

AGENDA

Arkansas Apprenticeship Coordination Steering Committee

=====
Date: August 3, 2023

Location: <https://meet.goto.com/aacsc/meet> Access code: 381-988-277

Time: 12:30 PM
=====

Call to Order/Roll Call

Agenda Item 1 – ACTION ITEM

Approval of minutes from July 6, 2023, meeting

Agenda Item 2—ACTION ITEM

Election of Chairperson and Secretary

Agenda Item 3 – Informational

USDOL Apprenticeship Report; Mrs. Cynthia McLain

Agenda Item 4 – Informational

Office of Skills Development—OA Report; Mr. Derrick Daniels and Mr. Don Bellcock

- a. TA Monthly Report
- b. CT Monthly Report
- c. Program Visit

Agenda Item 5 – Informational

Open discussion

Agenda Item 6 – Action Item

CT Applications
2023/2024 Funding Guidelines (*OSD recommended edits attached for review*)

Adjournment

Arkansas Apprenticeship Coordination Steering Committee

July 2023 Meeting Minutes

For a complete record of this meeting, use this link to access the audio recording:

<https://bit.ly/AACSCJuly6>

Meeting was called to order at 12:30pm on July 6th, by Chairwoman Breashears (via GoToMeeting)

Roll Call:

Present: Karen Breashears, Ed Carrington, Heath Harris, Bill Roachell, Kelley Sharp, and David Stephens

Absent: Bill Allison, Mary Beth Hatch

Guests: Patricia Sanderson-BRTC, Rocky Mantoath- NATF, Bo James-AEI, Sheri Overstreet-ACE, Derrick Daniels-OSD, Don Bellcock- OSD, and Director Waits-OSD.

Agenda Item #1: June Meeting Minutes

There was a motion by David Stephens and a 2nd by Bill Roachell to approve the minutes from the June meeting as presented. Motion passed.

Agenda Item #2: Resignation of Mr. Greg Aleshire; election of replacement.

Chairwoman Breashears announced her last meeting would be August and suggested the committee table the election until the August meeting so both a chairperson and secretary could be elected. The committee concurred. No information was available regarding the status of any new appointments.

Agenda Item #3: DOL-OA, Mrs. Cynthia McLain

No report was available.

Agenda Item #4 OSD-OA Reports

Mr. Derrick Daniels provided the end of year report. **The report is attached.** Annual training is scheduled for July 19th. Programs have been emailed the registration information.

Mr. Bellcock –no classroom visits in the past month.

Agenda Item #5 OSD Director's Report

Director Waits was not available.

Agenda Item #6 Open Discussion

The International Code Council has agreed to provide the Arkansas Plumbing Apprenticeship Programs with a discounted price on code books. **The MOU is attached.**

Agenda Item #6 CT Grant Applications

No applications to review.

Agenda Item #7 2023/2024 Funding Guidelines

Chairwoman Breashears thanked David Stephens and Derrick Daniels for spending the time to combine the two working drafts of the FY24 funding guidelines (OSD and AACSC). The committee reviewed and provided feedback on the recommendations from the executive committee meeting.

A motion was made by David Stephens, 2nd by Ed Carrington to approve the FY24 Funding guidelines as presented. Motion carried unanimously.

Link to FY24 Funding Guidelines: <https://bit.ly/FY24FundingGuidelines>

Adjournment:

Meeting adjourned at 1:54pm

The next meeting is scheduled for August 3rd @ 12:30pm via GoToMeeting, (unless otherwise notified)

Sincerely,



Karen Breashears

Chairperson, AACSC



Date: Friday, June 16, 2023

1003 Mena Street - Mena AR, 71953 - Phone: 479-243-2053

Karen Breashers, Chairperson
Arkansas Apprenticeship Coordination Steering Committee
1 Commerce Way
Little Rock, AR 72202

After much thought, I wish to let you know that I am resigning as Secretary and as a member of the Arkansas Apprenticeship Coordination Steering Committee effective immediately. Over the last fourteen years, it has been a great honor to serve the State of Arkansas, the employers affected, and most of all the apprentices in this role. As a former apprentice myself, I felt that I brought a different perspective to the table, and I had a voice not only as an employer, but also as an apprentice.

However, at the end of the June 1st meeting it was stated that the Director of the Office of Skills Development had ignored a funding guideline that the committee had approved during the July 2022 meeting because that funding guideline did not meet his agenda. Then, not acknowledging this policy change for over ten months. While this may seem like a small thing, it points to the much larger issue of OSD ignoring the current Arkansas law which states that OSD will work in conjunction with the AACSC. Over the last two years, conjunction has gotten smaller and smaller in the rear-view mirror.

