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## POLICY # 40

<b>Title:</b>	<b>Apprenticeship On the-Job Training</b>	
<b>Program:</b>	Workforce Innovation and Opportunity Act	
<b>Effective:</b>	December 4, 2019	
<b>Revision #:</b>	2	<b>Original policy date:</b> February 22, 2019

**Purpose:** This policy will provide guidance for the use of the Apprenticeship On-the-Job Training (OJT) wage reimbursement to employers.

**References:** Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128; 20 CFR 680, 681 and WorkForce WV Guidance Notice 6-16 change 2; TEGL 13-16; WDBMOV WIOA Policy 8 Adult /DW Eligibility Criteria; WDBMOV WIOA Policy 9 Priority of Service and Self Sufficiency; This policy is subject to any exceptions authorized by the State of WV;

**Background:** The Workforce Innovation and Opportunity Act provides for on-the-job training activities which may be used to help support Registered Apprenticeship (RA) programs. To be a registered apprenticeship, an apprentice is required to obtain at least 2,000 hours of on-the-job training.

**Policy:** Workforce Development Board Mid-Ohio Valley (WDBMOV) will authorize the use of WIOA or other monies to fund on-the-job-training for registered apprenticeship programs within the region. The amount of funding to be obligated will be determined as part of the budget process each fiscal year. This policy will follow WDBMOV Policy #13 (OJT) but **allows up to 1000 hours of wage reimbursement per each individual participant to employers who are providing OJT hours to WIOA Apprenticeship Training Account (ATA) customers.** Employers who are providing OJT hours to a customer who did not attend ATA classroom training funded by the WDBMOV will receive the current OJT wage reimbursement according to WDBMOV Policy #13 On-the-Job Training. Only an Apprenticeship OJT will be allowed in permanent part-time positions per director approval.

**Action:** The American Job Center (AJC) shall inform individuals applying for or receiving services under Title I of WIOA of their rights under this policy. All recipients and sub-recipients of WIOA funds through Region 4 shall be required to verify compliance with this policy. Failure to follow this policy shall result in disapproval of funds.

**Expiration Date:** This policy shall be in effect until revised or canceled by the Workforce Development Board Mid-Ohio Valley.