



Registered Apprenticeship Programs

and State Lists of Eligible Training Providers

May
2016

ApprenticeshipUSA



Registered Apprenticeship on Eligible Training Provider Lists



- **Workforce Innovation and Opportunity Act (WIOA)** requires states to include interested Registered Apprenticeship (RA) program sponsors as Eligible Training Providers (ETPs)
- **Program sponsors** are the entities that administer RA programs
- **States are responsible** for confirming RA sponsors' interest in joining the state ETP list
- **States are encouraged** to work closely with the state apprenticeship office





Benefits of RA Sponsors on ETP List



- **Apprenticeship is an “earn and learn” model** – provides a pathway to quality jobs for workers
- **Including RA program sponsors on state ETP lists** expands job seeker awareness of apprenticeship as a training option
- **Having sponsors on state lists of ETPs** allows workforce programs to directly support apprentices and apprenticeship sponsors



Requirements for RA Sponsors on ETP Lists



- **All RA program sponsors interested in being added to a state's ETP list must be included.** However, RA program sponsors are not required to participate.
- **RA sponsors are not subject to the same requirements as other ETPs** – they do not have to provide the same performance or cost information required of other ETPs.
 - ▶ For states that also have local ETP lists, the same statutory requirements apply (RA sponsors are not subject to the same requirements as other local providers)



Publicize ETP list - at state level and through local workforce programs

6

Add sponsor information to ETP

5

Collect necessary information from interested sponsors

4

Conduct outreach to current RA sponsors to determine their interest in joining the ETP list

3

Work with state apprenticeship office to obtain a list of current RA sponsors in your state

2

Identify your state apprenticeship office:
www.doleta.gov/oa/contactlist.cfm

1

STEPS to Include

Registered Apprenticeship Sponsors

on the **State List** of

Eligible Training Providers





Steps for States to Add RA Sponsors to ETP List



1. Reach out to your state apprenticeship office.

Find your state's contact at:

www.doleta.gov/oa/contactlist.cfm

2. Work with your state apprenticeship contact to obtain a list of current RA sponsors in your state.





Steps to Add RA Sponsors to State ETP List

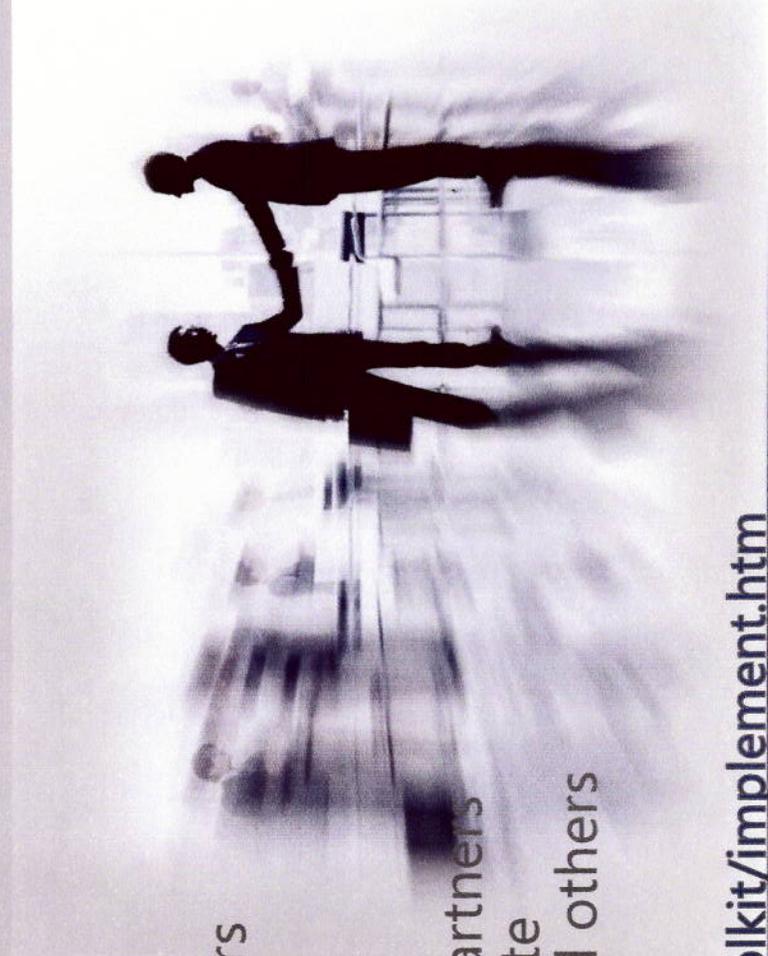


3. Conduct outreach to determine the interest of all registered sponsors in being added to the state ETP list.

Activities might include:

