

## APPRENTICESHIP FUNDING GUIDELINES

The Arkansas Office of Skills Development and the Arkansas Apprenticeship Coordination Steering Committee (AACSC) support and enhance Apprenticeship Schools using Traditional Apprenticeship Funding and the Arkansas Construction Industry Craft Training Trust Fund. These guidelines are consistent with the Rules for Arkansas Registered Apprenticeship Programs that took effect August 1, 2019.

### **Section 1: TERMS**

**Administrative Review:** The process for which the Office of Skills Development's Office of Apprenticeship (OSD-OA) conducts an on-site visit to determine if the New Apprenticeship School Applicant has met all required criteria, as stated in the Eligibility Standards of the Apprenticeship Funding Guidelines.

**Apprenticeship School:** An organization that provides classroom training, preparatory instruction, supplementary instruction, or related technical instruction in each trade that has been certified as an apprenticeable occupation by the United States Department of Labor. Apprenticeship Schools may have multiple class locations across multiple apprenticeable occupations or trades.

**Classroom Location:** The physical site where apprentices receive organized classroom instruction (preparatory, theoretical, safety-based, and other related technical instruction) as approved by the OSD-OA operated by a given Apprenticeship School.

**Virtual Classroom:** An online platform that provides live instruction in an environment where teachers and apprentices can interact, communicate, and discuss lessons, assignments, and engage with learning resources.

**Blended Classroom:** A platform that combines in person and virtual training that provides live instruction in an environment where teachers and apprentices can interact, communicate, and discuss lessons, assignments, and engage with learning resources.

**New Apprenticeship School Applicant:** A prospective Apprenticeship School is one which has never applied for or has not previously been approved for funding by the AACSC. New Apprenticeship School Applicants that do not meet the minimum qualifications stated in the Rules for Arkansas Registered Apprenticeship Programs shall be rejected for funding. Previously funded programs not in operation for the past 12 months with active apprentices, will revert to New Apprenticeship School Applicant status.

**Probation Period:** The one-year period after a New Apprenticeship School Applicant has applied for traditional apprenticeship funding to operate an Apprenticeship School, during which the Applicant is monitored for compliance with the Rules for Arkansas Registered Apprenticeship Schools. The Probation Period does not begin unless apprentices have been entered into Registered Apprenticeship Partners Information Data System (RAPIDS), and the OSD-OA has approved your school to begin the Probationary Period. At the close of an Applicant's Probation Period, the OSD-OA conducts an administrative review to determine if the Applicant should be approved as an Apprenticeship School. Funding is not dispersed during the probationary period.

**230 form: (Committee Action Form)** Form includes apprentice information and is used to notify OSD-OA, USDOL-OA, and in some cases AR DOLL and ADH, that an apprentice has completed an action. These actions are new apprentice, Cancellation, Transfer, or Completion of the program.

**233 form: (Class Roster)** Form that lists the following information: school name, occupation, city, and a list of the apprentices that are attending the school with the required information.

**234 form: (Class Schedule)** Form that details the school, instructor, physical location, and class dates for the spring and fall semester.

**235 form: (Semester Report)** Form includes school name, occupation, and a list of the apprentices with their required information. The list will have the apprentice's semester hours earned, total previous hours earned, and the total number of hours earned after completion of the semester.

**236 form: (Instructor Reimbursement Form)** Form sent to OSD-OA each month for instructor contact hour reimbursement hours.

**242 form: (Application for State Apprenticeship Funds)** Form that details the school seeking TA funding. It requires School name and sponsor information, location of the school, LEA info if required, Class dates, etc.

**CONTACT HOUR:** A CONTACT HOUR is a block of contact time of 60 minutes during which an apprentice receives instruction in a supervised classroom or laboratory environment. State funding can be requested in 15-minute increments.

## **Section 2: ELIGIBILITY STANDARDS**

The following standards must be met for a New Apprenticeship School Applicant, a new Classroom Location, or Virtual Classroom location, or for an apprenticeship school seeking approval to add a new apprenticeable occupation to be considered for eligibility by the OSD-OA. Once an Apprenticeship School has been approved, it must maintain these standards. The application due date for Apprenticeship School Applicants will be August 25, 2023, for First Semester, and January 2, 2024, for Second Semester. Applications will be submitted via email to the [osd.oe@arkansas.gov](mailto:osd.oe@arkansas.gov) email. All programs will be notified of their acceptance or denial by email from the OSD-OA.

