

ApprenticeshipUSA

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
-
-

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.