- ▶ Direct contact with sponsors
- ▶ Activities involving state apprenticeship office
- ▶ Collaboration with other partners
 - industry associations, state apprenticeship council, and others

www.dol.gov/apprenticeship/toolkit/implement.htm



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Steps to Add RA Sponsors to ETP List



4. **Collect necessary information** from interested RA program sponsors.

Required information includes:

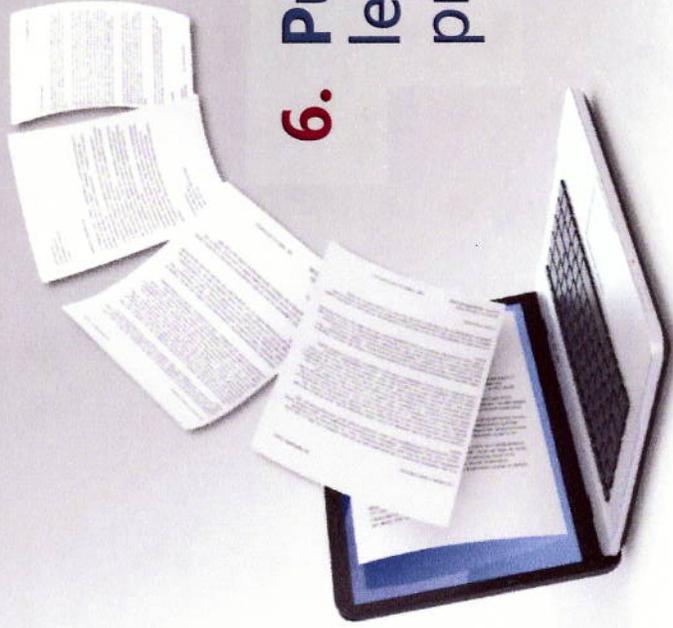
- ▶ Name and address of RA program sponsor
- ▶ Occupation(s) included in the sponsor's RA program
- ▶ Name and address of education provider (if different from sponsor's location)
- ▶ Method and length of instruction
- ▶ Number of active apprentices



Steps to Add RA Sponsors to ETP List



5. Add RA program sponsor information to the state ETP list.



6. Publicize the ETP list – at the state level and in all local workforce programs.



RA Sponsors Remain on ETP List



- **RA sponsors may remain on the state ETP list as long as they wish – as long as the program is registered with the apprenticeship system.**
- **Every two years, states must verify with the state apprenticeship office that RA sponsors on the ETP list continue to be registered.**
- **RA sponsors may request to be removed from the list at any time.**



State ETP List Policies



- States are required to develop numerous policies to support their statewide workforce system, one of which is the ETP list policy.
- State ETP list policies should be explicit in terms of the exceptions for Registered Apprenticeship programs.
- State processes (and local processes where they exist) to add sponsors to the ETP list should *not* be laborious; the statutory intent is to have a process that makes it simple for every RA program to be part of the ETP list.



Sample State Policy Provisions (1)



- **State of Texas ETP List Policy is being revised to expressly include the following provisions:**
 - ▶ There are no performance expectations for Registered Apprenticeship sponsors and training providers specifically to encourage their participation in order to facilitate engagement with the Texas workforce system.
 - ▶ Boards may establish additional criteria and require higher levels of performance for programs other than Registered Apprenticeship programs.
 - ▶ Registered Apprenticeship programs are automatically considered an in-demand occupation if the program's selection process is open.



