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POLICY # 33

Title:	Apprenticeship Training Account (ATA)	
Program:	Workforce Innovation and Opportunity Act	
Effective:	October 1, 2021	
Revision #:	24	Original policy date: February 23, 2018

Purpose: To authorize the use of WIOA funds through the WDB-MOV to provide apprenticeship training for registered apprenticeships listed on the WV Eligible Training Providers List (ETPL) through an Apprenticeship Training Account (ATA). This policy will provide guidance in the use of the Apprenticeship Training Account under WIOA and the WDB-MOV.

References: Workforce WV Guidance Notice 5-16 change 2; Workforce WV Guidance Notice 6-16 change 1; WDB-MOV WIOA Policy 8 Adult DW Eligibility Criteria; WDB-MOV WIOA Policy 9 Priority of Service and Self Sufficiency.

Background: A registered Apprenticeship is a formalized, structured training program that combines on-the-job training with related practical and technical classroom instruction in highly skilled occupations. The registered apprenticeship is industry driven where the employers determine the skills that are essential to sustain a quality workforce. Registered Apprenticeships target customers who need training and prepares them for in demand occupations.

The Apprenticeship Training Account (ATA) is like the Individual Training Account (ITA) and On-the-Job Training (OJT) in that customers who need training to be qualified for in demand occupations will be prepared with the skills necessary to be successful. The apprentice is hired as an employee and earns wages accepted into the program. To qualify as an ATA the apprentice must attend a minimum of 144 hours of classroom training and obtain 2000 hours of on-the-job training per year.

Policy: The WDBMOV has established the following guidelines to be used in implementing Apprenticeship Training Accounts in the WDB-MOV.

- WIOA funds will be obligated for the current fiscal year in which the award request is approved. Apprenticeship Training Award Requests issued will expire on June 30 of the fiscal year in which they were approved.
- All WIOA Adults, Dislocated Workers, and Youth applying for an Apprenticeship Training account (ATA) **must pass drug testing** as required in guidelines outlined in WFWV Guidance No 15-12 Change 2, to be enrolled in and be eligible/receive funding for an ATA.

The apprentice, once accepted into the program will receive supervised, structured on-the-job training combined with related technical instruction (RTI) that provides the necessary knowledge required to perform at a high skill level. One or more industry recognized credentials must be received by the apprentice as part of the training.

Training limits

The WIOA customer receiving ATA funds will be eligible for apprenticeship classroom training (144 hours) each year, with a max of 2 years The ATA classroom training will follow DOL Apprenticeship RTI requirements.

Customers will qualify for one (1) classroom occupational training in a lifetime.

- If funding is limited, WDB-MOV will follow the Priority of service policy #9 and waitlist requirements.

Training Cost Limits

The maximum amount to be expended for an Apprenticeship Training Account is a lifetime limit of \$10,000. \$5000 may be paid per year to the RA training provider for the cost of classroom training. This may be done for the first and second 144 hour year of RTI.

Funds obligated on behalf of the customer for the apprenticeship are paid directly to the training provider of record.

Action: Workforce WV centers will make customers aware of the potential benefits of and assist in making an informed decision about employment and training options. Exceptions to this policy may be approved by the WDB Director or designee on a case by case basis.

Expiration Date: Effective until rescinded or modified by the Workforce Development Board Mid-Ohio Valley.