All Apprenticeship School Applicants and Apprenticeship Schools must comply with the Rules for Arkansas Registered Apprenticeship Programs August 1, 2019, as they relate to funding and the eight essential components of an approved Program outlined in Ark. Code Ann. § 6-55-107(b).

1. All New Apprenticeship School Applicants, being considered for traditional apprenticeship funding, must have a minimum of 5 apprentices, except for electrical and plumbing, and shall have been operating in Arkansas with active apprentices registered in the RAPIDS (Registered Apprenticeship Partners Information Data System) for a period of not less than 12 months.
2. The OSD-OA will approve traditional apprenticeship funding for a New Apprenticeship School Applicant only upon completion of the Administrative Review at the close of the Probation Period.
3. New Apprenticeship School Applicants successfully completing the administrative review will be assigned a Classroom Location number by the OSD-OA that corresponds to the physical site or virtual site where the related technical instruction is offered. In no event will a Classroom Location number be assigned generally to an Apprenticeship School.

4. All Apprenticeship School Applicants, or Apprenticeship Schools seeking approval to add a new classroom location, virtual classroom, or blended classroom must submit a justification for the need. Justification can include quality of existing apprenticeship programs, distance for travel of apprentice, populations of the area, number of licensed apprentices in the area, etc.
5. Apprenticeship Schools approved for funding may be suspended for one semester or for the remainder of the fiscal year for which funding was approved for failure to comply with these funding guidelines.
6. OSD-OA will notify Apprenticeship School Applicants or Apprenticeship Schools of suspected non-compliance in writing.
7. Previously approved Apprenticeship Schools seeking approval to add a Classroom Location, virtual classroom location, or apprenticeable occupation/trade will not be subject to a probation period, but must meet all other requirements, as established by the current guidelines.
8. Funding for Apprenticeship in Arkansas should reflect a number of fast-changing factors, such as regional and statewide workforce priorities. OSD-OA, will review each Apprenticeship School during the probationary period to determine eligibility for funding as it relates to the six industry sectors targeted by the OSD-OA which include:
  - Advanced Manufacturing
  - Healthcare
  - Information Technology
  - Construction/Carpentry
  - Transportation/Logistics
  - Energy (non-construction)

If the apprenticeable occupation in question does not meet the targeted industry sectors list, funding may not be awarded. Other funding streams, such as eligibility of additional state and federal funds, will be factored into the funding process.

9. Traditional apprenticeship funds will be reviewed and approved for all Apprenticeship Schools, on a semester basis. For more information on important deadlines, please review the “*Dates to Remember (FY 2024)*” handout, which is provided annually by OSD-OA.

### **Section 3: Traditional Apprenticeship (TA) Funding**

1. Formula: The following formula shall be used to establish a maximum amount of funding awarded to a program that may be reimbursed based on actual expenses incurred for costs associated with instructor expenses
  - a. Number of approved instructors X established rate per hours X hours of instruction. Hours of instruction are limited to Program’s Standards of Apprenticeship plus 8 additional hours for makeup classes.
  - b. Guideline for number of approved instructors. Instructors per **class location** can be approved based on the following;
 

1-10 apprentices	1 instructor
11-20 apprentices	2 instructors

21-30 apprentices 3 instructors

\*Additional justification based on number of apprentices and level of apprentices may be considered in awarding additional instructors. Each additional 10 apprentices would allow 1 additional instructor. A program can only request funding for ACTUAL instructors submitted with Forms 233, 234, and 242. Programs can request additional instructors each semester.

