



SUNY Apprenticeship Program Plan & Funding Guidelines

Overview

The State University of New York (SUNY), in partnership with the New York State Department of Labor (NYSDOL) coordinate activities to help the expansion of Registered Apprenticeship in NYS, focused on engaging small, medium, and large employers in New York to secure paid Registered Apprenticeships in high-skilled, high demand, competitive wage occupations in the advanced manufacturing and healthcare sectors with expansion to other high need industry areas. This is made possible through the \$3 million in 2016/17 and \$3 million in the 2017/18 New York State Enacted Budgets “for services and expenses of the Apprentice SUNY program to support SUNY community colleges in establishing and developing Registered Apprenticeship programs with area businesses which may include Educational Opportunity Centers (EOCs).” The funding will be distributed in two phases: \$3 million in Phase 1 which has already been allocated and \$3 million in Phase 2 which will be allocated in spring 2018.

Background

In order to meet the growing need for a skilled workforce, New York State has provided funding for community colleges to develop one of the largest statewide public/private partnership apprenticeship programs in the country. Collectively, the SUNY program will assist in developing 2,000 Pre-Apprentice and Registered Apprenticeships over a four to six-year period in advanced manufacturing, healthcare and other high needs fields. In partnership with NYSDOL’s Apprenticeship Office, this program will leverage the resources and capacity of the community colleges, as well as other SUNY colleges to provide expertise and support to expand apprenticeships in high-need areas.

The program will focus on marketing and outreach, as well as innovative enhancements for Related Instruction (RI) including competency-based training and exploring non-credit and credit certificate and degree programs with Registered Apprenticeship. Additionally, the program will consider innovative ideas for Pre-Apprenticeship Training to include new pathways for underrepresented populations.

SUNY’s leadership has made a commitment to economic development and now has the ability to generate unprecedented employment opportunities in Registered Apprenticeships through this statewide effort. Building on the success of training workers for high-tech jobs through TAACCCT, and through partnership with EOCs, SUNY will use the Registered Apprenticeship model to assist job seekers including dislocated and underemployed workers, as well as students to secure skilled employment and education, as well as help businesses meet their workforce needs.

Structure

As part of the SUNY Performance Improvement Fund (PIF) process, in Phase 1 of the program, two community colleges will act as fiscal leads for the industry focus areas of advanced manufacturing and healthcare. Other colleges will be identified through an application process to expand programming across the state. For Phase 2, other industries such as Information Technology and Cybersecurity,

Hospitality, and Transportation and Logistics may be proposed based on evidence of interest from employers and possible sponsors. Also for Phase 2, additional fiscal college leads may be identified.

Strategies

Based on the strong partnership between SUNY and NYSDOL's Apprenticeship Office, the following are strategies identified to seek to grow the number of Registered Apprentices and sponsors in New York State. All of these strategies and activities will require staff on SUNY campuses who are knowledgeable in the areas of Registered Apprenticeship. NYSDOL will partner with colleges and provide support including training sessions, materials, and technical assistance in setting up Registered Apprenticeships.

- **Marketing:** Registered Apprenticeship is a time-honored workforce development tool that combines on-the-job training with classroom and technical training. Registered Apprenticeship is a job. Programs are sponsored by employers, groups of employers or associations and provide apprentices with the opportunity to learn a trade while they earn a paycheck. While celebrating its' 77th year in New York State, Registered Apprenticeship has been getting increased attention in Washington, DC and around the country. Despite its longevity and attention, there are many misconceptions about Registered Apprenticeship. For example, there is sometimes confusion regarding what kinds of employers or what kinds of jobs or trades are appropriate for Registered Apprenticeship. A more robust and targeted marketing campaign can help to provide more accurate information to employers in new and emerging trades. A goal of SUNY's apprenticeship program is to expand apprenticeship in New York State. SUNY campuses around the state have relationships with employers across a number of different industries. By tapping into those networks, this program can provide information to potential sponsors and answer questions about Registered Apprenticeship. In addition, for the first time, there are funding opportunities available for expanding apprenticeship into new and emerging industries. A key part of the marketing strategy is to disseminate information about these grants and tax credits and coordinate the various funding streams.
 - **Industry Roundtables and Site Visits:** Convening employers in a particular industry on a regional basis or organizing site visits to specific employers or sponsors can aid the expansion of Registered Apprenticeship. Using roundtables and site visits, colleges, in partnership with NYSDOL, will help identify particular workforce needs and skills gaps that can be filled through the Registered Apprenticeship program and identify employers and other allowable organizations who are interested in becoming sponsors of RA programs. The roundtables and site visits can aid in the development of the training outlines and the particular tasks involved in individual trades. Linking these roundtables to the work of the Regional Economic Development Councils and the Statewide Workforce Development Board are important to meeting the workforce development needs in critical industries across the state.
 - **Local Workforce Development Board Partnerships:** Local Workforce Development Boards (LWDB) are another component in the marketing strategies for Registered Apprenticeship. They have unique relationships with employers in their areas and know firsthand which industries are experiencing skills gaps and what is needed in their area. Each LWDB has at least one member who is linked to Registered Apprenticeship and the new Workforce Innovation and Opportunity Act (WIOA) regulations include an increased emphasis on Registered Apprenticeship as a workforce development solution.

