



Building and Construction Trades Registered Apprenticeship Sponsors
Frequently Asked Questions:
Partnering with the Public Workforce System

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Q1: What is the Public Workforce System?

A1: The public workforce system is a network of state and local agencies that receive federal funds to help individuals prepare for and find jobs, and to help employers find qualified workers. Career centers, often called one-stop centers or American Job Centers, are located in each state and provide the access point for employers and job seekers to receive workforce development services. The public workforce system has also developed a suite of online services that are available on state and local workforce websites.

One of the main ways public workforce funds are used is to train eligible individuals for occupations in demand in the community. This may involve paying a community or technical college or other post-secondary school for the cost of an individual's training, or it might involve reimbursing an employer for a portion of the costs related to on-the-job training (OJT). Registered Apprenticeship (RA) sponsors may be eligible for these kinds of assistance – to support the costs of related instruction and/or on-the-job learning.

Q2: What services does the workforce system provide for employers and other sponsors of Registered Apprenticeship programs?

A2: Employers and other RA program sponsors can turn to the public workforce system for help finding qualified workers and support for apprenticeship. With a new emphasis by the workforce system on work-based learning and industry sector strategies, workforce systems throughout the country are increasingly partnering with RA programs to enhance their community's economic growth and prosperity.

While the exact menu of services available varies among one-stop centers, they all assist employers to recruit and screen qualified candidates for open jobs. Many one-stop centers also support employers by reimbursing them for a substantial portion of the costs of OJT, typically for new hires, and employers and other apprenticeship sponsors may be eligible to receive this support. The workforce system can also help cover the costs of related technical instruction (classroom training). Note that apprentices must be eligible for workforce funding before these funds can be committed to RA programs. One-stop centers may also help support pre-apprenticeship programs that prepare individuals for RA programs.

Q3: What is the eligible training provider list?

A3: State workforce systems develop a list of training programs on which public workforce funds may be spent. The list is referred to as the Eligible Training Provider (ETP) list. The ETP list is posted prominently on state and local workforce websites.

Common providers of training on ETP lists include technical and community colleges and others that provide quality training programs for job seekers. Recent federal legislation expanded the types of programs that can be included on the state ETP list. **RA programs are now automatically eligible to be added.**

The ETP list offers a number of benefits for RA program sponsors, and joining the list is easy to do. For more information, visit <https://www.dol.gov/apprenticeship/toolkit/implement.htm> and scroll to the bottom of the page to access several resources related to RA programs and the ETP list.

Q4: How can joining the ETP list help me access workforce funding for apprenticeship instruction?

A4: RA program sponsors on a state's ETP list are eligible to access funding that supports training. Workforce funding may cover all or part of the cost associated with related instruction for an individual apprentice or a group of apprentices.

In addition to tuition, individuals receiving workforce funding for related instruction may also receive assistance with books, supplies, uniforms and tools to help them successfully complete training and be ready for work. This is another way in which RA sponsors may reduce the cost of training apprentices.

Joining the ETP list can also provide valuable exposure to, as well as free marketing for, your RA program. The individuals most likely to visit the online ETP list are job seekers looking for training opportunities to help them get a good job.

Q5: How do I request to be included on the ETP list?

A5: You may have already been contacted by the apprenticeship office or workforce agency in your state about joining the ETP list. If not, you can visit the apprenticeship directory, www.doleta.gov/oa/contactlist.cfm, to find the designated apprenticeship contact in your state.

Apprenticeship staff will explain the process by which you and other RA program sponsors in your state can be included on the ETP list.

The process should be simple, requiring you to provide a few basic pieces of information, including:

- Name and address of RA program sponsor
- Occupations included in the RA program
- Name and address of the education provider (if different from sponsor's location)
- Method and length of related instruction
- Number of active apprentices

RA program sponsors can remain on the ETP list indefinitely, as long as their programs remain registered with the State Apprenticeship Agency or the U.S. Department of Labor's Office of Apprenticeship. If a RA program becomes de-registered, the sponsor will be removed from the ETP list. Additionally, RA sponsors can request to be removed from the ETP list at any time.

Q6: Can the workforce system help me recruit apprentices?

A6: Yes. A key function of workforce systems is to recruit, screen, and refer qualified candidates, and apprenticeship sponsors are encouraged to explore this method of recruitment. Sponsors may provide detailed criteria for candidate screening, and workforce systems will ensure they refer apprentices that best meet their needs. By actively engaging with the workforce system, you can gain access to a pipeline of potential apprentices. To find a workforce center near you, please visit www.careeronestop.org/businesscenter/findjobcenters/American_job_center_finder.aspx.

Q7: How can workforce services for youth benefit your apprenticeship program?

A7: The workforce system provides apprenticeship-related services as part of its youth strategies. This includes work experience and work-based learning opportunities, as well as pre-apprenticeship, for youth 16 to 24 years of age. The workforce system can help apprenticeship sponsors find YouthBuild program graduates and Job Corps completers with relevant skills. Additionally, the workforce system partners with education providers (secondary schools as well as post-secondary), and can help sponsors introduce their programs to students in order to build a pipeline of skilled workers for the future.

Q8: How can apprenticeship sponsors utilize pre-apprenticeship programs funded by the public workforce system?

A8: Quality pre-apprenticeship programs can play a valuable role in preparing qualified entry-level workers for apprenticeship careers. Key components of these programs include basic skills preparation and the foundational skills that ensure candidates are qualified and ready to enter and succeed in apprenticeship programs.

Many public workforce programs partner with RA sponsors to improve the success of candidates applying for apprenticeships. **Additionally, public workforce funds can be used to support pre-apprenticeship programs – whether provided by community-based or labor organizations, apprenticeship sponsors, or others.** You are encouraged to contact your local workforce office to explore these possibilities.

The workforce system typically provides supportive services for individuals enrolled in pre-apprenticeship programs. These services might include transportation or child care, books, uniforms, tools, or other items to promote the individual's success while in the program. Each local workforce board establishes the types and amount of supportive services they will provide.

Q9: What other federal sources can help fund my apprenticeship program?

A9: There are a variety of federal resources that may be used to support apprenticeship, including the GI Bill for veterans and Pell Grants for eligible individuals. Please visit the Federal Resources Playbook (www.doleta.gov/oa/federalresources/playbook.pdf) for a complete listing of federal resources.

Additional Resources to Explore

Guide on the Use of Public Workforce Funds:

www.dol.gov/apprenticeship/toolkit/docs/Desk-Aid-Use-of-Funds.pdf

Federal Resources Playbook:

www.doleta.gov/oa/federalresources/playbook.pdf

Information on the Eligible Training Provider List:

<https://www.dol.gov/apprenticeship/toolkit/implement.htm> *(scroll down to the bottom of the page)*

Locate your state apprenticeship representative:

<https://www.doleta.gov/oa/contactlist.cfm>

Find a career center near you:

www.careeronestop.org/businesscenter/findjobcenters/American_job_center_finder.aspx