



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, 2019. Completed applications must be submitted by October 18, 2019. 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, 2019.

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 19, 2019 – October 18, 2019
Announce Award Recipients:	November 11-15, 2019 during National Apprenticeship Week

Registered Apprenticeship Funding

Length of Contract:	December 1, 2019 – June 30, 2022
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.

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.

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

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.

(Funding of \$20,000)

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.

(Funding of \$10,000)

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. 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.
- 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.
- 4. 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.

RESOURCES

Registered Apprenticeship

Start Today SD

www.starttoday.com/

Office of Apprenticeship

www.dol.gov/apprenticeship/#

Apprenticable Occupations

www.doleta.gov/OA/occupations.cfm

Apprenticeship.gov

<https://www.apprenticeship.gov/>

Federal Regulations

www.doleta.gov/OA/pdf/FinalRule29CFRPart29.pdf

ApprenticeshipUSA Toolkit

www.dol.gov/apprenticeship/toolkit.htm

A Quick-Start Toolkit | Building Registered Apprenticeship Programs

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