

Steps to Developing an Apprenticeship Program

A Register Apprenticeship Program (**RAP**) in California requires at least one employer, one apprentice, a Local Education Agency, and the Division of Apprenticeship Standards (**DAS**).

RAP is a proven "earn and learn" model where an apprentice acquires theoretical skills through education or related supplemental instruction (**RSI**) while demonstrating competencies during on-the-job training (**OJT**). Whether a small business or large organization, RAPs are innovative and viable for all types of companies and industries such as Information Technology, Cybersecurity, Healthcare, Public Sector/Civil Service, Biotech, Clean Energy, Insurance, Financial Services, Transportation, and much more.

RAPs enable and energize more employers to participate and provide access to talent pools trained for entry-level to management positions, meeting industry demands and reducing unemployment rates.

To make the development process as streamlined and straightforward as possible, a Division of Apprenticeship Standards (**DAS**) **Advisor/Consultant—provided free of charge—guides and advises your organization every step of the way, which are as follows:**

1. Help Identify Occupational Needs

You define what occupational needs are necessary to meet the demand and fill the skill gaps in your business. You will identify an O*NET code from a database ([ONet Code Link](#)) that most closely aligns with the occupational needs of your organization. Essential work processes will need to be identified by subject matter experts from your team and other stakeholders or guided by information from the O*Net code database.

DAS Advisors will ask questions similar to-

- What occupation(s) does your business need?
- What specific "skill sets" and certifications do you want apprentices to obtain?
- How many hours of supervised on-the-job training or demonstrated competencies are necessary to acquire proficiency or mastery of those skills?
- Does your business have an existing education/training program?
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2. Connect and collaborate with the Department of Labor Registration (DOL) Office of Apprenticeship (OA)

- Standards Builder walkthrough training video:

<https://vimeo.com/742727965/a9a5745a77>

Use this link for third-party access to Standards Builder- [U.S. Department of Labor \(appiancloud.com\)](#)

National Apprenticeship Week (NAW)

- a. NAW homepage- <https://www.apprenticeship.gov/national-apprenticeship-week>
- b. Register an event- <https://www.apprenticeship.gov/national-apprenticeship-week/register-your-event>

3. Help Identify the organization's, Talent Pool

- Businesses often have critical vacancies and skills gaps that they desperately try to fill. However, finding the talent to fill those needs and gaps comes from several places.

DAS Advisors often recommend the following-

- Upskilling your incumbent workforce
- Training new hires with limited or no experience but an aptitude for learning
- Industry displaced workers

- Students – High Schools, State Universities, Community Colleges, and Adult Education
- Partnering with Community-Based Organizations (CBOs)

4. Help Partner with a Local Education Agency (LEA) for Curriculum

- California requires every registered apprenticeship program to include a Local Education Agency (LEA) to help develop a curriculum or sanction your chosen coursework. They can also be a fiscal agent for grants or other funding opportunities. Provide a broad understanding of the relationship with the LEA, employer, and DAS
- Introductions to LEA's

5. Help Develop Program "Standards."

- Your DAS Advisor will help guide you through a streamlined process for creating and registering the program standards using a template based on your needs. Apprenticeship program "Standards" define the structure of your program and serve as an essential governing and guidance document. Once standards have been completed and signed by all necessary parties, there's a 30-day Public Posting to complete the approval process.
- The standards help to define and provide a framework with some of the following information- O*Net Codes (occupations), Wage Scales, Work Processes, Selection Procedures, Rules & Regulations, Curriculum Requirements, Equal Employment Opportunity Provisions, and Minimum Qualifications.

6. Connect to Funding Resources

California and its employers are seeing unprecedented funding for innovative registered apprenticeship programs earmarked exclusively for programs in nontraditional industries, such as Information Technology, Healthcare, Advanced Manufacturing, Public Sector/Civil Service, Biotech, Clean Energy, Insurance, Cybersecurity, and more. Funding Resources
Other Funding Opportunities

- **[Apprenticeship Innovation Funding](#)**

The Apprenticeship Innovation Funding (AIF) is a new funding source in California as of July 1, 2022, for new and innovative apprenticeship programs, defined as apprenticeships associated with the Interagency Advisory Committee on Apprenticeships (IACA). The AIF aims to support industry-led, sector and/or regionally-based, multiple-employer IACA apprenticeship programs. The State has allocated \$175 million over three years to support the ongoing costs of these programs and classroom training, with \$55 Million allocated explicitly to FY 2022-2023. The funding intends to help both new and existing IACA Apprenticeship programs to grow and scale to meet the needs of more employers and create more earn-and-learn pathways for job seekers.

