POCONO COUNTIES
WORKFORCE DEVELOPMENT BOARD (WDB)/AREA (NE 135)

APPRENTICESHIP TRAINING POLICY

1. **Purpose**

The purpose of this policy is to articulate how WIOA Adult, Dislocated Worker, and Out-of-School Youth Training funds may be used in the Pocono Counties WDA to support WIOA participant training through Registered Apprenticeship Programs and other eligible apprenticeship models. The WIOA requirements and limits for funds used to support Apprenticeship employment and training are listed in sections 680.330, 680.740, and 680.750.

2. **Effective Date:**

   7/1/20

3. **Implementation**

The Pocono Counties Workforce Development Board authorizes the use of Adult, Dislocated, and Out-of-School Youth funds allocated to the Pocono Counties Workforce Development Area to support WIOA eligible participant training through registered apprenticeships and apprenticeship models.

Under WIOA, the classroom training in Registered Apprenticeships automatically qualify to be on the Pennsylvania Eligible Training Provider List (ETPL). Classroom training for non-registered apprenticeship programs must be on the Pennsylvania ETPL to be eligible for ITA funding. An apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. The term "registered apprenticeship program" means an apprenticeship program that is registered under the National Apprenticeship Act.

Training may be done by the employer-of-record or a third party contracted by the employer to deliver trainings.

WIOA Apprenticeship Training Funding Limits

The Pocono Counties WDA Apprenticeship Training Policy allows for the use of either ITA funding, OJT funding, or a combination of both approaches to support training through eligible apprenticeship programs, as per section 680.750.

The maximum individual amount available to support an eligible WIOA participant's participation in apprenticeship training is $8,000.00.

An apprenticeship program supported through use of OJT funding must meet the employer qualifications in the Pocono Counties WDA OJT Policy, and meet the OJT minimum wage qualification of $10.50/hr.

Employer Eligibility

Employers with eligible apprenticeship programs located within the Pocono Counties WDA will be a priority for support of apprenticeship training. Employers located outside the Pocono Counties WDA may be eligible, if sufficient funding is available and the apprenticeship participant is a resident of the Pocono Counties WDA. When OJT funding is used to support the training, the employer must meet the qualifications as described in the Pocono Counties WDA OJT Policy.

1. The Employer must be registered in CWDS for program/participant recording purposes.
2. All participants shall be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work. This will include UC coverage where the employer is normally required to provide such coverage to its employees.
3. The position provides the participant benefits per company policy (i.e. insurance, paid leave, profit sharing) other than those required by law.
4. The training to be provided will be in accordance with WIOA 181(a)(1)(A) and 683.275 for wage and labor standards. Worker protection requirements are set forth in WIOA Sections 181(a) (1) (A) and (B), (b) (2), (3), (4) and (5) and 188.
5. The employer agrees to cooperate with monitoring efforts as required by WIOA legislation and adhere to all other applicable local, state and federal rules and regulations.

Apprenticeship Trainee Eligibility

Candidates selected for participation in the apprenticeship program must meet the eligibility and priority policy requirements for training services under the Pocono Counties WDA WIOA Adult, Dislocated Worker, or Out-of-School Youth Policy.

Subject to the availability of funds, upskilling of workers who are already employed by the apprenticeship employer may be eligible for participation. Such workers must be registered in CWDS for service and outcome recording purposes, and meet any other employee qualifications of the Pocono Counties Incumbent Worker policy.

Incumbent Worker Participant Data Entry/Case Management

1. Title I WIOA Program staff must ensure that both the Employer and Apprenticeship trainee(s) are registered in CWDS prior to approval of the training.
2. A WIOA application documenting the apprenticeship candidate's eligibility under Adult, Dislocated Worker, Out-of-School Youth or Incumbent Worker Funding must be completed.
3. If ITA funding is part of the apprenticeship training services supported with WIOA funding, the Apprenticeship or the training program must be on the Pennsylvania ETPL. The Pocono Counties ITA Policy requirements, purchase requisition form, and procedures, including the requirement for a current Non-Financial Agreement with the training provider must be followed.
4. IF OJT funding is part of the apprenticeship training services supported by WIOA funding, the Pocono Counties OJT agreement must be completed and the other policy requirements adhered to.
5. All relevant CWDS WIOA service and outcome recording requirements, and participant case management practices must be adhered to. Outcomes that qualify for Measurable Skill gain or Certificates/Credentials received while participating in apprenticeship activities must be recorded in CWDS.