

# APPRENTICESHIP PROGRAMS

## OVERVIEW AND AUTHORITY

South Dakota is an Office of Apprenticeship state, with Registered Apprenticeship authority administered by the U.S. Department of Labor. 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.

In alignment with the National Apprenticeship Act, South Dakota works in partnership with the U.S. Department of Labor to support the registration, awareness, and expansion of Registered Apprenticeship Programs statewide. Contact information for the Office of Apprenticeship State Director can be found at [apprenticeship.gov/about-us/apprenticeship-system](https://apprenticeship.gov/about-us/apprenticeship-system).

## PURPOSE

The National Apprenticeship Act (NAA), also known as the Fitzgerald Act, authorizes the U.S. Registered Apprenticeship System. Signed into law in 1937 and subsequently amended, the NAA provides the statutory framework for regulating apprenticeship and on-the-job training programs nationwide.

Main points of the NAA include:

- The NAA authorizes the U.S. Registered Apprenticeship Program (RAP) as a national system of apprenticeship programs registered with the U.S. Department of Labor. RAPs must meet federal standards, including the provision of structured on-the-job learning and related instruction, and payment of wages equal to or greater than applicable state or federal minimum wage.
- The NAA establishes protections for apprentices, including nondiscrimination requirements and expectations for safe and healthy working conditions within apprenticeship programs.
- 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.

## CORE COMPONENTS OF A REGISTERED APPRENTICESHIP PROGRAM

All Registered Apprenticeship Programs must include the following five core components:

1. Business Involvement - Businesses are essential in creating and running RAPs and must be involved in every step.
2. On-the-Job Learning (OJL) - RAPs include hands-on training provided by experienced mentors, requiring at least 2,000 hours of OJL annually per program.
3. Related Instruction (RI) - Apprentices receive classroom or equivalent training to enhance their job skills, with a recommended minimum of 144 hours per year. This can be provided by schools, colleges, training centers, or the businesses themselves.
4. Progressive Wage Increases - Apprentices get pay raises as their skills improve. Each RAP must include a starting wage, ending wage, and at least one wage increase.
5. National Occupational Credential - Graduates receive a nationally recognized Certificate of Completion from the U.S. Department of Labor, signifying their 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 OJL 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](#).

### ***Apprenticeable Occupations***

Funding will be prioritized for occupations recognized and approved by USDOL as an apprenticeable occupation, as defined in 29 C.F.R. § 29.4.

## PROGRESS REPORTING

Apprenticeship Coordinators will maintain RAP participant documentation within the Apprenticeship Management Information System (MIS). If appropriate, RAP Coordinators will include a credential, or measurable skills gain according to Performance Indicators [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.

## PRE-APPRENTICESHIP PROGRAMS

Pre-Apprenticeships prepare individuals with the foundational skills, hands-on experiences, and supports needed for success in the workforce, while creating clear pathways into RAPs where available. When endorsed by DLR, pre-apprenticeships are recognized as strong entry-level training for individuals and provide a foundation of information offering employers a workforce funnel.

### *Foundations of an Endorsed Pre-Apprenticeship Program*

To qualify as an endorsed pre-apprenticeship under the South Dakota Department of Labor and Regulation (DLR), a program must have the following:

#### Partnership & Pathway

A documented collaboration with at least one Registered Apprenticeship sponsor to ensure participants have a clear, direct path into a RAP or related employment opportunity.

#### Relevant Learning

Training and curriculum designed around industry standards and validated by RAP sponsor employers, ensuring participants gain meaningful, job-ready skills.

#### Hands-On Experience

Opportunities for participants to apply learning through practical activities or simulated work experiences that complement—not replace—paid employment.

#### Career & Support Services

Opportunities for participants to build foundational career skills (e.g., communication, teamwork, problem-solving) combined with access to resources that remove barriers to success, such as transportation or childcare. These resources may be provided directly by the program or through connections to community programs.

### *Program Endorsement*

Pre-apprenticeship programs, unlike RAPs, are not registered with the U.S. Department of Labor (USDOL). Instead, they are endorsed by the DLR at the state level. Endorsement is a collaborative process that highlights pre-apprenticeship programs that meet the foundations of an endorsed pre-apprenticeship program. Through endorsement, DLR highlights programs that prepare participants with relevant training, connect them with industry partners, and provide clear pathways into careers or Registered Apprenticeships.

Endorsed programs benefit from:

- **Recognition** as aligned with DLR’s foundations for pre-apprenticeships,
- **Connections** to workforce services and supports, including incentive funding for endorsed programs, and
- **Increased visibility** with employers, educators, and community partners through this listing as well as the opportunity to be placed on the WIOA Eligible Training Provider List (ETPL).

## **Endorsement Approval Process with DLR**

Organizations seeking DLR endorsement for a pre-apprenticeship program must complete the following steps:

1. Submit to DLR the following:
  - A program outline showing how the program is designed, who the program helps to target, and how it meets the foundations of a pre-apprenticeship.
  - Proof of a formal partnership agreement(s) with RAP sponsor(s).
2. DLR Review
  - DLR will review the application to ensure alignment the foundations of a pre-apprenticeship and confirmed partnership with a RAP program.
3. Endorsement Approval
  - Upon approval, the program will be endorsed by DLR and listed as an endorsed pre-apprenticeship on the Start Today [website](#).
4. Annual Endorsement
  - Endorsement must be resubmitted each year for reapproval in order to remain listed as an endorsed program. Annual resubmission ensures the program continues to reflect workforce needs and maintain strong RAP partnerships. This will include the reporting of outcomes including but not limited to enrollment in the pre-apprenticeship, transition into a RAP, employment in a related field, continued education beyond the pre-apprenticeship.