2. TA grant funds will be used to pay for instructor expenses based on actual costs incurred for instructors and on the number of contacts hours reported to the OSD-OA on the monthly 236-form in a supervised classroom setting, virtual classroom, blended classroom, or laboratory environment. The monthly requested amount will be reduced from the maximum amount of funding awarded to the program. The rate will be set at the September meeting of the AACSC and reviewed during the January meeting of the AACSC.
3. Only apprenticeship classes taught by a USDOL-OA approved program and aligned with their approved standards in the six industry sectors identified by the OSD-OA will receive these grant funds.
4. When determining TA funding, the 233, 234, and 242 forms will be used to determine the number of instructors a program will be approved for. Other factors to be considered will be actual number of instructors a program is utilizing and the number of years US DOL requires for an apprentice to complete.
5. The monthly request for TA grant reimbursement shall include supportive documentation of the amount actually paid to the instructor. The supportive documents will include the actual payments made to each instructor through payroll documentation which can include actual copy of checks, payroll ledgers, copy of paystubs. The amounts can include the employer required portion such as SSI, Worker Comp., etc.
6. All requests for reimbursement for instructor pay shall be submitted to the OSD-OA by the 15<sup>th</sup> of the following month of which expenses were incurred and no later than June 5<sup>th</sup> for the month ending in May.
7. If the approved budgeted TA funds for the fiscal year have been exhausted based on payments made for instructor reimbursements, there will be no allocation of funding for administrative expenses. If funding remains unallocated for the budgeted TA Funds, then the remaining balance as of June 10<sup>th</sup> shall be calculated and the final administrative awarded payments will be distributed evenly to all programs who submit their administrative request. A maximum of 15% may be paid out to each program based off the actual expenses incurred during the fiscal year for instructor costs.
  - a. *As outlined in the Registered Apprenticeship Rules, Section XIII. FUNDING AND OTHER INFORMATION, A. RESPONSIBILITIES AND ACTIONS, 9. No more than 15% of the state funds may be used by the program sponsor for administrative purposes such as supervisory and/or secretarial salaries, travel, office supplies, etc.*
    - i. *D. Usage of Funds*
      1. *Payroll costs*
      2. *Purchased and Contracted Services*
      3. *Supplies and Instructional Materials*
      4. *Other operations expenses which may be considered*
8. OSD-OA will monitor TA payments throughout the year and advise the director of OSD and the AACSC on the fund balance on a quarterly basis.
9. *Virtual or Blended Training Funding Requirements*
  - A virtual or blended approach to apprenticeship training is eligible for funding provided the following procedures/guidelines are followed:
    - Virtual or blended training must be a live presentation, with the ability to interact with

the students for questions and answers. The instructor(s) must be able to view and identify the students.

- An electronic recording of the class must be available for OSD to review for up to 6 months.
- An electronic sign in sheet must be maintained for each class.
- A computer diagnostic listing each participant with join and leave times must be maintained for each class.
- A pre-recorded training session may be used to allow apprentices to makeup classroom hours; however, pre-recorded sessions are not eligible for state funding.
- All apprenticeship schools shall provide the OSD-OA with access to the virtual classroom locations for monitoring and review at the beginning of the school year. Any changes to the virtual classroom locations shall be provided to the OSD-OA.
- Each virtual classroom location should have no more than 25 apprentices and shall only receive funding for up to two instructors.

#### **Section 4: Additional Information**

##### **1. Program Review Procedures and related policies**

A copy of the review procedures and related policies will be provided at the annual training to include record retention requirements and applicable laws, rules, and guidelines.

##### **2. In-Service Training**

All programs will be provided with the funding guidelines, distribution method, required documentation and a copy of the Program Review Procedures and related policies during the July annual training conducted by OSD.

##### **3. Requirements after approval for all programs and all Electrical and Plumbing**

- The 230 form is to be submitted to OSD-OA every time a school registers a new apprentice, cancels an apprentice, transfers an apprentice, or has an apprentice complete the program.
- If at any time throughout the year the 242 or 234 is changed, you must submit an updated copy to OSD-OA.
- The 236 is to be submitted by the 15<sup>th</sup> of each month. Funding may be delayed when reports are not received on time.
- The 235 is to be submitted by January 15 for the fall semester and June 30 for the spring semester.

(Note): Only 1,2, and 4 are required for electrical and plumbing programs when not funded.

##### **4. Experience Credit Requests (applies to plumbing and electrical)**

- Experience credit requests are to be filled out completely and the proper documentation attached. If a school has a local committee, it must go through it before being sent to OSD-OA. They must be sent to OSD-OA within 60 days of the Apprentices start in the program. See also the Rules and Regulations for Plumbing Apprenticeship Programs and the Rules and Regulations for Electrician Apprenticeship Programs.

## **Construction Industry Craft Training Trust Fund Funding Guidelines**

Act 474 of 1999 created the Arkansas Construction Industry Education Act. These funds are generated from a surcharge in the amount of fifty cents (.50) per each one thousand dollars (\$1,000) of construction authorized on any non-residential construction permit issued. The proceeds received from the surcharges are held in a special trust account known as the Arkansas Construction Industry Craft Training Trust Fund.

