



## StartTodaySD Incentive APPLICATION AND FUNDING GUIDE

The South Dakota Department of Labor and Regulation (DLR) is seeking to enhance the number of Registered Apprenticeships within the State. DLR will assist in developing and implementing comprehensive strategies to support apprenticeship expansion; engage industry and workforce intermediaries, employers, and other partners to expand and market apprenticeship to new sectors and underserved populations; enhance State Capacity to conduct outreach and work with employers to start new programs; and expand and diversify participation in apprenticeship through State innovations, incentives, and system reforms. The Department is helping States to bring together the right partners to strengthen their apprenticeship systems.

### APPLICATION PROCEDURE

The application must address all required components detailed in this guideline. Incomplete applications will not be considered. The Intent to Submit must be received by DLR no later than September 30, 2018. Completed applications must be submitted by October 19, 2018. For questions, please contact Rebecca Long at 605.773.6168 or StartToday@state.sd.us.

#### ***Application Checklist***

Completed application must include the following:

- Previously submitted Intent to Submit
- Application
- Narrative description of the project
- Letters of Support

Applications will be reviewed and scored by selected workforce development partners using the Scoring Rubric (a sample is available on StartTodaySD.com). It is recommended applicants review the scoring rubric. Each partner will score each application individually. An average application score will be calculated to rank application from most favorable to least favorable. Funding is not guaranteed for any submitted applications. Notice of approval and permission to proceed will be submitted by DLR to the applicant no later than November 30, 2018.

The application must be typewritten on 8.5" x 11" paper, include numbered pages, and emailed to StartToday@state.sd.us.

- Page Limit: Narrative is limited to ten (10) single pages or less, not including dividers, cover sheet, application, letters of support or funding worksheet.
- Spacing: Single-spaced allowed but not required.
- Font and Margins: 10 point font minimum and minimum of 0.5 inch margins

### TIMELINE

#### ***Application***

Accepting Applications:	August 1, 2018 – October 19, 2018
Informational Business Webinar:	August 9, 2018   10:00 am CST – Register at StartTodaySD.com
Announce Award Recipients:	November 13, 2018 during National Apprenticeship Week

### **Registered Apprenticeship Funding**

Length of Contract:	December 1, 2018 – September 30, 2020
1/3 of Funds Awarded:	Submission of completed Registered Apprenticeship Standards to the U.S. DOL Office of Apprenticeship for approval by mid-March. More details to come.
2/3 of Funds Awarded:	Approval of Registered Apprenticeship Standards by the U.S. DOL Office of Apprenticeship AND show a record of one active apprentice employed for a period of 90 consecutive days.

### **Quality Pre-Apprenticeship Funding**

Length of Contract:	December 1, 2018 – September 30, 2020
2/3 of Funds Awarded:	Submission of completed Quality Pre-Apprenticeship Packet to the DLR by mid-March. More details to come.
1/3 of Funds Awarded:	Completion of first Quality Pre-Apprenticeship cohort.

## **PROGRAM DEFINITIONS**

### **Registered Apprenticeship Program**

A Registered Apprenticeship Program is a customized, structured way of learning a skilled occupation that prepares workers for jobs – and meets your business needs for a highly skilled workforce by combining on-the-job training and related technical instruction. All apprenticeship programs consist of five core components:

- **Direct Business Involvement** - Employers are the foundation of every apprenticeship program and the skills needed by their workforce are at the core. Businesses must play an active role in building the program and be involved in every step of designing and implementing the apprenticeship.
- **On-the-Job Training** - Every program includes structured on-the-job training (OJT). Apprentices receive hands-on training from an experienced mentor at the job site for typically a minimum of one year. OJT is developed by mapping the skills and knowledge the apprentice must learn over the course of the program to be fully proficient at the job. While employers provide the mentors and identify the skills and knowledge to be learned through OJT, partners can support the employers in developing the approach to OJT and identifying resources to support this component (such as an OJT contract with the local workforce system).
- **Related Instruction** - Apprentices receive related instruction that complements on-the-job training. The instruction delivers the technical and academic competencies that apply to the job and can be provided by a community college, a technical school, an apprenticeship training school – or by the business itself. It can be provided at the school, online, or at the job site. Education partners often collaborate with business to develop the curriculum based on the skills and knowledge needed for the job. Partners work together to identify how to pay for the related instruction. A variety of fund sources may be leveraged to cover the costs, such as employers' contributions, apprentices' contributions, scholarships and loans, and training funds contributed by the workforce system.
- **Rewards for Skill Gains** - Apprentices receive an increase in pay as their skills and knowledge increase. Employers start by establishing an entry wage and an ending wage and built-in progressive wage increases as skill benchmarks are met by apprentices. Progressive wage increases help reward and motivate apprentices as they advance through their training.
- **National Occupational Credential** - Every graduate of a Registered Apprenticeship program receives a nationally-recognized credential. As you build the program, keep in mind that apprenticeship programs are designed to ensure that apprentices master every skill and have all the knowledge needed to be fully proficient for a specific occupation.