Sample State Policy Provisions (2)



Next Step for Texas

- **The State of Texas is taking it a step farther by modifying their electronic application process beginning June 2016**
 - ▶ When a RA program sponsor uses the State's on-line system to apply as a ETP, they will check a box indicating they are a program registered with USDOL
 - ▶ Once submitted, the application SKIPS the local board review process and goes straight to the State Workforce Agency (Texas Workforce Commission)
 - ▶ This will ensure the process is kept simple for RA programs



Sample State Policy Provisions (3)



State of Oklahoma ETP List Policy

- **“Registered Apprenticeship (RA) programs are exempt from performance and reporting-related requirements in order to enable these evidence-based programs to be placed on the statewide ETPL with minimal burden.”**
- **“All Registered Apprenticeship openings listed on the ETPL will automatically be considered as a statewide demand occupation for as long as the opening(s) remain unfilled.”**
- **“Note that Registered Apprenticeship programs, if openings for new apprentices exist in the local area, should automatically be considered in-demand training.”**



Additional Resources



- **To learn more about RA Programs and inclusion on the State ETP list**, visit the “Registered Apprenticeship and ETP” web page at www.dol.gov/apprenticeship/toolkit/implement.htm
- **To learn more about how the workforce system can benefit from partnering with RA programs**, visit the ApprenticeshipUSA Toolkit at www.dol.gov/apprenticeship/toolkit.htm
- **For federal policy guidance in this area**, please see **Training and Employment Guidance Letter 41-14**, which can be accessed at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5816





Registered Apprenticeship Program Sponsors

Promoting your programs through the
Eligible Training Provider List

ApprenticeshipUSA



Eligible Training Provider List



- States receive federal workforce funds to help individuals receive training and find jobs
- Every state has a list of qualified providers of workforce training, known as the state list of Eligible Training Providers (ETPs)
- The state ETP list identifies the training programs on which specified workforce funds can be spent
- Programs on the state ETP list are ones that job seekers in workforce programs can choose for career training





New Opportunity for RA Sponsors



- **Under new legislation**, the Workforce Innovation and Opportunity Act, Registered Apprenticeship (RA) program sponsors may choose to join their state's ETP list
- **Once on the list, RA sponsors may remain as long** as their programs are registered with the State Apprenticeship Agency or the U.S. Department of Labor's Office of Apprenticeship
- **A RA sponsor may choose to be removed from the ETP list at any time**, and will be removed if the RA program is deregistered





Benefits of Joining the ETP List



- ✓ **Greater exposure and marketing** of your apprenticeship program to job seekers
- ✓ **Assistance from workforce programs** in recruiting and screening qualified candidates for your apprenticeship program
- ✓ **Eligibility to receive workforce funds** to support apprentice training (*consistent with funding availability and limitations*), such as:
 - ▶ Related instruction costs
 - ▶ Support for apprentices with transportation, books, or equipment



Process to Sign Up for the ETP List



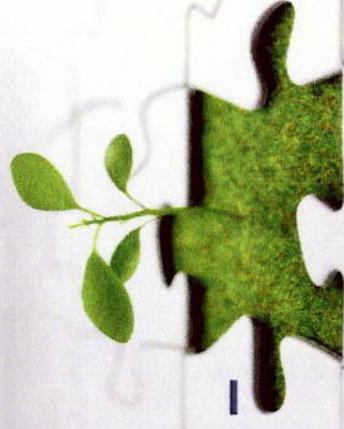
- 1. Talk with the apprenticeship office in your state.**
Visit www.doleta.gov/oa/contactlist.cfm to find your apprenticeship contact.
- 2. Provide some basic information on your RA program:**
 - ▶ Name and address of RA sponsor
 - ▶ Occupations included in your program
 - ▶ Name and address of education provider (if different from your location)
 - ▶ Method and length of related instruction
 - ▶ Number of active apprentices
- 3. If your program or registration status changes, consult your state apprenticeship office regarding next steps**



Maximize the Opportunity!



- **Joining the state ETP list will provide new opportunities** to work more closely with workforce programs in your community
- **Workforce programs have many partners,** which can lead to new connections and sources of support for your program
- **Workforce programs also serve youth –** new opportunities to find entry-level apprentices and develop your next generation workforce

