesForRAPrograms
[11] https://www.pacareerlink.pa.gov/jponline/Apprenticeships/ResourcesForRAPrograms