## **Performance Standards for Endorsement Listing**

To remain listed as an endorsed pre-apprenticeship on the DLR website, programs must:

- Submit the required reporting and resubmission process (above).
- Maintain an active partnership with at least one Registered Apprenticeship sponsor.
- Demonstrate training activity (enrollment, completion, or RAP transitions) within the past year.

Programs that do not submit reporting or show no participant activity for a full year may be removed from the website listing until reapproved.

## **ADDITIONAL RESOURCES**

[StartTodaySD.com](http://StartTodaySD.com)

[Apprenticeship.gov](http://Apprenticeship.gov)

# ATTACHMENT 1

**Program Registration and Apprenticeship Agreement**

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

**APPRENTICE AGREEMENT AND REGISTRATION - SECTION II** OMB No. 1205-0223 Expiration Date: 06/30/2024

**PART A: APPRENTICE'S INFORMATION**

<p>1. First Name _____ Last Name _____</p> <p>Middle Name (Optional) _____ Suffix (Optional) _____</p> <p>Address (No., Street, City, State, Zip Code) _____</p> <p>Apprentice City _____ Apprentice State _____</p> <p>Apprentice Zip _____</p> <p>Telephone Number (Optional) _____ E-mail Address (Optional) _____</p> <p>*Social Security Number _____</p> <p>2. Date of Birth (Mo., Day, Yr.) _____</p> <p>3. Sex (Select One) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Participant Did Not Self-Identify</p> <p>7. Employment Status of Apprentice (Select One) <input type="checkbox"/> New Employee <input type="checkbox"/> Current Employee</p> <p>8. Did the apprentice complete a pre-apprenticeship program prior to their registration in this apprenticeship program? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the Pre-Apprenticeship Program Name and Address: _____</p>	<p>Answer Both 4a. and 4b. below</p> <p>4. a. Ethnicity (Select One) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Participant Did Not Self-Identify</p> <p>b. Race (Select One or More) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Participant Did Not Self-Identify</p> <p>5. Veteran Status (Select All That Apply) <input type="checkbox"/> Non Veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Non Veteran, Other Eligible Individual <input type="checkbox"/> Veteran, Eligible <input type="checkbox"/> Participant Did Not Self-Identify</p> <p>6. Education Level (Select One) <input type="checkbox"/> Not High School graduate <input type="checkbox"/> High School graduate (including equivalency) <input type="checkbox"/> Some College or Associate's degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate or professional degree</p>
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<p>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) _____</p> <p>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) _____</p> <p>9. Related Instruction Provider(s) Name and Address ITI Provider(s) _____ ITI Provider Address _____ City _____ State _____ Zip _____</p> <p>b. Are Wages Paid During Related Instruction? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>10. Progressive Wage Schedule: a. Apprentice's Entry Wage \$ _____ b. Journeyworker's (i.e., Experienced Worker's) Wage \$ _____</p>	<p>3. Occupation Type (Select One) a. <input type="checkbox"/> Time-based b. <input type="checkbox"/> Competency-based c. <input type="checkbox"/> Hybrid</p> <p>6. Credit for Previous On-The-Job Learning Experience (Hrs., Mos., Yrs.) Hrs., Mos., Yrs. _____</p> <p>a. Term Remaining (Hrs., Mos., Yrs.) Hrs., Mos., Yrs. _____</p>	<p>4. Term Length (Hrs., Mos., Yrs.) Hrs., Mos., Yrs. _____</p>	<p>5. Probationary Period (Hrs. or Wks.) Hrs. or Wks. _____</p>																																										
<p>11. Name and Contact Information of the Individual Designated by the Program Sponsor to Receive Complaints Contact Name and Title _____ Contact Street Address _____ Contact City _____ Contact State _____ Zip _____ Telephone Number _____ Cell Phone Number (Optional) _____ Contact Phone _____ Contact Cell _____ E-mail Address _____ Contact E-mail _____</p>	<p>7. Credit for Previous Related Instruction Experience (Hrs., Mos., Yrs.) Hrs., Mos., Yrs. _____</p> <p>8. Date Apprenticeship Begins _____ a. Expected Completion Date _____</p> <p>a. Total Length of Related Instruction _____</p> <p>c. Hours When Related Instruction Is Provided <input type="checkbox"/> During Work Hours <input type="checkbox"/> Not During Work Hours <input type="checkbox"/> Both During and Not During Work Hours</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Period</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> </tr> </thead> <tbody> <tr> <td rowspan="3">c. Wage Rate Units <input type="checkbox"/> hourly <input type="checkbox"/> weekly (If Applicable) <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> semi-annually <input type="checkbox"/> annually <input type="checkbox"/> competencies</td> <td>Duration</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Competencies (If Applicable)</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Wage Rate</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>			Period	1	2	3	4	5	6	7	8	9	10	c. Wage Rate Units <input type="checkbox"/> hourly <input type="checkbox"/> weekly (If Applicable) <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> semi-annually <input type="checkbox"/> annually <input type="checkbox"/> competencies	Duration										Competencies (If Applicable)										Wage Rate									
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