



## Registered Apprenticeship Incentive Funds Announcement

The Oklahoma Department of Commerce (OOWD) believes that registered apprenticeship serves as a crucial tool for employers to build their own talent pipelines while creating high-wage, in-demand job opportunities for Oklahomans. Research suggests more than 70 percent of jobs in Oklahoma will require education or training beyond high school in the next ten years, but only 42 percent of our current workforce meet that demand. To address this skills gap, employers across all industries are increasingly turning to registered apprenticeship as a workforce development solution.

To support employers and industry partners in creating effective registered apprenticeship programs (RAP), OOWD is pleased to invite you to apply for apprenticeship incentive reimbursement funds to establish new apprenticeship programs or expand existing programs registered with the U.S. Department of Labor (DOL). Funding for this competitive application comes from the U.S. DOL's Office of Apprenticeship grants awarded to the State of Oklahoma.

Incentive reimbursement funds are disbursed over the course of one year and are available per apprentice.

- **\$5000 first apprentice, \$3,000/apprentice thereafter up to \$14,000 for a single employer and \$26,000 for a consortium**
- **\$1000/mentor up to \$3,000 for a single employer & \$6,000 for a consortium**

Applicants applying as a consortium should consist of two or more employers who are committed to creating an apprenticeship program within the same occupation and according to the same apprenticeship standards (such as pay, length of program, minimum requirements, etc.).

Competitive applications will be employer-led, demonstrate a talent pipeline need in an apprenticeable occupation, and in partnership with the local workforce board. Strong applications will also demonstrate an educational plan for the proposed apprenticeship through a partnership with a K-12 school, local Career and Technical Education provider, community college or university, or expert in-house training.

OOWD - Department of Commerce, is accepting incentive applications on an ongoing basis until all funds have been allocated. Applicants will be notified within 30 days of submitting their proposal. Awardees will be required to report detailed apprentice data to OOWD quarterly. Detailed information is available on page 2 of this announcement.

Applications will be accepted on an ongoing basis.

For questions about this announcement, please contact Joe Cox, Apprenticeship Program Officer at [joe.cox@okcommerce.gov](mailto:joe.cox@okcommerce.gov), (405) 301-0875 or John Woods, Apprenticeship Program Officer at [john.woods@okcommerce.gov](mailto:john.woods@okcommerce.gov), (405) 496-8824.



## Frequently Asked Questions

### 1. Who can apply for the apprenticeship incentive funds?

Individual employers, employer consortiums, and intermediaries who have elected to represent an employer/consortium and shoulder the administrative efforts of registered apprenticeship program management are all eligible to apply for apprenticeship incentive funds. Applicants should demonstrate that employers are driving program need and development.

### 2. I already have an apprenticeship program. Can I apply for an incentive funds?

Yes, funds are available to sponsors expanding an existing registered apprenticeship program. Apprenticeship expansion includes expansion to new industries, occupations, or service areas (local/regional, statewide, or national), increasing diversity of registered apprenticeship program populations, or an increase in the number of apprentices registered. Employers applying for expansion funds are required to register their apprentices within 3 months of receiving the award. For those that are adding a new occupation, a new Appendix A must be added and registered with US DOL.

### 3. How much funding will be available for awardees?

Incentive reimbursement funds are disbursed over the course of one year and are available per apprentice.

- **\$5000 first apprentice, \$3,000/apprentice thereafter up to \$14,000 for a single employer and \$26,000 for a consortium**
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### 4. How can reimbursement funds be used?

Funding may be used to:

- Support up to three months of on-the-job learning costs equal to up to 50% of the apprentice wages until funds are expended
- Cover costs associated with related instruction (RI)
  - Tuition and fees
  - Purchase or development of in-house curriculum
  - Training materials
- Fund supportive services
  - Transportation
  - Childcare
  - Tools
  - Uniforms
  - Costs associated with testing for certification/credentials
- Mentor Stipends

Applicants should demonstrate how funds will be utilized in the budget outline in their applications.

**Table 1: Example Incentive Funds timeline**

*Chart is based on an example, time frame for each award will be adjusted to the specifics of the award.*

<b>Example Time Frame</b>	<b>Activity</b>
July 1	Incentive funds approved for applicant
July 1 – September 31	<u>New Programs</u> : Apprenticeship Program developed and submitted to U.S. DOL for registration. <u>Expanded Programs</u> : Post apprentice openings on OKJobMatch and Apprentice Finder; hire first apprentices. Apprentices enrolled in RAPIDS and OKJobMatch
October 1, – December 31	<u>New Programs</u> : Post apprentice openings on OKJobMatch and Apprentice Finder; hire first apprentices.
October 15	Submit quarterly report with apprentice information. (Example shown on <a href="#">page 5</a> )
January 15	Submit 2 <sup>nd</sup> quarterly report with apprentice information.
April 15	Submit 3 <sup>rd</sup> quarterly report with apprentice information
July 15	Submit 4 <sup>th</sup> quarterly report and annual financial and narrative report.