- **[California Apprenticeship Initiative \(CAI\) New and Innovative Grant Program](#)**

These grants provide for Apprenticeship and Pre-Apprenticeship, and their funds are available through a California Local Education Agency, such as a community college or a county office of education

- **[California Workforce Development Board \(CWDB\)](#)**

Priorities in California's Strategic Workforce Development Plan include the expansion of state-registered apprenticeships and other earn-and-learn models. In 2016, the CWDB disbursed nearly \$5 million in Proposition 39 Clean Energy Job Creation funds to build on the success of the first group of construction pre-apprenticeship pilot projects to implement and advance energy efficiency-focused job-training and placement programs targeting disadvantaged Californians in 11 projects. In addition, the CWDB has invested more than \$10 million in 71 "Workforce Accelerator Fund" projects, including apprenticeships such as a "medical coder" program with Kaiser Permanente and the Service Employees International Union (SEIU). For more information, visit

- **[ETPL Eligible Training Provider List \(ETPL\)](#)**

California's Eligible Training Provider List (ETPL) provides employment training resources for adults and dislocated workers. The ETPL includes training providers eligible to receive Individual Training Accounts through WIOA Title I-B funds

- **[ETP Funds](#)**

The Employment Training Panel uses state funds collected from taxes paid by CA employers. These funds can help offset the cost of training and lead to more significant job creation and employee training, which results in higher employee retention rates.

- **[HRTP WIOA 3.0 Grant Program](#)**

High Road Training Partnerships (HRTP) initiative started as a \$10M demonstration project. HRTP model embodies the sector approach championed by the Board — industry partnerships that deliver equity, sustainability, and job quality. The training partnerships build skills for California's "high road" employers through innovation and investment in human capital.

- **[Cal-E-Grants System](#)**

- The California Workforce Development Board (CWDB) is pleased to announce a new High Road Training Partnership (HRTP) grant making process. The Cal-E-Grants system was deployed in 2021 to support California Workforce Development Board (CWDB) and Employment Training Panel (ETP) grant solicitation and management. In partnership, CWDB and ETP will jointly use Cal-E-Grants to submit, process, and manage their grant portfolios. This is designed to make the process streamlined, accessible and transparent.

- **[Learning-Aligned Employment Program](#)**
 California Student Aid Commission provides an update on the new Learning-Aligned Employment Program (LAEP). This unique program offers eligible students at public colleges and universities the opportunity to earn money to help defray their educational costs while gaining education-aligned, career-related employment.
- **[Regional K-16 Education Collaboratives Grant](#)**
 The K-16 Program is part of a statewide strategy for strengthening education-to-workforce pathways. It addresses the income, racial, and gender inequalities in education and employment. The program provides streamlined pathways from high school to postsecondary education and into the workforce.
- **[Related and Supplemental Instruction \(RSI\)](#)**
 The California Community College Chancellor's Office (CCCCO) is authorized with the oversight and disbursement of RSI funding for California Community College Districts (CCD) as well as Local Educational Agencies (LEAs) that partner with apprenticeship program sponsors. A "local educational agency" is defined as a school district or a county office of education
- **[Strong Workforce Program](#)**
 The Strong Workforce Program invests \$248 million to spur career technical education (CTE) in the State's 115 colleges. It aims to create one million more middle-skill workers. CTE Data Unlocked helps colleges use CTE data to strengthen regional workforce plans.
- **[Strengthening Community Colleges Training Grants](#)**
 The purpose of this program is to address two inter-related needs: 1) to increase the capacity and responsiveness of community colleges to address identified equity gaps, and 2) to meet the skill development needs of employers in in-demand industries and career pathways, as well as the skill development needs of underserved and underrepresented workers. These grants will build the capacity of community colleges to address identified equity gaps and meet the skill development needs of employers in in-demand industries and career pathways leading to quality jobs.
- **[U.S. Department of Labor Grants](#)**
 The U.S. Department of Labor offers grant opportunities through apprenticeship.com, grants.gov, and sam.gov.

Your DAS consultant/advisor can provide more details and connect you to the appropriate funding options listed above.