

| <b><u>MESA COUNTY WORKFORCE DEVELOPMENT BOARD</u></b> |   |
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| Policy and Procedure                                  |   |
| <b>Title:</b> Registered Apprenticeship Exit Policy   | <b>State Policy Guidance Letter:</b> WIOA-2017-05 |
| <b>Program:</b> Career Development Program (WIOA)     | <b>Effective Date:</b> 5/11/2017                  |
|   | <b>Revision Date:</b> N/A                         |
| <b>Authorized Signature(s):</b>                       |   |

**I. REFERENCE(S):**

- National Apprenticeship Act of 1937 (29 USC 50 et seq.)
- Workforce Innovation and Opportunity Act (WIOA) of 2014, Pub. L. No. 113 and 128, Sections 129 and 134
- WIOA Department of Labor-Only Final Rule (81 FR 56072, Aug. 19, 2016)
- Title 29 CFR, Part 29: Labor Standards for the Registration of Apprenticeship Programs
- Title 29 CFR, Part 30: Equal Employment Opportunity in Apprenticeship
- TEGL 13-16: Guidance on Registered Apprenticeship Provisions and Opportunities in WIOA
- TEGL 10-16: Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs
- TEN 31-16: Framework on Registered Apprenticeship for High School Students
- TEN 13-12: Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources
- PGL TAA-2011-01, TAA Training Approval Guidelines
- PGL WIOA-2015-06, Eligible Training Providers for WIOA Title I Adult and Dislocated Worker Programs
- PGL WIOA-2016-05, WIOA Classroom Based Training and Work Based Learning Options – Interim Guidance
- PGL WIOA-2016-08, On-the-Job Training
- PGL GRT-2017-01, ApprenticeshipUSA State Expansion Grant

**II. PURPOSE:**

To provide guidelines for the development of a local exit policy for Registered Apprenticeships.

**III. POLICY/ACTION:**

A. Definitions

1. Apprentice – A worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation.
  
2. Certificate of Completion – Nationally-recognized credential issued by the U.S. Department of Labor to a graduate of a RA program.
  
3. Pre-Apprenticeship Program – A program designed to prepare individuals to enter and succeed in an RA program. WIOA-funded pre-apprenticeship programs must be formally linked to

one or more RA programs and have a strong record of enrolling their graduates into a RA program.

4. Registered Apprenticeship Program (RA) – A work-based training program that meets the federal criteria (29 CFR Part 29, section 5), and has been accepted and approved by the USDOL Office of Apprenticeship.

5. Registered Apprenticeship Program Sponsor – Any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. Examples of program sponsors include employers, joint apprenticeship training programs, industry intermediaries, and community-based organizations.

6. Related Technical Instruction (RTI) – Instruction or classroom style training that complements an RA OJT component and helps refine the technical and academic skills that apply to the job. RTI can be provided by a community college, technical school, apprenticeship training school, or by the employer.

## B. Program Exit

For most training services provided under WIOA, participants complete their training and then exit the WIOA program. RAs, however, range from one to six years. In many cases, participants will still be participating in their RA programs after they exit from WIOA.

The length of RA programs is not a barrier to positive outcomes under the performance measures. However, it does require determining the appropriate exit points from RA programs that adhere to WIOA regulations, provide quality employees for businesses, and ensure increased skill sets for workers.

The point of exit should be based on when the participant is successfully moving through the RA program and is no longer receiving services from WIOA, including supportive services. The following three RA milestones are appropriate exit points from WIOA:

1. Wage Increases – Apprentices receive progressive increases in pay as their skills and knowledge increase; this is a core element of all RAs. A wage increase may be an appropriate point of exit from WIOA, as it means that apprentices have passed a milestone in their training, improved their skills, and increased their earnings, signaling that support through WIOA may no longer be needed.

2. Credential Attainment – Many RA programs offer interim occupational credentials that can be attained by apprentices during their program. The attainment of a credential is another aspect that could be factored into the determination of an appropriate exit point from WIOA, given that this marks an important milestone in the RA program. Attainment of a credential signals that

apprentices have successfully advanced along a career pathway and increased their skills in the field, and potentially moved beyond the point of needing WIOA support.

3. Measurable Skill Gains – As apprentices’ skills increase, they should be able to document progress towards such an interim occupational credential or the certificate of completion awarded at the successful end of an apprenticeship. Documented progress in an apprenticeship is defined as either:

- a. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or
- b. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.