



Cody Waits
EXECUTIVE DIRECTOR,
WORKFORCE CONNECTIONS

Stephanie Isaacs
DIRECTOR,
OFFICE OF SKILLS DEVELOPMENT

Terms and Conditions

Sponsors agree to:

- Incentivize individual employers or groups of employers to hire apprentices in any number of U.S. states, territories, and/or the District of Columbia and to maintain apprentice enrollment for a minimum of 90 days with the intent that apprentices will successfully complete the program.
- Provide current information about the total headcount (full-time and part-time equivalent) of the employer or employers that will receive incentive funds.
- Provide Employer partner agreements in the Registered Apprenticeship Partners Information Data System (RAPIDS) for sponsors of group programs OR if employer partner agreements are not in RAPIDS, sponsors will provide the employer acceptance agreements during the intake application process.
- Complete the Contract and Grant Disclosure document.
- Provide at least 90 percent of the total incentive payment received to the employer and be able to track and validate that the payment was made to the employer. The sponsor may retain up to 10 percent of the total incentive payment.
- Adhere to all terms and conditions in the MOU, including the mitigation of fraud, waste, and abuse.
- Adhere to specific regulations regarding the collection, storage, destruction, and overall protection of personal information, as well as the exemptions of personal information from disclosure in public records requests.