



Southwest Georgia Workforce Development Board
Policy/Procedure Name: Apprenticeship Policy
Policy/Procedure #: WIOA-76
Effective Date: October 1, 2024

PURPOSE

This policy provides guidance on the Apprenticeship Program including eligibility, elements, required documentation as well as program performance and requirements regarding the Eligible Training Provider List (ETPL).

STATE POLICY

Reference: Technical College System of Georgia – Office of Workforce Development (OWD)- Policy and Procedure Section 4.4.5 Registered Apprenticeship Programs

LOCAL POLICY

I. Eligibility, Elements and Documentation

Program Eligibility

All Registered Apprenticeship Programs (RAPs) operating in Georgia and registered through the USDOL Office of Apprenticeship (OA) are automatically eligible to be included on the State ETPL.

- A. RAPs, through the RAP Sponsor, must “opt-in” to be included on the State ETPL as outlined through OWD guidance.
- B. RAPs that have opted in to State ETPL must be included on all local ETPLs.
- C. RAPs seeking to be included on State and local ETPLs are not subject to the initial eligibility requirements regarding new training providers or providers submitting new programs. (Ref State Policy and Procedure Manual Section 4.4.4)
- D. RAPs included on the State ETPL do not have continued eligibility requirements and will remain on the ETPL unless removed for one of the reasons listed below under II. Program Performance-Program Removal.

Program Elements

- A. RAPs included on State or local ETPLs must be labeled as an in-demand occupation.
- B. RAPs receiving WIOA-funded services must be associated with full-time, permanent employment beginning at the start of the RAP.
- C. LWDA shall consider and conduct adequate participant suitability when placing apprentices in WIOA- funded RAPs to ensure RAPs and associated employment possess characteristics of a Good Job (per TEGL 07-22), specifically:
 - i. Sustainable and stable living wages;
 - ii. Connection to an accessible, long-term, in-demand career pathway within the region.

Participant Documentation

- A. LWDA must include the following additional documents in the participant case file for participants enrolled in a RAP:
 - i. ETA Form 671
 - ii. Applicable Employer Acceptance Agreement (EAA)

II. Program Performance & ETPL

Program Performance

RAPs included on the State ETPL are not subject to the same information reporting requirements as other non-RAP training providers.

- A. Voluntary reporting of performance information by RAPs on the ETPL is encouraged.
- B. Outcomes for WIOA participants in WIOA-funded RAPs must be included in the State's annual performance report.

Program Removal

- A. RAPs may be removed from the State ETPL for the following reasons:
 - i. Written requests by RAP Sponsor to be removed by ETPL;
 - ii. Written requests by USDOL Office of Apprenticeship to remove RAP from ETPL;
 - iii. Deregistration (or other loss of good standing) by USDOL Office of Apprenticeship;
 - iv. RAP is found to have intentionally supplied inaccurate information;
 - v. RAP has substantially violated any provision of WIOA statute or regulations (e.g., civil rights of discrimination violations)

- B. RAPs removed for reasons iv and v above will be considered terminated for a period of no less than two (2) years.
- C. RAPs removed for reasons iv through v above are liable to repay all WIOA funds expended during the period of noncompliance.
- D. If instances of substantial violation are reported to OWD, OWD will work in concert with the USDOL Office of Apprenticeship to determine if the RAP is terminated from the ETPL. The opportunity for an appeal and hearing is permitted and follows the ETPL Appeal Procedures.
- E. OWD may conduct reviews of RAPs on the ETPL to verify active registration status. OWD may remove any RAPs that are not currently registered with USDOL Office of Apprenticeship.

*Termination for the purposes of this section is defined separately from Removal, as termination implies waste, misuse, or fraud.

Performance

There are no WIOA performance requirements for RA programs and RA programs are not required to provide ongoing reports to the State or Local Workforce Development Boards (LWDBs). OWD will work in concert with the OA to encourage voluntary reporting of performance information.

RA programs must remain registered and in good standing with the OA to remain on the State ETPL. OWD works in concert with the OA to verify registration status.

LWDAs may not impose additional criteria, information or reporting requirements on RA programs. Additionally, if an LWDA has a local ETPL, RA programs should be included and should be noted as 'in-demand occupations'. If an issue arises, LWDAs should contact OWD's Apprenticeship Team for assistance.

Continued Eligibility

RA program sponsors appearing on the State ETPL will remain there as long as the program is registered or until the program sponsor notifies the OWD that it no longer wants to be included on the State ETPL. However, RAs may be removed if determined to have intentionally supplied inaccurate information or to have substantially violated any provision of Title I of WIOA (e.g., civil rights of discrimination violations) or the WIOA regulations, including 29 C.F.R. part 38. An RA 197 program whose eligibility is terminated due to intentionally supplying inaccurate information or substantially violating WIOA provisions will be terminated for not less than 2 years and is liable to repay all youth, adult and dislocated worker training funds, if received during the period of noncompliance.

If instances of substantial violation are reported to OWD, OWD will work in concert with the OA to make the determination of ineligibility. The opportunity for an appeal and hearing is described in the ETPL Appeal Procedures.

At minimum, OWD will conduct a semiannual review of RA programs including verification of the registration status and removal of any RA programs that are not currently registered or no longer wish to continue as ETPs, in collaboration with OA. Although RA programs are not required to provide ETP Performance reports, voluntary reporting of performance information is encouraged under WIOA regulations and outcomes for WIOA participants in WIOA funded RA programs must be included in the State's annual performance report. WIOA § 116 (d)(2).

REFERENCES

Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, enacted July 22, 2014
Workforce Innovation and Opportunity Act Regulations, 20 CFR Parts 678, 680, 683
Reference: Technical College System of Georgia – Office of Workforce Development (OWD)-
Policy and Procedure Section 4.4.5 Registered Apprenticeship Programs

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