

Region VI Workforce Development Board 17 Middletown Road White Hall, WV 26554	Classification: Apprenticeships
	Date: July 1, 2024

Region VI Guidance Letter 26-17, R-7

To: All WorkForce West Virginia Center Managers, staff, and Partners  
All WIOA Career Planner/Eligibility Determination staff  
All Local Service Providers

From: Region VI Workforce Development Board (Region VI WDB)

Subject: WIOA Apprenticeship

1. PURPOSE: To inform the local area of the funding opportunities that Region VI WDB will apply to support apprenticeship programs.
2. REFERENCE: 20 CFR 680.330, 680.700, 680.740, 680.750, TEGL 2-07, TEGL 13-16, TEGL 19-16, Region VI Guidance Letter 3-15, R-8, Region VI Guidance Letter 5-15, R-7, Region VI Guidance Letter 20-16, R-1 and Region VI Guidance Letter 11-16, R-2.
3. BACKGROUND: Registered Apprenticeships are an important component of training and employment services that the workforce system can support through the Workforce Innovation and Opportunity Act (WIOA), as WIOA encourages their use as a career pathway for job seekers and a job-driven strategy for employers and industries. Apprenticeships are a unique training where a combination of classroom and job-based training are required. Apprentices must gain and demonstrate competencies either over a period of time or at specific benchmarks in the apprenticeship program.
4. POLICY:

Region VI will utilize Adult or Dislocated Worker funds in support of apprenticeships, subject to the availability of funds each program year. Participants must meet all of the eligibility requirements of the appropriate funding stream prior to being registered in an apprenticeship program.

Region VI will fund classroom training only with those Registered Apprenticeships listed on the WV State ETPL.

Region VI will fund classroom training only with Pre-Apprenticeship programs and Non-Registered apprenticeships who meet the requirements of other eligible providers of training services and are listed on the WV State ETPL.

Region VI will utilize the following methods in support of apprenticeships:

  - **Apprenticeship Voucher-** There will be a \$6000 cap on the voucher to cover 1 year (12 months) of classroom training costs. These costs may include (but may not be limited to) the costs of the classroom training, and out-of-pocket expenses (equipment, supplies, etc. as determined necessary by the apprenticeship.) Supportive services (transportation assistance as determined through an assessment of need) may be paid to apprentices while participating in classroom training. Participants must complete one year of apprenticeship classroom training (144 hours minimum) within 12 months of the start of the training.

**On-the-Job Training (OJT)** – An Apprenticeship OJT contract may be written with an employer for a WIOA eligible and registered apprentice subject to the requirements outlined in the Region VI Guidance Policy 3-15, R-11 (Policy can be found at <http://www.regionviwv.org/index.cfm/public-information/region-vi-workforce-development-board-guidance-policies/>)

- **ITA/OJT Joint Funding-** A combination of the Apprenticeship Voucher to cover classroom instruction and an OJT contract to cover the on-the-job portions of the apprenticeship may be developed.
- A **Customized Training** contract may be developed to support apprenticeship sponsors and apprentices, subject to the requirements outlined in the Region VI Guidance Policy 11-16, R-2 (Policy can be found at <http://www.regionviwv.org/index.cfm/public-information/region-vi-workforce-development-board-guidance-policies/>)
- **Incumbent Worker Training** may be used for “upskilling” apprentices who already have an established worker/training relationship with the Registered Apprenticeship program. Refer to Region VI Guidance Policy 20-16, R-2 (Policy can be found at <http://www.regionviwv.org/index.cfm/public-information/region-vi-workforce-development-board-guidance-policies/>)

The Region VI Workforce Development Board Executive Director may waive provisions of this policy when the Executive Director determines it is necessary in order to serve individuals with special circumstances.

5. ACTION: Workforce WV Centers and partners in Region VI WDB area will make customers aware of the potential benefits of and assist in making an informed decision about employment and training options.

5. IMPLEMENTATION  
DATE: July 1, 2024, and effective until rescinded or modified by the Region VI Workforce Development Board and Local Elected Officials Board.