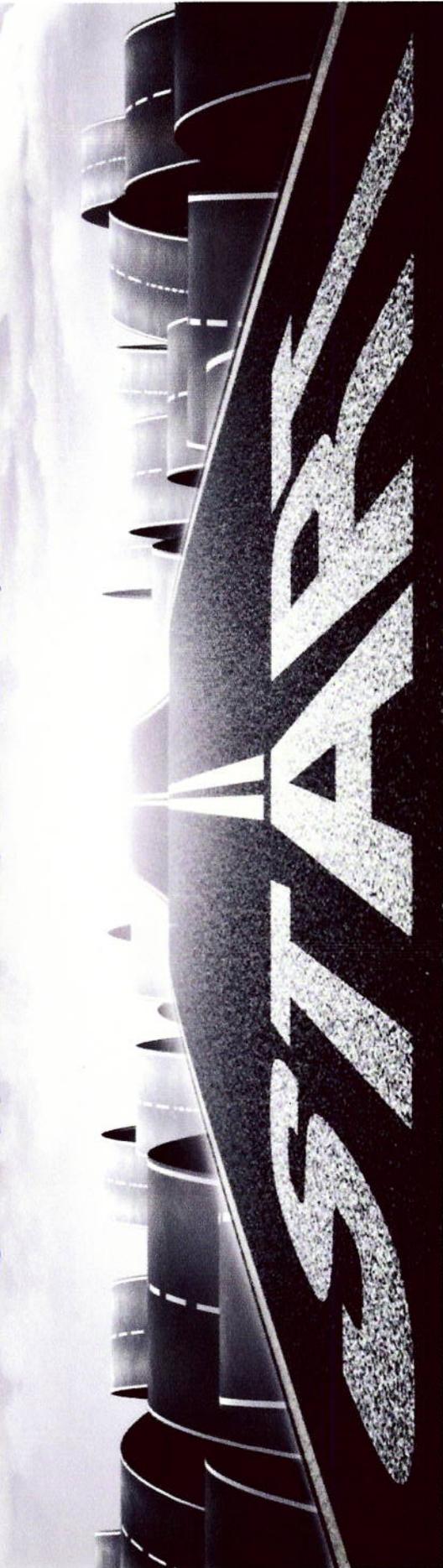




Get Started!



- **Talk with your state apprenticeship office to learn more and to get started:**
www.doleta.gov/oa/contactlist.cfm
- **Visit the “Registered Apprenticeship and ETP” online information at:**
www.dol.gov/apprenticeship/toolkit/implement.htm



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Registered Apprenticeship Programs and the Eligible Training Provider (ETP) List

May 2016

FREQUENTLY ASKED QUESTIONS

For the State and Local Public Workforce System

| | | |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Q1: | How is ApprenticeshipUSA – the national Registered Apprenticeship system – organized across the states? | 2 |
| Q2: | What are registered apprenticeship (RA) “program sponsors” that are placed on the state ETP lists? | 2 |
| Q3: | What are the benefits to the workforce system of adding RA programs/sponsors to the state ETP list? | 3 |
| Q4: | How do states include RA programs/sponsors to the state ETP list? | 3 |
| Q5: | How can state apprenticeship staff assist with the process of adding interested RA program sponsors to the ETP list? | 4 |
| Q6: | Are RA program sponsors required to be included on the state ETP list? .. | 4 |
| Q7: | What information must states collect from RA program sponsors interested in inclusion on the ETP list? | 5 |
| Q8: | Are RA program sponsors on the ETP list subject to the same performance information and initial/subsequent eligibility requirements to which other eligible training providers must adhere? | 5 |
| Q9: | Do RA program sponsors remain on the ETP list indefinitely? | 5 |
| Q10: | What is the expectation for Local Workforce Development Boards regarding inclusion of Registered Apprenticeship (RA) program sponsors in local ETP lists? | 5 |
| Q11: | Can pre-apprenticeship programs be included on the ETP list? | 6 |

Q1: How is ApprenticeshipUSA the national Registered Apprenticeship system organized across the states?

A1: Twenty-five states, plus Washington, D.C. and Guam, have established State Apprenticeship Agencies (SAA). The remainder of the states and Puerto Rico receive technical assistance and guidance from state offices of the U.S. Department of Labor's Office of Apprenticeship (OA) and the respective OA regional office. Each state has a State Director, and larger states – whether an SAA or OA state – have one or more Apprenticeship Training Representatives or "ATRs."

All registered apprenticeship (RA) programs are work-based, employer-driven, and consist of two primary components: on-the-job training (or on-the-job learning) and related instruction (e.g., classroom training). How those components are structured varies based on industry needs. The state ETP list addresses one of the two components of RA programs – the related technical instruction – generally referred to as "RTI."

Visit the state apprenticeship directory to find the office responsible for registered apprenticeship in your state at www.doleta.gov/oa/contactlist.cfm.