On June 15th I received two emails from OSD. One from the Director, which in the first paragraph of proposed funding guidelines, strikes out any hint of conjunction. In the second, he is requesting each member to fill out a document that is in no way related to the jurisdiction of OSD. I view each of these emails as government overreach at its finest.

If the voice of a person with almost thirty years of experience, in both being an apprentice and employing apprentices, can be silenced by a single government employee, it's time for that voice to move along to another place where their experience and expertise will be valued and not ignored.

I want to thank you and all the other committee members for your support of apprenticeship in the State of Arkansas, and I will be forever grateful for the friendships this role has brought me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Greg Aleshire', written in a cursive style.

Greg Aleshire



Hugh McDonald
SECRETARY OF COMMERCE

Cody Waits
DIRECTOR,
OFFICE OF SKILLS DEVELOPMENT

OSD End of Year July 2023 Fund Report			
End of YEAR TA pay out	\$1,408,747.18		
Admin payment available	\$211,312.08		
Admin pay out	\$194,379.58		
CT Budget for FY23	\$760,000	CT Pay out for FY 23	\$671,555.23
CT End of YEAR Balance	\$88,444.77		
CT budget buckets	Disbursed	Balance	Budget
Outreach and Education	\$4,659.56	\$14,340.44	\$19,000
Curriculum	\$592,540.54	\$15,459.46	\$608,000
Equipment	\$44,893.51	\$31,106.49	\$76,000
Instructor Training	\$29,461.62	\$27,538.38	\$57,000

The following programs did not submit for their administrative expenses:

1. Conway (Electrical and Plumbing)
2. Fort Smith/Van Buren Plumbing
3. Southwest Ark Plumbing
4. Heber Springs Plumbing
5. NWA Mechanical
6. Southeast AR Plumbing
7. UAM-Crossett

FY 23 Actual cost per apprentice using initial enrollment numbers:

Electrical- \$292.41

Plumbing- \$351.33

Miscellaneous- \$302.81

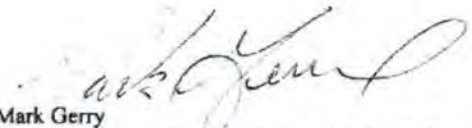
Memorandum of Understanding (MOU)
ICC/ Arkansas Apprenticeship Coordination Steering Committee

This MOU is made as of July 1, 2023 (the "Effective Date") by and between Arkansas Apprenticeship Coordination Steering Committee (AACSC), and the International Code Council ("ICC").

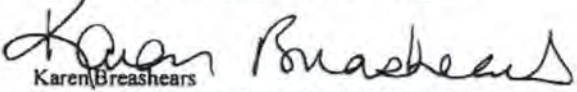
The parties here to agree as follow:

- 1) ICC is the sole publisher of the 2018 Arkansas Plumbing Code and the 2018 Arkansas Fuel Gas Code (hereafter referred to as "Arkansas Codes").
- 2) AACSC would like to secure special pricing on the 2018 Arkansas Codes for use in the State of Arkansas Plumbing Apprenticeship Programs.
 - a. Appendix A lists all twenty-one (21) Programs that shall take advantage of this special pricing under this agreement.
- 3) ICC shall offer all Arkansas Plumbing Apprenticeship Programs a discount of 35% off the current single unit non-member list price per title. Taxes and shipping charges shall be additional.
 - a. It is agreed that purchases shall be of a minimum of 20 sets of the Arkansas Codes per order.
 - b. Payments are due Net 30 days.
 - c. Returns are not permitted unless there are deficits.
- 4) Program purchasing agents shall place their orders with Mark Gerry at: mgerry@iccsafe.org or by calling (888) 422-7233 ext. 3325
- 5) This MOU shall be in effect for a period beginning July 1, 2023 through June 30, 2026

IN WITNESS WHERE OF: The parties have executed this Agreement as of the date first above written.


Mark Gerry
Assistant Director, Customer Service & Sales, ICC

Date: 6/27/2023


Karen Breashears
Chairperson, Arkansas Apprenticeship Coordination Steering Committee