**5. What are the specific incentive fund requirements**

- a) Applications and proposed programs must be employer-led and customized to employers’ specific needs.
- b) The applicant must partner with the local workforce board. To [find your local workforce board](#), visit: <https://oklahomaworks.gov/local-workforce-development-boards>.
- c) Preference will be given to programs that lead to some form of post-secondary credential that is recognized to be of value within the industry (in addition to the U.S. DOL certificate that each apprentice receives).
- d) Applicants will be required to register a Registered Apprenticeship Program with the U.S. Department of Labor that meets the requirements of the Office of Apprenticeship or expand a currently registered program
- e) Briefly outline the technical skills an apprentice will learn in the program, both on the job and in the classroom (RI-related instruction) which includes at least 144 hours per 2000 hours of on-the-job learning for the apprenticeship program.
- f) Applicants must provide their nine-digit DUNS identification number. This number uniquely identifies business entities. If you do not have a DUNS Number, you can get one for free through the D&B website: <http://fedgov.dnb.com/webform/displayHomePage.do>.
- g) Employers must employ, at minimum, the number of apprentices for which they requested funding. Apprentices may be a current employee as long as they were not previously enrolled in an apprenticeship program in the proposed occupation.



- h) Applicants must create an account and post apprenticeship openings on the state's labor exchange system, [OkJobMatch](https://okjobmatch.com/employer) (<https://okjobmatch.com/employer>).
- i) Applicants must register their program as a Registered Apprenticeship program through the U.S. Department of Labor's Office of Apprenticeship. [For more information](#) see: <https://www.apprenticeship.gov/list-your-apprenticeship-jobs>
- j) The program sponsor must add OOWD as a user to the program's RAPIDS account.
- k) The employer must ensure all apprentices receiving incentive funds are enrolled in OKJobMatch.
- l) Applicants will be expected to participate in OOWD's collection of information by submitting quarterly reports with information on enrolled apprentices and an annual report on funds spent.
- m) Provide a budget outline in alignment with the allowable costs. As these are one-time only funds, employers should identify sustainable funding sources to support their apprenticeship program.
- n) Submit monthly or quarterly invoices to [wbl@okcommerce.gov](mailto:wbl@okcommerce.gov) ([sample invoice on page 5](#))

## 6. How do I apply?

Submit the application form (INSERT APPLICATION LINK HERE) to [John.Woods@okcommerce.gov](mailto:John.Woods@okcommerce.gov) or [Joe.Cox@okcommerce.gov](mailto:Joe.Cox@okcommerce.gov) Please identify your application in the email subject line as follows:

Apprenticeship Incentive Funds: NAME OF LEAD EMPLOYER

## 7. Whom should I contact for more information?


Applicants should send all questions related to the incentive funds to Joe Cox at [joe.cox@okcommerce.gov](mailto:joe.cox@okcommerce.gov) or John Woods at [john.woods@okcommerce.gov](mailto:john.woods@okcommerce.gov). Include your name, email, contact information, and question and an OOWD staff member will respond to your queries.

## 8. What information should I review to prepare my application?

In addition to the resources already included in this announcement, we recommend that you read [OOWD's work-based learning guide](#). You can find the guide at <https://oklahomaworks.gov/wp-content/uploads/2018/03/WBL-Employer-Guide-Final-3-5-19.pdf>. We also recommend [U.S DOL's Toolkit for Registered Apprenticeships](#): [https://www.doleta.gov/oa/employers/apprenticeship\\_toolkit.pdf](https://www.doleta.gov/oa/employers/apprenticeship_toolkit.pdf).



# Example Invoice

<b>Oklahoma Office of Workforce Development</b>			
<i>Apprenticeship Incentive Awardee Invoice for Payment</i>			
<b>Invoice Number: DOL2022</b>			
<b>Purchase Order Number: 2022</b>			
Name: Company Name Address: Company Address			
Dates of Service: January 12, 2022			
ITEM DESCRIPTION	ITEM TOTAL	TOTAL # OF ITEM	Total
Print Materials In-House Curriculum and Training Materials	\$ 3,250.00	1.00	\$ 3,250.00
Supportive Services (Books, Fees, School Supplies)	\$ 1,500.00	1.00	\$ 1,500.00
Transportation Gift Card Stipend	\$ 125.00	2.00	\$ 250.00
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
<b>Total Reimbursement</b>			<b>\$ 5,000.00</b>
<p>"By signing this invoice, I certify to the best of my knowledge and belief that the invoice is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements false claims or otherwise.(U.S. Code Title18, Section 1001 and Title 31, Sections 3729-3730 and 3801 and 3812)"</p>			
_____ Authorized Certifying Official Signature		_____ Date	

