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Apprenticeship Expansion Grant Process (employer/sponsor)

If you are an employer or a sponsor offering Registered Apprenticeship Programs (RAPs) in Arkansas, you may be eligible to receive an Expansion Grant from the Office of Skills Development (OSD), a division of the Arkansas Department of Commerce.

Expansion Grants are designed to help pay for the cost of the classroom training (Related Technical Instruction (RTI)) of your apprentice(s).

Funding is available to **reimburse** you for up to 75% of external training and/or 25% for internal training.

Funding requests must be made **prior** to the start of the apprenticeship training.

Application Process

Applying for an Expansion Grant is an easy process, and OSD even takes care of much of the paperwork.

Here’s how:

1. Initial contact with OSD

Contact OSD to request a virtual meeting (typically via Zoom) before your apprentice(s) begin training. Call 501-682-1360 or email osd.aa@arkansas.gov.

New applicants	Returning applicants
a) OSD will share an overview of the program and requirements. Please be prepared to provide the names of the occupation(s) and the apprentice’s projected starting and ending wages.	OSD will schedule a meeting to discuss a new grant agreement (Memorandum of Understanding—MOU)
b) OSD will review your funding request. If it’s approved and you choose to proceed with the grant opportunity, OSD will schedule a second meeting to discuss all details needed for the grant agreement (Memorandum of Understanding—MOU).	

2. MOU meeting (virtual)

During the MOU discussion, please be prepared to answer the following questions:

- Employer information
- RAP details (occupation, RAPIDS code, credentials, term length)
- Wages (starting and ending)
- Apprentice type (new vs. incumbent)
- RTI provider, internal vs. external
- RTI cost breakdown
- Workforce challenges the apprenticeship will address
- Other questions or comments as needed

OSD will also provide you with additional forms you might need to complete, such as

- Grant Disclosure Agreement if request >\$25,000
- Vendor Setup if not already in place
- Tracking reports
- Data Sharing Agreement (for Sponsors)

3. MOU preparation

OSD will prepare a MOU draft and email it to you. Please review it carefully and inform OSD of any changes and corrections or your approval.

4. MOU signature

Once you've approved the draft, OSD will send you a final MOU via DocuSign. Please sign it promptly.

Receiving Payment

Expansion Grants **reimburse** you for a portion of the cost of your apprentice's training **after** you have paid the RTI provider. External training is reimbursed at up to 75%; internal at up to 25%.

Please refer to the MOU for complete instructions on how to request reimbursement.

Eligible expenses include

- Curriculum
- RTI costs
- Certifications and testing (some restrictions apply)

Ineligible expenses include

- Tools
- On-the-job-training (OJT)

For more information or to request a Zoom meeting, contact OSD:

501-682-1360

osd.oa@arkansas.gov