

REGISTERED APPRENTICESHIP PROGRAMS

The U.S. Registered Apprenticeship System is authorized through the National Apprenticeship Act of 1937 (also known as the Fitzgerald Act). The U.S. DOL Office of Apprenticeship is responsible for establishing Registered Apprenticeship Programs (RAPs) that meet federal standards, issuing certificates of completion to apprentices, encouraging the development of new programs, protecting the safety and welfare of apprentices, and assuring that all programs provide high-quality training. Contact information for the Office of Apprenticeship State Director can be found at doleta.gov/OA/stateoffices.cfm.

PURPOSE

The National Apprenticeship Act (NAA), also known as the Fitzgerald Act, is a federal law in the United States which regulates apprenticeship and on-the-job training programs. The NAA was signed into law in 1937 and has been amended several times since then.

The main points of the NAA include:

- Establishing a national apprenticeship system: The NAA created the Registered Apprenticeship Program (RAP), which is a national system of apprenticeship programs that are registered with the U.S. Department of Labor. The RAP ensures that apprenticeship programs meet certain standards, such as providing apprentices with a combination of on-the-job training and related instruction and paying apprentices equal to or greater than State/Federal minimum wage.
- Protecting apprentices: The NAA prohibits discrimination in apprenticeship programs based on race, color, religion, sex, national origin, age, or disability. The NAA also requires apprenticeship programs to provide apprentices with a safe and healthy work environment.
- Promoting apprenticeship: The NAA provides financial assistance to states and other organizations that promote apprenticeship programs. The NAA also encourages employers to offer apprenticeship programs and to hire apprentices.

South Dakota strategies for Registered Apprenticeships include:

- Building upon existing sector partnerships to expand RAP opportunities by emphasizing work-based training that meets the needs of existing and emerging South Dakota industries and workers.
- Increasing awareness of opportunities specifically to underrepresented populations including, people of color, and people with disabilities, and veterans.
- Conducting outreach to businesses and industry intermediaries to participate in building both the local sector partnerships and the statewide network of Registered Apprenticeships.
- Integrating registered apprenticeships throughout the state's workforce, education, and economic development systems.
- Establish quality program standards
- Expand Nationally Registered Apprenticeship Programs

CORE COMPONENTS OF A REGISTERED APPRENTICESHIP PROGRAM

All Registered Apprenticeship Programs must consist of the following five core components:

1. **Business Involvement** - Businesses are the foundation and driver of every program; they must play an active role in building RAP programs and be involved in every step of their design and execution.
2. **On-the-Job Learning (OJL)** - Every RAP program includes structured OJL. Companies hire Registered Apprentices and provide hands-on training from an experienced mentor. Every program requires at least 2,000 hours of OJL each year of the program.
3. **Related Instruction (RI)** - Registered apprentices receive RI or classroom style training that complements the OJL. RI helps to refine the technical and academic skills that apply to the job. RI may be provided by a community college, technical school or college, an apprenticeship training school, or by the business itself. The sponsor selects the RI provider. The instruction can be provided at the school, online or at the work site. Federal regulations recommend that apprentices receive a minimum of 144 hours for each year of their RAP.
4. **Progressive Wage increases** - Registered apprentices receive increases in pay as their skills and knowledge increase. Every RAP must contain at least a starting wage, an ending wage, and at least one wage increase throughout the duration of the Registered Apprenticeship.
5. **National Occupational Credential** - Every graduate of a RAP receives a nationally recognized credential, referred to as a Certificate of Completion, which is issued by the U.S. Department of Labor. This portable and stackable credential signifies proficiency in a specific occupation.

SERVICES FOR REGISTERED APPRENTICES

As a USDOL Apprenticeship Grants recipient, the Department of Labor and Regulation (DLR) focuses on the awareness and expansion of Registered Apprenticeship Programs throughout South Dakota. DLR assists in the development of RAPs to help businesses meet their workforce needs. In addition, DLR assists apprentices through RAP grant-funded services, WIOA Title I services, and Trade Adjustment Assistance (TAA) services.

