

DWDB

Memorandum For Record

From: William J. Potter, Executive Director, Delaware Workforce Development Board (DWDB)

Date: November 15, 2016

SUBJECT: Policy #2016004 Inclusion of Registered Apprentices on the Eligible Training Provider List

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1. Purpose. This policy establishes the mechanism for notifying Registered Apprenticeship Sponsors of their automatic eligibility for inclusion on Delaware's Eligible Training Provider List (ETPL) and also establish initial specific guidance concerning the inclusion of Registered Apprenticeship Sponsors to the list.

2. Background. The Workforce Innovation and Opportunity Act of 2014 and 20 CFR, WIOA Final Rule subsection section and 680.470 require the states to establish mechanisms that invite and add Registered Apprenticeships to the ETPL. There are five overarching components:

- Inclusion on the ETPL is Voluntary for Registered Apprenticeship Programs;
- Performance Reporting is not mandatory;
- To receive ITA funds for Registered Apprenticeship clients will meet the requirements for either dislocated workers or adult programs as appropriate;
- Registered Apprenticeship clients are eligible for the same amount normally reserved for college degree programs; and
- Applications for Registered Apprenticeship will mirror those of other programs (excluding performance reporting).

3. Procedure. A uniform procedure is necessary to ensure fair treatment, expedite application processing, and ensure there is no undue burden on providers, clients, or staff.

a. The DWDB will:

- Work with the Delaware Department of Labor, Division of Employment and Training, Office of Registered Apprenticeship (DOL-DETRA) to draft and send a letter to all Registered Apprenticeship Sponsors inviting them to join the ETPL;
- Prepare and distribute an application packet, which includes the state's ITA manual; an abbreviated application that doesn't include performance reporting (although sponsors are welcome to report performance); and
- Process Registered Apprenticeship ITA applications in accordance with DWDB ITA manual

b. The DOL-DETRA will:

- Provide the DWDB with all available postal mail addresses of Registered Apprenticeship Sponsors;
- Keep a running tally of those programs that decline the ETPL invitation;
- Update the DWDB on new Registered Apprenticeship Programs; and
- Act as the liaison between the DWDB, the Delaware Department of Labor, Division of Employment and Training, and the sponsors

c. DOL-DET will:

- Provide clients with Registered Apprenticeship options as appropriate;

4. Supplementation of this policy by DOL-DET is not authorized.

5. Point of Contact. I am the point of contact at 302-761-8163 or [William.potter@state.de.us](mailto:William.potter@state.de.us)

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