

<u>Policy # 22</u>	
SUBJECT:	Apprenticeship Training Account (ATA)
DATE ISSUED:	July 1, 2021
DATE EFFECTIVE:	July 1, 2016

PURPOSE: To authorize the use of WIOA funds through the Workforce Development Board of Kanawha County (WDB-KC) to provide apprenticeship training for registered apprenticeships listed on the WV Eligible Training Providers List (ETPL) through an Apprenticeship Training Account (ATA). This policy will provide guidance in the use of the Apprenticeship Training Account under WIOA and the WDB-KC.

REFERENCES: Workforce WV Guidance Notice 5-16 change 2; Workforce WV Guidance Notice 6-16 change 1; WDB-KC WIOA Policy 2 Adult DW Eligibility Determination and Registration

BACKGROUND: A registered Apprenticeship is a formalized, structured training program that combines on-the-job training with related practical and technical classroom instruction in highly skilled occupations. The registered apprenticeship is industry driven where the employers determine the skills that are essential to sustain a quality workforce. Registered Apprenticeships target customers who need training and prepares them for in demand occupations.

The Apprenticeship Training Account (ATA) is like the Individual Training Account (ITA) and On-the-Job Training (OJT) that customers who need training to be qualified for in demand occupations will be prepared with the skills necessary to be successful. The apprentice is hired as an employee and earns wages accepted into the program. To qualify as an ATA the apprentice must attend a minimum of 144 hours of classroom training and obtain 2000 hours of on-the-job training per year.

POLICY: The WDB-KC has established the following guidelines to be used in implementing Apprenticeship Training Accounts.

- WIOA funds will be obligated for the current fiscal year in which the award request is approved. Apprenticeship Training Award Requests issued will expire on June 30 of the fiscal year in which they were approved.
- The apprentice, once accepted into the program will receive supervised, structured on-the-job training combined with related technical instruction (RTI) that provides the necessary knowledge required to perform at a high skill level. One or more industry recognized credentials must be received by the apprentice as part of the training.

Training Limits

The WIOA customer receiving ATA funds will be eligible for apprenticeship classroom training (144 hours) each year, with a max of 2 years The ATA classroom training will follow DOL Apprenticeship RTI requirements.



Customers will qualify for one (1) classroom occupational training in a lifetime.

- If funding is limited, WDB-KC will follow the Priority of Service Policy and waitlist requirements.

Training Cost Limits

The maximum amount to be expended for an Apprenticeship Training Account is a lifetime limit of \$20,000. \$10,000 may be paid per year to the RA training provider for the cost of classroom training. This may be done for the first and second 144-hour year of RTI.

Funds obligated on behalf of the customer for the apprenticeship are paid directly to the training provider of record.

ACTION: The Workforce Development Board of Kanawha County will make customers aware of potential benefits and assist in making an informed decision about employment and training options. Exceptions to this policy may be approved by the WDB Director or designee on a case-by-case basis.