**Budget: The budget for FY24 is \$800,000**

### **Section 1--Funding Priorities and Allocations**

1. Outreach and Education: \$60,000
2. Curriculum: \$640,000
3. Equipment: \$60,000
4. Instructor Training: \$40,000

### **Section 2--Types of Programs Eligible for Grants**

Apprenticeship Schools providing training in construction related apprenticeable occupations may be approved for grant funding. The list of construction related apprenticeable occupations includes the following: Welding, Plumbing, Carpentry, Equipment Operator, Laborer, Sheet Metal Working, Electrical, Ironworker, HVACR Mechanic, Boilermaker, Painting, Glazing, Insulation worker, and Roofing.

Secondary career centers that serve high school students through registered apprenticeship program or pre-apprenticeship are eligible for funding if funds are available. Apprenticeship funded through these funds shall be consistent with the eight (8) criteria recommended by AACSC and the Apprenticeship Schools must adhere to the USDOL registered Standards of Apprenticeship. The eight essential components of an approved apprenticeship program shall include all the following:

1. A training strategy that combines supervised, structural on-the-job training with related theoretical instruction and is sponsored by employers or labor or management groups that have the ability to hire and train in a work environment.
2. A training strategy that prepares an individual for skilled employment by conducting training in bona fide and documented employment settings.
3. A training strategy with requirements that are clearly delineated in federal and state laws and regulations.
4. A training strategy that by virtue of a legal contract, indenture, leads to a certificate of completion and official journeyman status.
5. A training strategy that involves a tangible and generally sizable investment on the part of the employer or labor or management program sponsor.
6. A training strategy that pays wages to its participants at least during the on-the-job training phase of their apprenticeship and that increases these wages throughout the training program in accordance with a predefined wage progression scale.
7. A training strategy in which participants learn by working directly under the supervision and tutelage of a master in the craft, trade, or relevant occupational area.
8. A training strategy that involves a written agreement and an implicit social obligation between the program sponsor and the apprentice.

## Section 3—Limitations for Grant Requests

### Standard Requirements

1. CT applications can be submitted only for cost accrued during the current fiscal year.
2. All applications submitted before the 15<sup>th</sup> of a month will be reviewed at the next scheduled AACSC meeting.
3. The last day to submit CT applications for a fiscal year is May 15<sup>th</sup>. Applications submitted must provide proof of payment to be considered.
4. All receipts for approved CT applications **MUST** be submitted by June 10 or funding may be forfeited.
5. Invoices/receipts must be submitted by occupations. Receipts including multiple occupations will not be accepted.

**Curriculum:** The grants must be used for state-approved curriculum or codebooks based on the program's Standards of Apprenticeship. In addition, only the following types of curriculums may be funded at the specified percentage.

1. Instructor guides and materials for the state approved curriculum-100% of the total costs associated with purchasing instructor guides and curriculum related instructional material.
2. Student curriculum – 100% of the total costs for student curriculum
3. FY24 maximum reimbursement for codebooks:
  - i. Electrical:  
2023 NEC Codebooks—**100%** of the total cost of the code book for 2nd year apprentices. FY24 maximum **\$145** plus tax and shipping
  - ii. Plumbing:  
2018 Gas and Plumbing Codebooks- **100%** of the total cost of required code books for 2<sup>nd</sup> year apprentices. The maximum cost allowed will be based off the International Code Council MOU effective July 1, 2023, of \$92.92 plus tax and shipping.
  - iii. Modern Plumbing Exceptions:
    - a. Apprenticeship Programs opting to utilize the Modern Plumbing curriculum may request Gas and Plumbing Code books for 1<sup>st</sup> and 2<sup>nd</sup> year apprentices during the FY24 funding cycle.
    - b. FY25 only 1<sup>st</sup> year apprentices would be eligible for complete curriculum.
  - iv. Additional restrictions:
    - a. Codebooks for 1st, 3rd, 4th, and 5th year apprentices are not eligible for funding (see Modern Plumbing exception above).
    - b. Funding to replace lost or damaged books is not eligible for funding.
    - c. During code change years, apprenticeship schools can only receive funding for the version coming out in the current fiscal year.

**Equipment:** The grants must be used for *instructional* related equipment needed to enhance the Apprenticeship School.

An organization is limited to a MAXIMUM of \$20,000.00 per year. Listed below are some general guidelines considered by the AACSC.

