

	<b>Subject</b> Procedures for Registered Apprenticeship Training Program	
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	<b>Authorized by:</b> Yuma County Workforce Development Board	

### ***Procedure for Registered Apprenticeship Program***

**Purpose:** The Local Workforce Development Board (LWDB) outlines the procedures to be followed by the Yuma County Local Workforce Development Area (LWDA) when enrolling WIOA Title IB Adult, Dislocated Worker, and Youth participants into a Registered Apprenticeship Training Program.

**Background:** A Registered Apprenticeship Program is a training that has been approved on a set of National Guidelines for Apprenticeship Standards. It is developed by a national committee or organization which includes a combination of On-The-Job Training (OJT) and related technical instruction in a classroom instruction setting approved by the State of Arizona, sponsored by employers, employer associations, and jointly by management and labor. Registered Apprenticeships include a minimum of 2000 OJT hours and 144 hours a year of related technical instruction (RTI) where the apprentice is progressively increasing their skill levels and wages.

### **Procedure:**

#### **I. WIOA Title 1B Eligibility Requirements**

- Individuals must be registered, enrolled in the Arizona Job Connection (AJC), and determined eligible prior to participating in a Registered Apprenticeship Training Program.
- LWDA's must collect documentation for priority of service for Adults enrolled to receive training services through a Registered Apprenticeship Training Program.
- Youth must be at the time of eligibility determination an Out of School Youth or an In-School Youth. Enrollment into WIOA Title1B Youth Program consists of collecting supporting eligibility documentation, provisions of an objective assessment, development of an Individual Service Strategy, and participating in any of the 14 youth program elements.
- Adults, Dislocated Workers, and Youth must be given an assessment to determine the need of Registered Apprenticeship Training. Other

assessment/testing/evaluation conducted by another Arizona@Work partner, service provider, and or education/training provider may be used as well to determine the need of training.

## II. **AJC Data Entry**

### **Service & Training Plan:**

- Services required for **Adult and Dislocated Worker Participants;**
  - Eligibility Determination
  - Eligibility Determination for Training Services
  - Initial Assessment of Skill Level & Supportive Service Needs
  - Development of IEP
  - Career Planning
  - Apprenticeship
  - ✓ Must use the Training Provider Link to enter service.  
*(Refer to AJC Data Entry Procedures/Requirements under Enrollment Details-Service & Training Plan/Training Provider Link for further instruction).*
  - ✓ Select “**Apprenticeship Certification, Measurable Skills Gain**” for  
Type of credential.
  - ✓ Enter cost of training under Total Cost.
  - ✓ Create Client Budget and Enter Payments.  
*(Refer to Instruction handout for AJC Client Budgets & Payments for further instruction).*
  
- Services required for **Youth Participants;**
  - Eligibility Determination
  - Objective Assessment
  - Development of ISS
  - Career Planning
  - Apprenticeship
  - ✓ Must use the Training Provider Link to enter service.  
*(Refer to AJC Data Entry Procedures/Requirements under Enrollment Details-Service & Training Plan/Training Provider Link for further instruction).*
  - ✓ Select “**Apprenticeship Certification, Measurable Skills Gain**” for  
Type of credential.
  - ✓ Enter cost of training under Total Cost.
  - ✓ Create Client Budget and Enter Payments.  
*(Refer to Instruction handout for AJC Client Budgets & Payments for further instruction).*

**Note:** Enter any other services provided to the Adult, Dislocated Worker, or Youth participant.

**Employment Plan:**

- The Individual Employment Plan (IEP) and or Individual Service Strategy (ISS) must coincide with program notes in AJC and services listed on the Service & Training Plan of AJC. *(Refer to AJC Employment Plan (Initial/Review/Post) IEP/ISS Instructions and Yuma County Local Training Policy).*

**Testing Link:**

- Enter TABE Test Scores if participant was given the TABE Test.  
*(Refer to AJC Data Entry Procedures/Requirements under Enrollment Details-Testing Link for further instructions).*
- Participant's placement test scores from community college and or other approved training provider may be used.

**Measurable Skill Gains (MSG), Goals, and Interest:**

- A type of Measurable Skill Gain is required to be set when a Registered Apprenticeship training program is provided. Refer to the Yuma County Local MSG Policy to review the types of MSGs that are allowed for a Registered Apprenticeship training program. *(Refer to AJC Data Entry Procedures/Requirements under Enrollment Details-Measurable Skill Gains, Goals, & Interest for further instructions).*

**Educational Grants Link:**

- Registered Apprenticeship Training Program paid by ITA, Pell Grants, Financial Aid, or other Financial Aid is required to be entered under Educational Grants Link.
- A check mark must be entered under the “ITA Issued” area when Registered Apprenticeship Training Program is paid through ITA using WIOA Title 1B Funds.  
*(Refer to AJC Data Entry Procedures/Requirements under Enrollment Details-Educational Grants for further instructions).*

**Note:** Service Providers must maintain documentation to support the eligibility determination and award of Federal Pell Grant. *(Refer to Yuma County Training Policy).*

**Program Notes:**

- Two program notes per month are required to be entered in AJC while participant is in the program. Program notes should reflect information pertaining to participant's program status, involvement, progress, updates from instructor and or employer involved in the Registered Apprenticeship Program. *(Refer to AJC Data Entry Procedures/Requirements under Program Details-Program Notes for further instructions).*

**Fourth Quarter Outcomes Link:**

- The “Occupational Certifications, includes Registered Apprenticeship and Career & Technical Education, Educational Certificates” will be selected as

the type of credential in AJC under the fourth quarter outcomes link when hard copy of the credential has been received.

- If participant did not obtain credential from Registered Apprenticeship Program, 4<sup>th</sup> quarter outcomes are still required to be answered.

*(Refer to AJC Data Entry Procedures/Requirements under Program Details-Outcomes for further instructions).*

### **III. Supporting Back-up Documentation**

- TABE Test Scores or placement test scores from other approved training provider.
- MSG supporting documentation.
- ITA Form
- Documentation on Federal Pell Grant award determination
- Hard copy of credential

*(Refer to AJC Uploaded Documentation List and Case Management Electronic File for saving and or uploading documents)*

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