Date: 6/26/2023

Organization Name	Contact Name	Contact Email
Associated Builders and Contractors - Plumbing - North Little Rock	Bill Roachell	broachell@abcark.org
Arkansas Construction Education Foundation - Plumbing	Kathy Fuiks	kathy@myacef.org
Central Arkansas Apprenticeship Training Committee - Plumbing - Little Rock	Tondra Love	pcmpa@aol.com
Conway Area Apprenticeship - Plumbing	Donna Lyon	lyond@conwayschools.net
South Ark- El Dorado - Plumbing	Michele Hildreth	mhildreth@southark.edu
Five Rivers Plumbing - Pocatontas	Samantha Mitchell	samantha.mitchell@blackrivertech.edu
Fort Smith/Van Buren Plumbing	Cassie Burris	cassieburris@outlook.com
Heber Springs - Plumbing	Paul Graham	paulgraham@yahoo.com
Jonesboro Area - Plumbing	Heath Harris	heath@japa1.com
National Apprenticeship Training Foundation - Plumbing - Arkadelphia	Karen Breashears	karen@natf.us
North Central Arkansas - Plumbing - Mountain Home	Steven Dewey	stevenidewey@gmail.com
Northwest Arkansas - Plumbing - Springdale	Kelley Sharp	kesharp@uark.edu
Northwest Arkansas Mechanical - Plumbing - Fayetteville	Beth Barclay	beth.barclay@kimbelmechanical.com
Plumbers/Pipefitters Apprenticeship Training of Arkansas - Plumbing - Little Rock	Ryan Britton	rbritton@ppata.com
Rich Mountain Plumbing - Mena	Derek Maechler	pmaechler@implumbinginc.com
Ronnie Ables Plumbing - Hampton	Ronnie Ables	ronnie.d.ables@gmail.com
Southeast Arkansas Plumbing - Monticello	Mike Rogers	mike3383@att.net
Southwest Arkansas Plumbing - Arkadelphia	Amanda Defee	aacompanies@att.net
Western Arkansas Apprenticeship Program/NWACC - Plumbing - Bentonville	Al Hart	apprenticeship@nwacc.edu
White River Plumbing - Batesville	Zach Harber	zach.harber@uacch.edu
National Park College - Plumbing - Hot Springs	Pam Castleberry	Pam.Castleberry@np.edu
Booneville apprentice program	Daniel Mayo	roydmayo@yahoo.com

KB 6-26-23



Office of Skills
Development

STATUS OF APPLICATION FOR ACT 474 FUNDING, PROGRAM CT 24-1

Name of Program NWAPS + NATE (147+12)

1. Application meets the eight essential criteria as stated in Act 474:

YES X NO

2. Application is for construction related training, materials, or equipment only:

YES X NO

3. Amount requested is: \$ 83,792.08

4. Amount recommended is not to exceed: \$ 83,792.08

5. If recommended amount is different, state reason: _____

AACSC Committee:

1. Application meets all criteria for approval:

YES NO

2. Has reviewed application and recommends approval in an amount not to exceed:
\$ _____

3. Has reviewed application and recommends disapproval. _____

Signature, Program Manager, OSD: _____

Date approved: _____

If grant application is for **Equipment**, please fill out the equipment worksheet (CT 301-EQ) and attach it and a copy of the equipment lease agreement or an invoice/purchase order to the application.

If the grant is for **Curriculum**, please fill out the curriculum worksheet(s) (CT 301-SB), (CT 301-IB) and/or (CT 301-CB) and attach them and copies of curriculum invoices/purchase orders to the application.

If the grant is for **Instructor Training**, please fill out the instructor training worksheet (CT 301-IT) and attach it along with the course outline and documentation of the trainer's qualification to the application.

If the grant is for **Outreach and Education**, please fill out amount on number 4, page 1 this form and attach documentation supporting the reason for funding.

JUSTIFICATION: Please explain why you are requesting this funding and how it will benefit your program. You may attach 1 additional page as necessary to justify purchase.

NWAPS and NATF purchased the curriculum jointly to receive the largest discount possible and to cut down on shipping cost due to one large "drop" order. These funds allows both programs to keep tuition at the lowest prices possible.

TOTAL APPROVED: _____

Program Sponsor Signature

Kelley Sharp

Digitally signed by Kelley Sharp
Date: 2023.07.24 06:21:13
+05'00'

Date 7/24/23

LEA Signature (If required)

_____ **Date** _____

OSD-OA Signature

_____ **Date** _____

Program Numbers:		
12	147	
25	129	
30	130	
67	138	
114	139	
151		
86		
90		
91		
94		
95		
97		



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 www.g-w.com • custserv@g-w.com

Date No 00517-4706
 U.S. Fed ID 36-2135694
 Canada BN 855294338

INVOICE

Account Number	9990017159
Invoice Number	01941737
Invoice Date	7/7/2023

Bill To:

Shipped To:

NAT'L APPRENTICESHIP TRNG FOUND
 (NATF)
 PO BOX 537
 ARKADELPHIA AR 71923-0537

NAT'L APPRENTICESHIP TRNG FOUND
 (NATF)
 KAREN BREASHEARS
 49 DECEPER HILL RD
 ARKADELPHIA AR 71923-7279

Please refer to your Account Number and Process Number on all correspondence

Process No.	Process Date	Purchase Order Number		Shipped Via		Terms		
14477862	6/15/2023	070523 ACH		UPS FREIGHT - LTL		PREPAID		
ISBN	Quantity			Item	Title (@)	List Price	Disc %	Net Extended Price
	Order	Ship	B/O					
9781645646716	615	615		BDL	BDL MODERN PLUMBING TX/WB (2022)	159.95	25.00	73597.05
9781645649076	20	20		O/R	O/R MODERN PLUMBING 4YR EMAIL (2022)	0.00		00
Sub-Total		Sales Tax		Shipping Charge		INVOICE AMOUNT		83,797.05
73,597.05		7,617.47		2,577.55				