Registered Apprentice

An individual becomes a registered apprentice (see [Policy 9.2](#) for definition) at the time they sign their Apprenticeship Agreement (ETA-671 Form). A youth apprentice is a registered apprentice between the ages of 16-24. High school registered apprentices are in-school youth at least 16 years old, enrolled in secondary school, and registered with an approved registered apprenticeship sponsor.

Apprenticeship Agreement (ETA-671 Form)

An Apprenticeship Agreement (ETA-671 Form) may be produced upon the registration of an apprentice in the Registered Apprenticeship Partners Information Data System (RAPIDS).

RAP Participant

An apprentice is a participant if enrolled in Apprenticeship module in SDWORKS and receives **RAP grant-funded services** that may include:

- Support services
- On-the-job learning
- Related Instruction

A participant will be reported to DLR for grant performance through the SDWORKS Apprenticeship module.

Services to Veterans

It is the responsibility of the public workforce system to provide priority of service to all eligible veterans and spouses who receive services under any qualified job training program funded in whole or in part by the U.S. Department of Labor. This includes both recipients and sub-recipients.

A veteran or spouse who is entitled to receive priority of service is a person who has served at least one day active:

- Military
- Naval
- Air Service
- AND was discharged or released from service under any condition other than a dishonorable discharge.
 - This includes Reserve units and National Guard units activated for Federal Services.

RAP Reportable Individual

A reportable individual is not a participant and does not receive a **RAP grant-funded service**. A reportable individual is an apprentice in a RAP that was developed using grant funds, which can include grant incentives, contracts, or DLR technical assistance. A reportable individual will be reported to DLR for grant performance through RAPIDS.

RAP Grant-Funded Services

An apprentice may be eligible to receive RAP grant-funded services if they are:

- At least 16 years of age
- In a USDOL approved Registered Apprenticeship Program that can be verified by an Apprenticeship Agreement (ETA-671 Form).

REGISTERED APPRENTICESHIPS IN THE WORKFORCE SYSTEM

Registered Apprenticeship programs are a key component of the workforce system in South Dakota. To offer comprehensive services to support success, an apprentice may receive services from other workforce programs. Registered Apprenticeship programs are also considered approved training through WIOA Title I programs.

WIOA Title I

There are several ways that WIOA Title I funding can support the components of RAP for eligible Adults, Dislocated Workers, and Youth:

- Occupational Skills Training (OST) – OST funds can be used to support related instruction component of the RAP for eligible apprentices if the RAP sponsor is on the Eligible Training Provider List (ETPL). OST can also fund pre-apprenticeship training if the sponsor is on the ETPL.
- On-the-Job Training (OJT) – Generally speaking, up to 50% of the apprentices' wages may be reimbursed by WIOA funds. (Note that federal regulations governing Registered Apprenticeship refer to OJT whereas workforce legislation (i.e., WIOA) refers to OJT; practically speaking, they are the same.)
- Customized Training – Customized training is training designed to meet specific requirements of one or more employers, which is conducted with employer commitment to employ individuals upon successful completion, and wherein employers pay a significant portion of the cost. Customized training could potentially involve new recruits or those already in the employer's workforce. The latter is referred to as Incumbent Worker Training.
- Incumbent Worker Training (IWT) – IWT is a type of customized training emphasized under WIOA and can be used to help avert potential layoffs or increase skill levels of employees (i.e., skill upgrading) so they can be promoted and create backfill opportunities. Incumbent worker training funds may provide training to a cohort of apprentices.
- Supportive Services – WIOA funds can finance various supportive services for apprentices, including annual dues, registration fees, books, supplies, childcare, transportation, tools, and uniforms.

Trade Adjustment Assistance

RAPs are an allowable type of training that may be approved for a worker covered by a certification of group eligibility for the TAA program. Refer to Trade Adjustment Assistance [Policy 5.40](#).

Eligible Training Provider List

Under WIOA Title I, Registered Apprenticeship Programs in compliance with U.S. DOL are *automatically eligible* for placement on the state-approved ETPL. Refer to Eligible Training Providers [Policy 4.10](#).