### **Quality Pre-Apprenticeship Program**

A Quality Pre-Apprenticeship is a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program. Each Quality Pre-Apprenticeship program has a documented partnership with at least one, if not more, Registered Apprenticeship Program. A Quality Pre-Apprenticeship program is one that incorporates the following elements:

- **Approved Training and Curriculum** - Training and curriculum based on industry standards and approved by the documented Registered Apprenticeship partner(s) that will prepare individuals with the skills and competencies needed to enter one or more Registered Apprenticeship Program(s).
- **Strategies for Long-Term Success** - Strategies that increase Registered Apprenticeship opportunities for under-represented, disadvantaged or low-skilled individuals, such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more Registered Apprenticeship program(s) including the following:
  - Strong recruitment strategies focused on outreach to populations underrepresented in local, state, and national Registered Apprenticeship programs;
  - Educational and pre-vocational services that prepare individuals to meet the entry requisites of one or more Registered Apprenticeship programs (e.g., specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic education, financial literacy seminars, math tutoring, etc.); and
  - Assist in exposing participants to local, state, and national Registered Apprenticeship programs and provides direct assistance to participants applying to those programs.
- **Access to Appropriate Supportive Services** - Facilitates access to appropriate supportive services during the Quality Pre-Apprenticeship program and a significant portion of the Registered Apprenticeship program.
- **Promotes Greater Use of Registered Apprenticeship to Increase Future Opportunities** - To support the ongoing sustainability of the partnership between Quality Pre-Apprenticeship providers and Registered Apprenticeship sponsors, these efforts should collaboratively promote the use of Registered Apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities for individuals.
- **Meaningful Hands-on Training that Does Not Displace Paid Employees**. Provides hands-on training to individuals in a simulated lab experience or through volunteer opportunities, which possible, neither of which supplants a paid employee but accurately simulates the industry and occupational conditions of the partnering Registered Apprenticeship sponsor(s) while observing proper supervision and safety protocols.
- **Facilitated Entry and/or Articulation** - When possible, formalized agreements exist with Registered Apprenticeship sponsor(s) that enable individuals who have successfully completed the Quality Pre-Apprenticeship program to enter directly into a Registered Apprenticeship program and/or include articulation agreements for earning advanced credit/placement for skills and competencies already acquired.

### **Apprenticeable Occupation**

An apprenticeable occupation is one which is specified by industry and which must:

- Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning
- Be clearly identified and commonly recognized throughout an industry
- Involve the progressive attainment of manual, mechanical or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain
- Require related instruction to supplement the on-the-job learning

### **Distinguished Career Pathway**

A Career Pathway is a series of structured and connected education programs and support services that enable students, often while they are working, to advance over time to better jobs and higher levels of education and training. Each step on a career pathway is designed explicitly to prepare students to progress to the next level of employment and/or education. Career pathways target jobs in industries of importance to local and regional economies. They are designed to create avenues of advancement for the underemployed, the unemployed, incumbent workers, new and future labor market entrants, and to produce a steady supply of qualified workers for employers.

Career pathway programs address employers' entire workforce pipeline needs—from entry level to higher skilled—and draw on innovations in instruction and program design to help students succeed. While there are many variations of career pathway models, they typically incorporate the following elements:

- **Strategic partnerships** comprised of employers, education and training providers, and community-based organizations in key industries and occupational sectors
- **Multiple ways to enter and exit** postsecondary pathways, with marketable credentials at each step, linking noncredit and credit training and short-term certificates with longer-term credentials
- **Active participation by employers** in pathway development, worksite training, internships, placements, or financial support for worker learning to address regional workforce needs
- **Innovations in program content and delivery** such as new technical certificates and diplomas contextualized and accelerated basic skills, flexible class schedules, experiential learning, cohort-based instruction, and combinations of online and face to face instruction
- **Integrated support services**, such as career and academic coaching, financial aid, access to public benefits, or other safety net supports provided by a range of partners including community-based organizations

## FUNDING DETERMINATION

### Category Type

**Registered Apprenticeship Sponsor** – Every Registered Apprenticeship program has a “sponsor.” The sponsor is responsible for the overall operation of the program. Sponsors can be a single business or a consortium of businesses. They can also be a range of workforce intermediaries, including an industry association or a joint labor-management organization. Community colleges and community-based organizations can also serve as sponsors for Registered Apprenticeship programs. Regardless of who serves as the sponsor, apprenticeships are always employer-driven, and employers are involved throughout the process.