By connecting SUNY's apprenticeship program with the activities and resources of the LWDBs, the program will reach employers who are interested in Registered Apprenticeship.

- **Aid in Related Instruction:** Registered Apprenticeship requires a minimum of 144 hours of Related Instruction per year in addition to the on-the-job training tasks and hours. While some larger sponsors are able to provide this instruction in house, many employers look to institutions such as SUNY campuses as a source of that instruction. There are many SUNY campuses already involved in providing Related Instruction, but there are some areas of the state that still experience a gap in the availability of Related Instruction. SUNY campuses will help in identifying those gaps and exploring ways to fill the need. In addition to encouraging more campuses to offer courses, campuses may wish to offer online courses and promote them through Open SUNY.
 - **Certificates and Associates Degrees as part of Related Instruction:** Connecting the Related Instruction required by Registered Apprenticeship to certificates and degrees from institutions of higher education is a movement that is being encouraged across the country. Some programs in the state already have that connection, allowing apprentices to graduate from programs with not only a certificate of completion from NYSDOL for the apprenticeship program, but also an Associate's Degree from an accredited college. Increasing the linkage between the Related Instruction portion of Registered Apprenticeship and degrees from two-and four year colleges will be a benefit to apprentices and the campuses. Micro-credentials might also be a way to create a pathway from non-credit to credit for apprentices. (See new guidelines from SUNY on micro-credentials: <http://system.suny.edu/academic-affairs/microcredentials/>.)
- **Hybrid and Competency-Based Programs and Testing:** Some employers interested in sponsoring Registered Apprenticeship programs are looking beyond the traditional time-based program, where apprentices spend a certain number of hours becoming competent in the particular tasks detailed in the training outline, in favor of competency and hybrid programs. Apprentices in competency-based programs participate in the program until they demonstrate a competency in the required on-the-job training and Related Instruction skills. A hybrid program is a competency program that requires a certain number of hours spent on each task before being given the opportunity to demonstrate they have attained the skills. Regulations require that sponsors of both competency and hybrid programs develop both hands-on and written tests to measure the competency of the apprentices and ensure that they have mastered the skills outlined in the work process. In addition, the tests must be administered by a qualified, neutral, third party. SUNY colleges can serve a crucial role in the development of these programs and testing instruments and faculty can serve as independent testers needed by sponsors. Many sponsors do not have access to resources that could be deemed independent nor do they have the ability to develop the needed testing implements.
- **Pre-Apprenticeship Programs:** Pre-Apprenticeship programs can be an important part of Registered Apprenticeship. It can give potential apprentices needed skills in order to thrive in and complete their apprenticeship. Many examples of Pre-Apprenticeship programs exist in the construction trades. Developing models for other industries such as advanced manufacturing and healthcare can increase the number of people who meet the minimum requirements for these new

trades, as well as in encouraging diversity. As a starting point to developing pre-apprenticeship programs, SUNY will use USDOL information guidelines along with input from NYSDOL: <https://www.doleta.gov/OA/preapprentice.cfm> and https://wdr.doleta.gov/directives/attach/TEN/TEN_13-12_Acc.pdf.

Registered Apprenticeship Funding Guidelines:

Industry Focus: Advanced Manufacturing and Healthcare are the main industry focus areas for Phase 1; however, other industries including Information Technology, Hospitality and Transportation and Logistics may be proposed based on evidence of interest from employers and possible sponsors. A separate request for a white paper will be available for colleges interested in Phase 2.

Eligibility: All 30 community colleges operating under the program of the State University of New York are eligible to submit proposals to the lead fiscal colleges for Phase 1 (see application contacts below). EOCs and SUNY state-operated institutions may partner with a community college(s) on proposals.

Funding Criteria: Funding amounts are variable based on the proposed activities. However, there are funding caps for certain activities. Funding applications will be reviewed on a rolling basis subject to funding availability. Applications will be reviewed by a committee comprised of representatives from SUNY System Administration, NYSDOL, and the lead fiscal colleges. The selection committee will review all proposals and notify the applicants with questions and/or final funding decisions. Applicants may be asked to revise a proposal based on review committee recommendations. Funding will be distributed by sub-award from two fiscal college leads for Phase 1 funding. Funding will be provided in two installments, one at the acceptance of the project proposal and one installment at the conclusion of the project. For Phase 2, additional fiscal college leads may be identified.

Please note: No indirect costs will be allowed. However, at the discretion of the review committee, a project management fee (not to exceed 10% of the total project) may be applied depending on the proposal and scope.

Reporting Requirements: Funding recipients will be required to provide progress reports and a project completion report that details success in achieving the stated project goals and metrics. A scope of work and budget will be required upon application acceptance and is subject to the approval of SUNY System Administration, in consultation with NYSDOL and each lead fiscal college. Failure to meet reporting requirements may result in the withholding of future SUNY and New York State funds. Site visits may be conducted.

Proposal Submission: Each funded project must submit an application (separate excel form) to the contacts below. General questions may be directed to Jennifer Miller, SUNY System Administration (Jennifer.miller@suny.edu)

Application Contacts:

- Advanced Manufacturing Submissions: James Willey (jwilley@mvcc.edu)
- Healthcare Submissions: Mary Kohan (kohanmj@sunysccc.edu)