Q2: What are registered apprenticeship (RA) "program sponsors" that are placed on the state ETP lists?

Q2: The WIOA statute and federal policy guidance (Training and Employment Guidance Letter 41-14) reference the term "program sponsors." These are the entities that administer registered apprenticeship programs. RA programs can take many forms and the types of sponsors can vary, including:

- Employers who provide formal in-house education (related instruction) as well as on-the-job training at the worksite.
- Employers who provide on-the-job training at the worksite but use outside educational providers for the related instruction portion of the RA program.
- Joint Apprenticeship Training Programs, administered jointly by employers and unions.
- Apprenticeship intermediaries, such as educational institutions, industry associations, and community-based organizations.

In cases where the employer sponsor provides the classroom training that can be supported with an Individual Training Account (ITA), the name of the employer and the registered apprenticeship program title should be listed on the ETP list, in addition to other required information, noted later. In cases where the provider of the classroom training component is an entity other than the employer, the name of the provider should be listed on the ETP list in addition to the information noted previously and additional required information, noted later.

Q3: What are the benefits to the workforce system of adding RA programs/sponsors to the state ETP list?

Q3: The “earn and learn” model of RA is ideally suited for many of the unemployed and dislocated workers served by the workforce system, in addition to older, out-of-school youth. The model combines on-the-job learning with related instruction and offers immediate employment opportunities and continuing career advancement. The new definition of “career pathways” in WIOA includes registered apprenticeship because of its flexibility in establishing and promoting career pathways for individuals and talent pipelines for employers.

The new opportunity under WIOA to add RA program sponsors to state ETP lists benefits the workforce system and the customers it serves by:

- Expanding customer choice for WIOA-eligible individuals by offering additional well-paying opportunities and a career pathway;
- Providing employers in the local area with an effective way to recruit, train and retain skilled workers;
- Providing information to job seekers and older youth utilizing ITAs about registered apprenticeship opportunities in and around their communities; and
- Promoting better results for workers and businesses and higher performance outcomes for the workforce system.

For more information about registered apprenticeship programs, visit the ApprenticeshipUSA Toolkit at <http://www.dol.gov/apprenticeship/toolkit.htm>.

Q4: How do states include RA programs/sponsors to the state ETP list?

A4: The Workforce Innovation and Opportunity Act (WIOA) specifies that Governors establish mechanisms to identify RA program sponsors interested in being included on the state’s Eligible Training Provider (ETP) list. Typically, governors assign this responsibility to a designated authority, such as the state workforce agency.

The intent of the WIOA statute is to encourage RA program sponsors to become ETPs and included on the state list with the provision of little more than basic information. Because State Directors responsible for registered apprenticeship are in a unique position to identify and communicate with sponsors, their direct involvement in the process is strongly recommended.

Q5: How can state apprenticeship staff assist with the process of adding interested RA program sponsors to the ETP list?

A5: Your state apprenticeship contact – whether at a recognized State Apprenticeship Agency or the ETA Office of Apprenticeship located in the state – will work with you to:

- Identify all registered apprenticeship programs in the state;
- Develop a process for confirming RA program sponsors' interest to be on the state ETP list;
- Provide contact information for all RA sponsors in addition to information on their programs (or obtain the information directly); and
- Provide updates on newly registered RA sponsors to the ETP contact at the state workforce agency. This activity is ideally coordinated on an ongoing basis as new RA program sponsors are identified, but must be conducted at least twice a year.

In addition, under the WIOA statute and pertinent Operating Guidance (TEGL 41-14), all states are required to develop and disseminate a policy communicating the process for including ETPs on the statewide list, which should include the expectations, as well as exceptions, that exist for RA program sponsors. Numerous states have directly involved apprenticeship staff in the policy development process to support ongoing partnership and to align limited staff resources.

Your state apprenticeship contact, www.doleta.gov/oa/contactlist.cfm, will have a list of all current RA sponsors eligible to be included on the ETP list.

Q6: Are RA program sponsors required to be included on the state ETP list?

A6: No, RA program sponsors are not required to be on the state's list of ETPs, although they must be offered the opportunity. Involving the State Director for apprenticeship in the state in sponsor outreach and communications is strongly recommended to encourage as many RA programs as possible to become part of the state ETP list.