**New Sponsor** – Does not currently have an active Registered Apprenticeship program. Programs that have been inactive for more than five years are also considered new.

*(Base funding of \$20,000; maximum of \$30,000 with key factor incentives)*

**Existing Sponsor** – Currently has an active registered apprenticeship program in South Dakota but interested in adding additional occupations. Programs that have been inactive for less than five years are also considered existing.

*(Base funding of \$10,000; maximum of \$20,000 with key factor incentives)*

**New Quality Pre-Apprenticeship Program** – Does not currently have an active Quality Pre-Apprenticeship program. Programs that have been inactive for more than five years are also considered new.

*(Base funding of \$2,000; maximum of \$10,000 with key factor incentives)*

### Program Design

1. **Key Industry** – Additional incentive if Registered Apprenticeship is in a Hospitality, Utilities, Agriculture, Healthcare, Business Services, Advanced Manufacturing or Information Technology industry.  
*(\$2,000 key factor incentive)*
2. **Partner Collaboration** – Additional incentive if program model incorporates a collaboration amongst SD Department of Labor and Regulation, WIOA required partners, post-secondary training providers, and K-12 school, not limited to those listed.  
*(\$2,000 key factor incentive)*
3. **Under-Represented Population Engagement** – Additional incentive if the program is designed to increase engagement for under-represented populations such as females, Native Americans, limited-English proficient individuals, youth 16-24, veterans, and individuals with disabilities.  
*(\$2,000 key factor incentive)*
4. **Distinguished Career Pathway** – Additional incentive if Registered Apprenticeship is part of a distinguished career pathway model. A Career Pathway is a series of structured and connected education programs and support services that enable students, often while they are working, to advance over time to better jobs and higher levels of education

and training. Each step on a career pathway is designed explicitly to prepare students to progress to the next level of employment and/or education. See program definitions and resources for additional information.  
(*\$2,000 key factor incentive*)

5. ***Linked to Quality Pre-Apprenticeship*** – Additional incentive if Registered Apprenticeship is linked to a Quality Pre-Apprenticeship program. See program definitions and resources for additional information.  
(*\$2,000 key factor incentive*)

## RESOURCES

### ***Registered Apprenticeship***

#### ***Start Today SD***

[www.starttodaySD.com/](http://www.starttodaySD.com/)

#### ***Office of Apprenticeship***

[www.dol.gov/apprenticeship/#](http://www.dol.gov/apprenticeship/#)

#### ***Apprenticable Occupations***

[www.doleta.gov/OA/occupations.cfm](http://www.doleta.gov/OA/occupations.cfm)

#### ***Federal Regulations***

[www.doleta.gov/OA/pdf/FinalRule29CFRPart29.pdf](http://www.doleta.gov/OA/pdf/FinalRule29CFRPart29.pdf)

#### ***ApprenticeshipUSA Toolkit***

[www.dol.gov/apprenticeship/toolkit.htm](http://www.dol.gov/apprenticeship/toolkit.htm)

#### ***A Quick-Start Toolkit | Building Registered Apprenticeship Programs***

[www.doleta.gov/oa/employers/apprenticeship\\_toolkit.pdf](http://www.doleta.gov/oa/employers/apprenticeship_toolkit.pdf)

#### ***US DOL | High School Apprenticeship***

<https://www.dol.gov/apprenticeship/high-school/index.htm>

#### ***Framework on Registered Apprenticeship for High School Students***

[wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=4799](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4799)

### ***Quality Pre-Apprenticeship***

#### ***US DOL | Pre-Apprenticeship***

[www.doleta.gov/OA/preapprentice.cfm](http://www.doleta.gov/OA/preapprentice.cfm)

#### ***Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources***

[wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=5842](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5842)

#### ***Pre-Apprenticeship Tools and Resources***

[www.doleta.gov/oa/preapp/resources.cfm](http://www.doleta.gov/oa/preapp/resources.cfm)

#### ***Pre-Apprenticeships: Building Strong Apprentices***

[www.apprenticeshipusa.workforcegps.org/resources/2017/04/10/11/56/Pre-Apprenticeships-Building-Strong-Apprentices](http://www.apprenticeshipusa.workforcegps.org/resources/2017/04/10/11/56/Pre-Apprenticeships-Building-Strong-Apprentices)

### ***Career Pathways***

#### ***Career Pathway Enhanced Guide and Workbook***

[www.careerpathways.workforcegps.org/resources/2016/10/20/10/11/Enhanced\\_Career\\_Pathways\\_Toolkit](http://www.careerpathways.workforcegps.org/resources/2016/10/20/10/11/Enhanced_Career_Pathways_Toolkit)