ACH Payment Attached

Sale Type

Page Number 1 of 1

DETACH THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

Invoice Date	7/7/2023	A Return Authorization is required for all returns. Please visit www.g-w.com/orders to fill out the Return Authorization request form. Once this form is processed, you will receive an email with a copy of the form. Print it out and include it in each box of your return. All returns must be received within 6 months of invoice/purchase in new, salable condition.
Invoice Number	01941737	
Account Number	9990017159	
Payment Date	N/A	
Amount Due	\$0.00	To receive invoices via email, please send an email to accounting@g-w.com with the account number and the email address to send all future invoices.
Remit To	Goodheart-Willcox Publisher P.O. Box 735924 Dallas, TX 75373-5924	For ACH Remittance: ROUTING 071000013 / ACCOUNT NUMBER: 757313682

APPRENTICESHIP FUNDING GUIDELINES

The Arkansas Office of Skills Development (OSD-OA) and the Arkansas Apprenticeship Coordination Steering Committee (AACSC) support and enhance Apprenticeship Programs 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 I: 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 program applicant has met all required criteria, as stated in the Eligibility Standards of the ~~Traditional~~ 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 OSD-OA. 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.

Commented [CW1]: Strike the word traditional to keep consistent with title of document. Doesn't change intent or scope of document.

Commented [CW2]: Ad L to "DoLL"

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 in conjunction with the AACSC.

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.oa@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. 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.
- 3. New Apprenticeship School Applicant can only be approved upon completion of the Administrative Review at the close of the Probation Period.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. Previously approved Apprenticeship schools seeking approval to add a classroom location, virtual location, or a new apprenticeable occupation will not be subject to the probation period but must meet all other requirements as established by current rules and guidelines.
- 8. Funding for Apprenticeship in Arkansas should reflect a number of fast-changing factors, such as regional and statewide workforce priorities. OSD-OA, in coordination with the AACSC, will review each Apprenticeship School during the probationary period to determine eligibility for funding as it relates to the six industry sectors targeted which include:
 - a. Advanced Manufacturing
 - b. Healthcare
 - c. Information Technology
 - d. Construction/Carpentry
 - e. Transportation/Logistics
 - f. 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.

Commented [DD3]: Number will switch to one and should number correctly there on once the top #1 is deleted.

Commented [CW4R3]: Striking #1 due to redundancy with #2

Commented [CW5]: Justification required for all classroom settings to keep consistency across all programs.

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 FY24" 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. The 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 and AACSC 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 the actual number of instructors a program is utilizing, and the number of years US DOL requires for an apprentice to complete.
5. ~~Instructor pay will be reimbursed to the program at a rate set based on the funding formula. The rate will be set at the September AACSC meeting and reviewed if needed during the January meeting. The monthly request for TA grant reimbursement shall include supportive documentation of the amount actually paid to the instructor. Total instructor's cost can be used for reimbursement up to approved funding award to the program.~~
6. ~~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.~~
7. All requests for reimbursement for instructor pay shall be submitted to the OSD-OA by the 15th of the following month of which expenses were incurred and no later than June 5th for the month ending in May.
 - ~~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.~~
 - ~~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. 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 10th 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.

Commented [CW6]: Language in #5 contradicted itself and was unclear. Strike #5 in full and replace that language within in bullets #2 and #6. These changes do not revise the intent of language but better clarifies how it is intended to function and does not contradict itself any longer.

Commented [CW7]: DD - moved section down to #8 for better connection to usage of funds for end of year funding.

- 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.*
 - 1. *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*

9. 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.

10. **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:

- o 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.
- o An electronic recording of the class must be available for OSD to review for up to 6 months.
- o An electronic sign in sheet must be maintained for each class.
- o 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 funded programs and all Electrical and Plumbing**

- a. 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 completes the program.
- b. If at any time throughout the year the 242 or 234 is changed, you must submit an updated copy to OSD-OA.
- c. The 236 is to be submitted by the 15th of each month. Funding may be delayed when reports are not received on time.
- d. The 235 is to be submitted by January 15 for the fall semester and June 30 for the spring semester.

(Note) Only a, b, and d are required for electrical and plumbing programs when not funded.

4. **Experience credit requests (applies to plumbing and electrical)**

- Experienced 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 starting in the program. See also the Rules and Regulations for Plumbing

Apprenticeship Programs and the Rules and Regulations for Electrician Apprenticeship Programs.

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.