Having RA programs on the ETP list ensures job seekers are aware of registered apprenticeship opportunities and maximizes the program's visibility within the workforce system.

Q7: What information must states collect from RA program sponsors interested in inclusion on the ETP list?

A7: All RA program sponsors that wish to be included on a state's ETP list will be expected to provide the following information:

- Name and address of the RA program sponsor
 - Occupation(s) included in the RA program
 - Name and address of the education provider (if different from sponsor's location)
 - The method and length of instruction
 - The number of active apprentices
-
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Q8: Are RA program sponsors on the ETP list subject to the same performance information and initial/subsequent eligibility requirements to which other eligible training providers must adhere?

A8: No. WIOA exempts program sponsors of registered apprenticeship programs from the performance information reporting and initial/subsequent eligibility provisions required of other providers that apply for inclusion on the ETP list or that are already on the ETP list. This is because all apprenticeship programs registered with a recognized State Apprenticeship Agency or the USDOL Office of Apprenticeship undergo a rigorous application and vetting process in order to become registered by the apprenticeship system. The state apprenticeship offices also collect program information for RA sponsors on a continual basis.

Q9: Do RA program sponsors remain on the ETP list indefinitely?

A9: WIOA specifies that RA program sponsors wishing to be included on the ETP list may remain on the list as long as they continue to be registered through the apprenticeship system. However, states are required to verify – at least every two years – that RA program sponsors on the ETP list continue to be registered. The state apprenticeship office will help to verify continued registration of RA program sponsors. Note that RA sponsors may request to be removed from the ETP list at any time.

Q10: What is the expectation for Local Workforce Development Boards regarding inclusion of Registered Apprenticeship (RA) program sponsors in local ETP lists?

A10: The expectation is that RA program sponsors will be on every list in the respective state. In states with multiple local workforce development areas that may utilize their own local ETP lists, expectations for automatic inclusion should be conveyed or further clarified through state policy guidance, which some states have already done.

Q11: Can pre apprenticeship programs be included on the ETP list?

A11: Pre-apprenticeship programs are a valuable way to prepare job seekers, youth, and other targeted populations with the skills needed to gain entry into RA programs. However, under WIOA, pre-apprenticeship programs do not have the same automatically-eligible provider status as do RA programs because they are not regulated by the U.S. Department of Labor, as is the case with registered apprenticeship programs. It is also possible that pre-apprenticeship programs may not be provided as a type of training service requiring placement on the ETP list (and the utilization of an Individual Training Account (ITA) to access the training). For instance, pre-apprenticeship programs for youth are considered a type of work experience. There may also be circumstances under which pre-apprenticeship programs for adults may be considered a short-term pre-vocational service.

Any organization with pre-apprenticeship programs that seek to be on the ETP list must follow the same procedures as other training providers with one exception: RA sponsors on the ETP list that also provide pre-apprenticeship services (in accordance with TEN 13-12, http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5842) can use WIOA funds (ITAs) for pre-apprenticeship programs offered by ETPs.

ApprenticeshipUSA

Opportunity for Program Sponsors: ***State Eligible Training Provider Lists***

May 2016

FREQUENTLY ASKED QUESTIONS

For Registered Apprenticeship Program Sponsors

Q1: What is the State Eligible Training Provider (ETP) list?..... 2

Q2: What are the benefits of being on the state ETP list?..... 2

Q3: How do I request to be on the state ETP list?..... 3

**Q4: Once my program is on the ETP list, are there any reporting
or ongoing requirements? 3**

Q5: Will I remain on the ETP list indefinitely?..... 3

Q1: What is the State Eligible Training Provider (ETP) list?

A1: Federal legislation pertaining to the national workforce system was enacted in July 2014. This new legislation, the Workforce Innovation and Opportunity Act (WIOA), emphasizes and supports registered apprenticeship (RA) in unprecedented ways, including automatic eligibility for something called the *State Eligible Training Provider List* or state ETP list.

Under WIOA, each state receives federal workforce funds to help youth and adults receive the training and support needed to get and keep quality jobs. The Eligible Training Provider (ETP) list is the mechanism for identifying the training programs (typically classroom training programs) on which specific workforce funds can be spent. The list of ETPs is prominently posted on state and local workforce websites.

