REGISTERED APPRENTICESHIP PROGRAMS

Registered Apprenticeship Programs (RAPs) use an innovative work-based “earn-and-learn” model that combines on-the-job learning with related technical instruction. Features of RAP include flexibility, opportunities for immediate wages, and emphasis on partnerships, making it an effective strategy for the workforce system. RAPs provide immediate employment for job seekers and offer advancement along a career path.

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 RAPs that meet federal standards, issuing certificates of completion to apprentices, encouraging the development of new programs, protecting the safety and wellbeing 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.

BACKGROUND

In 2016, DLR received ApprenticeshipUSA State Accelerator and Expansion grants to strengthen registered apprenticeship efforts by expanding the industry sectors and range of occupations involved and increasing the number of Registered Apprentices. DLR grant strategies 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 under-represented 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.

DLR ROLES AND RESPONSIBILITIES

At a minimum, job service office staff will:

- Provide job seekers with information on RAP opportunities, including overall benefits of pursuing RAP and career pathways associated with such programs.
- Enroll apprentices served by the grants in WIOA Title I, Title III, and APR in SDWORKS.
- Conduct outreach to employers to inform and engage them in RAP.
- Engage industry intermediaries and sector partners in discussion and identification of RAP opportunities.
- Conduct outreach to existing RAP programs to identify and address hiring and training needs.
- Host hiring events to recruit and screen potential applicants for RAP opportunities
- Provide businesses with information on WIOA training-related and support services that may be available for their prospective apprentice.
- Conduct outreach to non-RAP programs to provide information regarding the value of registering their programs.
- Assist employers in the RAP development and registration process, including bringing together partner agencies and resources to assist with identifying competencies, identifying career pathways, developing training curriculum, etc.
PARTNER PROGRAMS

**WIOA Title I Work-Based Training Strategy**

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

- **Individual Training Accounts (ITAs)** – ITAs can fund the related instruction component of the RAP for eligible apprentices. ITAs can also fund pre-apprenticeship training if the sponsor is on the Eligible Training Provider List (ETPL).
- **On-the-Job Training (OJT)** – In certain circumstances, up to 50% of the apprentices’ wages may be reimbursed by WIOA funds.
- **Customized Training** – RAP sponsors and apprentices can be supported through customized training agreements.
- **Incumbent Worker Funds** – Adult or Dislocated Worker incumbent worker training funds may provide training to a cohort of apprentices.
- **Supportive Services** – WIOA funds can support various supportive services for apprentices, including annual dues, registration fees, books, supplies, childcare, transportation, tools, and uniforms.

**Registered Apprenticeship in the Trade Adjustment Assistance (TAA) Program**

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

**Eligible Training Provider List**

Under WIOA, RAP sponsors are automatically eligible for placement on the ETPL. All RAPs can opt-in to be included on the ETPL and will remain on the list as long as the program is registered or until the sponsor informs DLR that they no longer want to be on the list. New RAPs are automatically informed of the ETPL opportunity at the time of registration by the U.S. DOL Office of Apprenticeship. The ETPL pertains only to the RTI component of a RAP.

**ON-THE-JOB LEARNING INVESTMENT**

Sponsors or employers of approved U.S. DOL Registered Apprenticeship programs may be eligible to receive funding by registering an apprentice. The funding is available from January 1, 2021, through June 30, 2022, unless the funds are depleted sooner.

Sponsors or employers who register *new apprentices into their Registered Apprenticeship programs and with the DLR will receive a $1,000 investment after the apprentice completes the first 90-days in the apprenticeship program. Please visit [starttodaysd.com](http://starttodaysd.com) for detailed instructions.

*A new apprentice is defined as an individual who, the sponsor of a U.S. DOL recognized Registered Apprenticeship Program, has not yet registered in Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the time of initial DLR contact. If the apprentice has been registered in RAPIDS, contact the Labor Program Specialist for guidance.*

**OJL Documentation**

An apprentice’s DLR case file must include a copy of the Apprenticeship Agreement (ETA-671) with the sponsor, in addition to any other documentation required by the WIOA program. A case note should also be entered with information about their RAP.

Employers must be willing to cooperate with DLR by:

- Providing documentation of the RAP components; On-the-Job learning outline, wage schedule, etc.
• Complete the Conditions and Assurances (Form 10A)
• Complete the Provider Payment Authorization (Form 70)
• Complete Registered Apprenticeship Program Provider (Form 55)
• Complete the Registered Apprentice Program On-the-Job Learning Plan Agreement (Form 51)

Payment to the sponsor or employer will be released after the apprentice has completed 90-days of training, which is verified through the Monitor Progress Report (Form 22), 90-day employment pay stub, and the Apprenticeship Agreement (ETA-671).

Any apprentice referred by a sponsor or employer is eligible to participate but must be willing to work with DLR to:

• Provide verification of authorization to work and demographic information.
• Complete basic assessments (See Assessments Policy 4.9)
• Establish an Employment Plan (See Employment Plan Policy 4.11)
• Conditions and Assurances (Form 10A)
• Registered Apprentice Program On-the-Job Learning Plan Agreement (Form 51)

MONITORING

Job Service staff will continue to provide ongoing assistance to the apprentice and worksite throughout the Registered Apprenticeship program. Monitors must be completed for any training that is beyond 30-days. Monitoring progress must be done every month using the Monitor Progress Report (Form 22) during the 90-day training period along with receipt of any attendance or paystub documentation if applicable. Upload the completed monitor into the document section of SDWORKS. If appropriate, include a credential, or measurable skills gain according to the Performance Policy 6.3

ADDITIONAL RESOURCES

StartTodaySD.com
Apprenticeship.gov