

REGISTERED APPRENTICESHIP PROGRAMS

Registered Apprenticeship Programs (RAP) 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.

PURPOSE

The National Apprenticeship Act

- 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 National Apprenticeship Programs

CORE COMPONENTS OF A REGISTERED APPRENTICESHIP PROGRAM

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

- Business Involvement - Businesses are the foundation of every program; they must play an active role in building RAP programs and be involved in every step of their design and execution.
- On-the-Job Training (OJT) - Every RAP program includes structured OJT. Companies hire Registered Apprentices and provide hands-on training from an experienced mentor. Every program requires at least 2,000 hours of OJT each year of the program.
- Related Training Instruction (RTI) - Registered Apprentices receive RTI or classroom style training that complements the OJT. RTI helps to refine the technical and academic skills that apply to the job. RTI may be provided by a community college, technical school or college, an apprenticeship training school, or by the business itself. The sponsor selects the RTI provider. The instruction can be provided at the school, online or at the work site. Apprentices must receive a minimum of 144 hours for each year of their RAP.
- Progressive Wage increases - Registered Apprentices receive increases in pay as their skills and knowledge increase.
- National Occupational Credential - Every graduate of an 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 credential signifies that the apprentices is fully qualified to successfully perform an occupation

SERVICES FOR REGISTERED APPRENTICES

As a Registered Apprenticeship grant recipient, the Department of Labor and Regulation (DLR) focuses on the awareness and expansion of Registered Apprenticeship Programs in 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, and Trade Adjustment Assistance (TAA). For this reason, there are four categories of apprentices that may be served by DLR.

- **Registered Apprentice + RAP grant funded service + Participant of WIOA Title I or TAA**
- **Registered Apprentice + Participant of a WIOA Title I or TAA**
- **Registered Apprentice + RAP grant funded service**
- **Registered Apprentice + Reportable Individual**

New Apprentice

A new apprentice is an individual who at the time of initial DLR contact does not have an Apprenticeship Agreement (ETA-671 Form).

Registered Apprentice

An individual becomes a U.S. DOL registered apprentice at the time they sign their Apprenticeship Agreement (ETA-671 Form).

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 Management Data System (RAPIDS).

RAP Participant

An apprentice is a participant if enrolled in Apprenticeship module in SDWORKS and receives **RAP grant funded services** including:

- Support services
- On-the-job learning
- Related Instruction
- Funding offered through Investment Initiative through ASE grant

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

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 sponsor related documentation.

RAP Grant Funded Services

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

- At least 16 years of age
- A new apprentice at time of initial DLR contact
- In a U.S. DOL approved Registered Apprenticeship Program that can be verified by an Apprenticeship Agreement (ETA-671 Form).

An apprentice is not eligible for RAP grant funded services if their Registered Apprenticeship Program received financial assistance from the same RAP grant.

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 and Registered Apprenticeship programs can be an 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. OST 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.
- Incumbent Worker Training – 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.

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 *eligible* for placement on the state-approved ETPL. Refer to Eligible Training Providers [Policy 4.10](#).

REGISTERED APPRENTICESHIP GRANTS

The State of South Dakota has three federal grants in progress– Apprenticeship State Expansion (ASE), and State Apprenticeship Expansion 2020 (SAE 2020). Each grant seeks to grow both programs and Registered Apprentices, expand RAPs into high-demand, high growth industries, and further integrate apprenticeships into the workforce, economic development, and educational systems.

The ASE's grant period of performance runs from July 2018-June 2023 and is structured to focus on increasing the number of RAPs in South Dakota, while also increasing access to case management and supports to apprentices. South Dakota has subgrantees under this grant working to grow RAPs within their organizations. As part of the ASE grant, a one-time business incentive per Registered Apprentice is available to South Dakota RAP Sponsors, who create or operate an apprenticeship program.

The SAE 2020 's grant period of performance is July 2020 through June 2023 and is focused on building RAPs in the STEM industry. SAE 2020 grant's period of performance is provided funding to states with three primary goals: 1) to expand the number of apprentices in RAPs, 2) to support and encourage RAP diversification, including increasing the diversity of apprentices and growing apprenticeships across industry sectors; and 3) to support the integration of RAPs into state workforce development, education, and economic development strategies and programs, ensuring that apprenticeship is a viable career path for youth, adults, career seekers as well as a valuable workforce development strategy for businesses.

On-the-Job Learning Investment

Sponsors or businesses of approved U.S. DOL Registered Apprenticeship programs may be eligible to receive funding to through the ASE grant to support on-the-job learning of new apprentices. The funding is available from January 1, 2021, through June 30, 2023, 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 starttodayd.com for detailed instructions.

Required Documentation for On-the-Job Learning Investment

Sponsors 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).

Apprentices must be willing to work with DLR to:

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

MONITORING

Registered Apprentice + RAP grant funded service + Participant of WIOA Title I or TAA*

Monitoring progress for the Registered Apprenticeship must be done every month using the Monitor Progress Report ([Form 22](#)) during the initial 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.

Registered Apprentice + RAP grant funded service

Monitoring progress for Registered Apprentices must be done every month using the Monitor Progress Report ([Form 22](#)) during the initial 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.

Registered Apprentice + Participant of WIOA Title I or TAA*

Monitors must be completed for any type of training that is beyond 30 days. Specific monitoring requirements are outlined in the corresponding policy. All determinations must be documented in SDWORKS. If appropriate, include a credential, or measurable skills gain according to the [Performance](#) Policy 6.3.

Registered Apprentice + Reportable Individual

Monitoring is not required for this category of apprentices served by DLR.

*See the corresponding service or program policy for monitoring requirements beyond Registered Apprenticeships.

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, at a high level, 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.

Appendix A | Work Process Schedule & Related Technical 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.

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

APPRENTICE AGREEMENT AND REGISTRATION - SECTION II 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) _____
 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: _____

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

5. Probationary Period (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.) _____
 a. Term Remaining (Hrs., Mos., Yrs.) _____

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

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

9. Related Instruction Provider(s) Name and Address
 RTI Provider(s) _____
 RTI 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	1 2 3 4 5 6 7 8 9 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)
 % of Journeyworker (i.e. Experienced Worker) wage
 \$ amount of wage
 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 Street Address _____ Contact City _____ Contact State _____ Zip _____
 Telephone Number _____ Cell Phone Number (Optional) _____
 Contact Phone _____ Contact Cell _____
 E-mail Address _____
 Contact E-mail _____

Page 1 of 5

Page | B-2

Clear Form

ETA 671 - Section II

Page 2 of 5

Page | B-3

Clear Form

ETA 671 - Section II