APPRENTICESHIP GRANTS

The State of South Dakota receives grant funding from USDOL to develop and expand Registered Apprenticeships throughout the state of South Dakota. Each grant seeks to grow both programs and the number of Registered Apprentices, to expand RAPs into high-demand, high growth industries, and to further integrate apprenticeships into the workforce, economic development, and educational systems of the State. For additional details, see Start Today Registered Apprenticeship Financial Services [Policy 5.52](#).

PROGRESS REPORTING

Monitoring progress for the Registered Apprenticeship grant-funded services must be done using the Progress Report [Form 22](#) upon conclusion of the initial 90-day training period along with receipt of any attendance or paystub documentation, if applicable. Registered Apprenticeship Coordinators will upload the completed progress report into the document section of SDWORKS and provide a case note indicating the conclusion of the initial 90-day training period. If appropriate, RAP Coordinators will include a credential, or measurable skills gain according to the Performance [Policy 6.3](#).

BUILDING REGISTERED APPRENTICESHIP PROGRAMS

Registered Apprenticeship Documents

Registered Apprenticeship Standards

The Registered Apprenticeship Standards document is the key document in any registered apprenticeship program. The Standards describe, in detail, how the program will run and who is responsible for key aspects of program management. The organization that signs the apprenticeship standards is the program sponsor or “standards holder” for the program.

Requirements for Apprenticeship Sponsors Reference Guide

This document accompanies and supplements the “Apprenticeship Standards” developed by the U.S. Department of Labor Office, Employment and Training Administration, Office of Apprenticeship. Sponsors are required to comply with the requirements in Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30 at all times, and part 29, subpart A and part 30 shall control in the event of conflict or ambiguity with this document. In addition to the requirements listed in the Apprenticeship Standards, sponsors should be aware of and must comply with the additional requirements listed in this document.

Appendix A | Work Process Schedule & Related Instruction Outline

There are several standard appendices to the Registered Apprenticeship Standards, but the most important is the Appendix A. The Appendix A contains the outline of an apprenticeship program’s Work Process, Related Technical Instruction, and minimum wage scale. Note that one set of Apprenticeship Standards can have many associated Appendix A’s for various occupations. The copy of each Appendix A can be found in the documents file of the **Sponsor’s** provider account in SDWORKS.

Appendix B | ETA-671 Apprenticeship Agreement

This document is the contractual agreement between the Employer and the Apprentice. All information is captured in the RAPIDS while the apprentice is registered in their program. The required information is then automatically generated to produce the apprenticeship agreement. [Attachment 1](#) provides an example of ETA-671.

Appendix C | Affirmative Action Plan

This document must be developed in accordance with 29 Code of Federal Regulations part 30 and serve as a tool for sponsors to identify and correct any barriers to equal employment opportunity. RAPs are designed to promote equity and inclusion for all workers in an effort to diversify and build the labor workforce. All sponsors are encouraged to create and maintain an Affirmative Action Plan (AAP) however, it is only required of programs who employ more than five apprentices. Additional reference can be sought from the [Appendix C Reference Guide](#)

Appendix D | Qualifications and Selection Procedures Agreement

This document serves as an agreement for a business or a sponsor to adopt the provisions of another business or sponsor's program as outlined in the originating business's Appendix A.

ADDITIONAL RESOURCES

StartTodaySD.com

Apprenticeship.gov

ATTACHMENT 1

Program Registration and Apprenticeship Agreement

U.S. Department of Labor
Employment and Training Administration
Office of Apprenticeship

OMB No. 1205-0223 Expiration Date: 06/30/2024

PART A: APPRENTICE'S INFORMATION

1. First Name _____ Last Name _____
Middle Name (Optional) _____ Suffix (Optional) _____
Address (No., Street, City, State, Zip Code) _____
Apprentice City _____ Apprentice State _____
Apprentice Zip _____
Telephone Number (Optional) _____ E-mail Address (Optional) _____
*Social Security Number _____
2. Date of Birth (Mo., Day, Yr.) _____ 3. Sex (Select One)
 Male Female
 Participant Did Not Self-Identify

4. a. Ethnicity (Select One)
 Hispanic or Latino
 Not Hispanic or Latino
 Participant Did Not Self-Identify
b. Race (Select One or More)
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or other Pacific Islander
 White
 Participant Did Not Self-Identify