This is a new opportunity for the Registered Apprenticeship system. Whether you have two apprentices or 200, the ETP list can help RA program sponsors access qualified apprentice candidates, as well as other support for their programs.

Q2: What are the benefits of being on the state ETP list?

A2: Joining the state ETP list can provide valuable exposure to and free marketing for your registered apprenticeship (RA) program. The individuals most likely to visit the online ETP list are job seekers looking for training to get a good job. The ETP list also provides a new opportunity to work with workforce programs in your local area that can refer screened, qualified candidates to your program.

RA sponsors on a state's ETP list are also eligible to have their apprentices receive funding to support the related technical instruction (RTI) component of apprentice training – consistent with trainee eligibility requirements and the availability of workforce funds. Those eligible for WIOA-funded services, including dislocated workers who may have recently been laid off, can use a training voucher referred to as an ITA or Individual Training Account. Individuals with an ITA “purchase” classroom training only from the list of ETPs, which is why having as many program sponsors on state ETP lists as possible is important.

Workforce funding may cover all or part of the cost associated with the related instruction portion of the RA program for an individual apprentice or a group of apprentices. Workforce funds may also be available to support the on-the-job training component, although placement on the state ETP list is not required for OJT programs (which use contracts, not ITAs).

Q3: How do I request to be on the ETP list?

A3: If you have not already been contacted by the apprenticeship office or workforce agency in your state, or if you are a newly registered program, this is a good time to inquire about joining the ETP list. Visit the state apprenticeship directory, www.doleta.gov/oa/contactlist.cfm, to find your designated apprenticeship contact.

Apprenticeship staff will be able to explain the process by which you and other RA programs sponsors in your state can be included on the ETP list. The process will require you to provide a few basic pieces of information, including:

- Name and address of RA program sponsor
 - Occupations included in the RA program
 - Name and address of the education provider (if different from sponsor's location)
 - Method and length of related instruction
 - Number of active apprentices
-
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Q4: Once my program is on the ETP list, are there any reporting or ongoing requirements?

A4: No. RA program sponsors are not required to provide reports while they are on the ETP list. Being on the ETP list is simply an opportunity and does not impose any requirements on how sponsors operate their RA programs.

Q5: Will I remain on the ETP list indefinitely?

A5: RA program sponsors can remain on the ETP list indefinitely, as long as their programs remain registered with the State Apprenticeship Agency or the U.S. Department of Labor's Office of Apprenticeship. If a RA program becomes de-registered, the sponsor will be removed from the ETP list. Additionally, RA sponsors can request to be removed from the ETP list at any time.

ATTRACTING THE BEST TALENT IS HARD.



Apprenticeship**USA**

GETTING ON THE LIST IS EASY.

You invest thousands each year in developing your workforce, your share of the \$150 billion that U.S. companies invest annually in training. Now, the state workforce system invites you to add your apprenticeship program to its list of training providers.

NOT ALL TRAINING TAKES PLACE IN A CLASSROOM.

Help workers discover what you have to offer by joining the Eligible Training Provider list.

State workforce systems maintain a listing of organizations that provide education and training to job seekers and workers in the state – known as the Eligible Training Provider (ETP) list. The list designates programs that individuals enrolled in workforce programs can select for career training. The list also designates programs that are eligible for federal workforce funds.

In the past, training programs on state ETP lists were mostly post-secondary education institutions, such as community and technical colleges. Under new federal legislation, sponsors of Registered Apprenticeship programs may also opt to join their state's ETP list.

MORE VISIBILITY. MORE ACCESS TO MOTIVATED AND SKILLED WORKERS.

Here's why your Registered Apprenticeship program should be on the ETP list:

- Raise the profile of your apprenticeship program
- Market your apprenticeship program to potential candidates
- Get assistance from workforce programs in recruiting and screening qualified apprenticeship candidates
- Become eligible for workforce funds (where available) to support training
- Forge new community relationships to build a regional talent pipeline

THERE'S NO COST AND NO COMPLICATED PAPERWORK.

Call or visit us online today for more information.

Talk with the apprenticeship office in your state. Visit www.doleta.gov/oa/contactlist.cfm to find your apprenticeship contact.

Visit www.dol.gov/apprenticeship/toolkit/implement.htm for more information on joining the ETP list.

Find a workforce system contact in your state or local area by visiting www.careeronestop.org/localhelp/local-help.aspx.