1. Equipment exceeding \$1,000 must include three quotes request will not be considered without three quotes unless it is a sole source provider.
2. Computers and required computer software for instructors may not exceed \$1,000 per unit. Computers purchased with CT Funds cannot be replaced until five years after purchase.
3. Computer labs, computers for apprentice personal usage, iPad or other personal devices are not eligible for funding.
4. Office furniture, classroom furniture, tables, chairs, etc. are NOT considered equipment, and are therefore not eligible for funding.
5. Hand tools are normally NOT considered equipment and therefore may not be eligible for funding.
6. Cost per apprentice is considered in the approval process.
7. Joint applications are permitted and encouraged. If joint applications are submitted, one Apprenticeship School must be designated as the lead applicant.

#### **Instructor Training:**

1. Instructors at an apprenticeship school are eligible for professional development for approved training.
2. Instructors in their first year of teaching may request reimbursement of up to 16 hours of approved training.
3. Instructors with more than one year of teaching experience may only request reimbursement for 8 hours of approved training per 24 months.
4. Maximum number of instructors allowed is 25 instructors per class. The minimum number of instructors allowed is 7 instructors.
5. Approval of instructor training is not guaranteed. Apprenticeship schools are advised to submit instructor training applications prior to the scheduled event.
6. A complete course outline and documentation of the trainer's qualification must be attached to the grant application. All course outlines must adhere to the approved training guidelines as outlined below.

#### **Teaching Methods 1 Approved Topics**

The Teaching Profession and the Teacher, Knowing and Teaching, Challenges to the Instructor, The Competent Teacher, Getting Ready to Teach, Establishing a First-Class Lesson, The Learning Process, The Five Senses, Learning Styles, Teaching and Learning, Things to Remember, Eleven Aspects of Learning, Conditions for Effective Teaching, The Lesson, Sample Lesson, Teaching Methods and Their Combinations, Demonstration Method, Illustration, Group Conference, Supervised Practice, Text Material, Experiment, Test, Question, Lecture, Assignment, Adults and Motivation, Learning Preferences, Principles of Adult Learning, Teaching Adult Learners



## **Teaching Methods II Approved Topics**

Review of Class One, Motivation, Myths of Motivation, Motivational Planning, Motivation to Learner, Barriers to Motivation, Instructor's Beliefs, In the Classroom, Questions, Curriculum Design, Leadership, Leadership and Motivation, How to Lead for Results, Leadership Styles, Classroom Management, Basic Concepts in Classroom Management, Classroom Discipline Examples, Classroom Discipline Four Steps, Classroom Discipline Techniques, Good Discipline Tricks, Bad Discipline Tricks, Classroom Arrangement, Things to Remember When Setting Up Your Classroom, How to Study and Remember, how to get the most out of the Text Teaching Method, Testing, How to Take a Test, How to Prepare Tests, Test Tricks.

### **Funding for the training must be dispersed in the following manner with invoices/receipts.**

1. Apprenticeship school Instructors will be eligible for reimbursement at \$50/hour of training attended up to 8 hours of training per class.
  - a. Sign in/out sheets will be required as backup documentation for reimbursement.
2. Meals will be reimbursed based off actual invoices/receipts.
3. Hosting Fee will be capped at \$500.00 to include space for training and administrative oversight.
4. The cost associated with the hiring of the Master Instructor will be capped at \$125/hour or \$1,000 per class plus Master Instructor travel expenses based on state travel rate.
5. Material for participants.

### **Outreach and Education**

1. Each organization is eligible for up to \$1,000 per year to promote apprenticeship. Eligible items may include.
  - a. Promotional items. (Banners, brochures, handouts, table runners, backdrops, etc.)
  - b. Rental of booth for trade show or promotional event.
  - c. Payment of staff or instructors to attend promotional events.
2. FFA
3. Skills USA
4. Outreach plan for diverse populations
5. Other Promotional Events-(Adult Education, CTSOs, Be Pro Be Proud, Job Fairs, Career Coaches, etc.)

### **Section 4 -Worksheets and Supporting Documentation**

To expedite the process, the OSD-OA has Construction Industry Craft Training grant applications and worksheets. For a request to be considered for funding, a completed and signed grant application, along with required supporting documentation must be submitted. Worksheets for each of the eligible funding categories are available from the OSD-OA. Grant guidelines and worksheets are emailed to all Apprenticeship Schools in July of each year.