5. Veteran Status (Select All That Apply)
 Non Veteran
 Veteran
 Non Veteran, Other Eligible Individual
 Veteran, Eligible
 Participant Did Not Self-Identify

6. Education Level (Select One)
 Not High School graduate
 High School graduate (including equivalency)
 Some College or Associate's degree
 Bachelor's degree
 Master's degree
 Doctorate or professional degree

7. Employment Status of Apprentice (Select One)
 New Employee Current Employee

8. Did the apprentice complete a pre-apprenticeship program prior to their registration in this apprenticeship program?
 Yes No
If yes, please provide the Pre-Apprenticeship Program Name and Address:
Pre-Apprenticeship Name _____
Pre-Apprenticeship Address _____
Pre-Apprenticeship City _____ Pre-Apprenticeship State _____
Pre-Apprenticeship Zip Code _____

PART B: PROGRAM SPONSOR'S INFORMATION

1. Program Number _____
Sponsor's Name and Address (No., Street, City, State, Zip Code, County) _____
Sponsor Name and Title _____
Contact Street Address _____
Contact City _____ Sponsor State _____
Sponsor County _____ Sponsor Zip _____
Telephone Number _____ Cell Phone Number (Optional) _____
Office Phone _____ Cell Phone _____
E-mail Address _____
E-mail Address _____

2. Occupation (The work processes listed in the standards are part of this agreement)
Occupation _____
a. RAPIDS Code: RAPIDS CODE _____
b. O*NET Code: O*Net Code _____
c. Interim Credentials Offered (i.e., Career Lattice Occupation)?
 Yes No

a. Sponsor's Principal Place of Business Address (If different from Sponsor's address above)
Sponsor address (if Different) _____
Sponsor City (if Different) _____ Sponsor State (if Different) _____
Sponsor Country (if Different) _____ Sponsor Zip Code (if Different) _____

3. Occupation Type (Select One)
a. Time-based
b. Competency-based
c. Hybrid

4. Term Length (Hrs., Mos., Yrs.)
Hrs., Mos., Yrs.

5. Probationary Period (Hrs. or Wks.)
Hrs. or Wks.

b. Employer's Name and Address (If different from Sponsor's address above)
Employer Name and Title (if Different) _____
Employer address (if Different) _____
Employer City (if Different) _____ Employer State (if Different) _____
Employer Zip Code (if Different) _____

6. Credit for Previous On-the-job Learning Experience (Hrs., Mos., Yrs.)
Hrs., Mos., Yrs.
a. Term Remaining (Hrs., Mos., Yrs.)
Hrs., Mos., Yrs.

7. Credit for Previous Related Instruction Experience (Hrs., Mos., Yrs.)
Hrs., Mos., Yrs.

8. Date Apprenticeship Begins _____
a. Expected Completion Date _____

9. Related Instruction Provider(s) Name and Address
ITI Provider(s) _____
ITI Provider Address _____
City _____ State _____ Zip _____

a. Total Length of Related Instruction _____

b. Are Wages Paid During Related Instruction?
 Yes No

c. Hours When Related Instruction Is Provided
 During Work Hours
 Not During Work Hours
 Both During and Not During Work Hours

10. Progressive Wage Schedule:
a. Apprentice's Entry Wage \$ _____ b. Journeyworker's (i.e., Experienced Worker's) Wage \$ _____

c. Wage Rate Units	Period	10																		
		1	2	3	4	5	6	7	8	9	10									
<input type="checkbox"/> hourly <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> semi-annually <input type="checkbox"/> annually <input type="checkbox"/> competencies	Duration (If Applicable)																			
	Competencies (If Applicable)																			
	Wage Rate																			
d. Wage Rate (Select One)																				
<input type="checkbox"/> % of Journeyworker (i.e., Experienced Worker) wage																				
<input type="checkbox"/> \$ amount of wage																				
<input type="checkbox"/> Both % and \$ amount of wage																				

11. Name and Contact Information of the Individual Designated by the Program Sponsor to Receive Complaints
Contact Name and Title _____ Contact City _____ Contact State _____ Zip _____
Telephone Number _____ Cell Phone Number (Optional) _____
Contact Phone _____ Contact Cell _____
E-mail Address _____
Contact E-mail _____

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