



Apprenticeship  
Programs at SUNY

## Funding Guidelines

**Application Link:** <https://app.smartsheet.com/b/form/e19f5de32fea415ebf3f6a340f930da1>

### Overview

The State University of New York (SUNY), in partnership with the New York State Department of Labor (NYSDOL), and the United States Department of Labor (USDOL) coordinate activities to expand Registered Apprenticeship (RA) in New York, with a focus on engaging small, medium, and large employers to secure paid Registered Apprenticeships in high-skilled, high demand, competitive wage occupations with a focus on underrepresented groups. The Apprenticeship Programs at SUNY will assist in developing over 3,000 pre-apprenticeships, Registered Apprenticeships, and Five Hallmark/Work-Based Learning opportunities by leveraging campus relationships with employers.

The **SUNY Apprenticeship Program** (SAP) funded through the New York State budget began in Fiscal Year 2016/17. Industry focus areas include:

- Advanced Manufacturing\*
- Healthcare
- Other (non-construction)\*\*

\* SUNY uses the NIST definition to determine if a company is in the manufacturing sector. Companies will qualify if they have a [NAICS](#) six digit code beginning with a 31, 32, or 33. The following additional NAICS codes qualify: 423510 - Metal Service Centers and Other Metal Merchant Wholesalers, 488991 - Packing and Crating, 54171X - Research and Development, 541330 - Engineering Services, 541380 - Testing Laboratories, 561910 - Packaging and Labeling Services, and 811310 - Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance.

\*\* SUNY uses [NYSDOL's Empire State Apprenticeship Tax Credit](#) (ESATC) program criteria which is focused on in-demand occupations throughout the state, excluding construction. However, Registered Apprenticeship programs in the construction trades are eligible if the trade will be used for the upkeep and maintenance of a facility owned by the apprentice's employer, such as the plant maintenance trades.

The **New York College Apprenticeship Network** (NYCAN) is supported by a \$7.9 million grant from the U.S. Department of Labor, Employment and Training Administration, administered by The Research Foundation for SUNY. NYCAN supports apprenticeships in advanced manufacturing.

Registered Apprenticeship is a time-honored workforce development tool that combines on-the-job training (OJT) with classroom and technical training which can be provided at SUNY colleges. Programs are sponsored by employers, groups of employers or associations and provide apprentices with the opportunity to learn a trade while earning a paycheck.

### **SUNY Structure**

SUNY has designated lead campuses to administer the funding. SUNY Schenectady for healthcare, and Mohawk Valley Community College for advanced manufacturing, and other sectors (non-construction) to address areas such as tourism/hospitality, agriculture, and transportation/logistics. SUNY is partnering with the Manufacturers Association of Central New York (MACNY) and their Alliance Partners as well as the Workforce Development Board of Herkimer, Madison, Oneida (WDB HMO) and the WDB network across the state to broaden the outreach.

- **Advanced manufacturing:** Matt Maloy ([mmaloy@mvcc.edu](mailto:mmaloy@mvcc.edu)) or Sara Heinrich ([sheinrich@mvcc.edu](mailto:sheinrich@mvcc.edu))
  - *Agreement numbers will reference 154/155*
- **Healthcare:** Lauren Lankau ([lankaul@sunysccc.edu](mailto:lankaul@sunysccc.edu)) or Sarah Wilson-Sparrow ([wilsons@sunysccc.edu](mailto:wilsons@sunysccc.edu))
  - *Agreement numbers will reference 200/299*
- **Other (non-construction):** Jon-David Velletto ([jvelletto@mvcc.edu](mailto:jvelletto@mvcc.edu))
  - *Agreement number will reference 300/400*
- **SUNY System Administration:** Mary Kohan ([mary.kohan@suny.edu](mailto:mary.kohan@suny.edu)) or [apprenticeship@suny.edu](mailto:apprenticeship@suny.edu)

### **Eligibility**

All 30 SUNY community colleges are eligible to submit proposals to the lead fiscal colleges. Education Opportunity Centers (EOCs) and SUNY state-operated institutions may partner with a community college(s) on proposals. NYCAN funding is limited to SUNY community colleges.

Applications must be submitted a minimum of three weeks prior to any scheduled activities.

### **Funding Opportunities**

Based on the strong partnership between SUNY and NYSDOL's Apprenticeship Office, the following are strategies to grow the number of Registered Apprentices and sponsors in New York State. Colleges may

apply for funding to implement these strategies. NYSDOL and other SUNY partners will support colleges and provide technical assistance.

- **Industry Roundtables:** Convening employers will help expand Registered Apprenticeships and provide accurate information to employers in new and emerging trades. By hosting Industry Roundtables, colleges, in partnership with NYSDOL and other SUNY partners, will identify particular workforce needs and skills gaps that can be filled through a RA program with training offered by a SUNY college. A primary goal of the roundtables is to identify employers and other eligible organizations interested in becoming sponsors of Registered Apprenticeship programs. A representative from NYSDOL must be included on the agenda for all Industry Roundtables funded by SUNY. Inclusion of staff from WDBs, Educational Opportunity Centers and Community Based Organizations is encouraged. Finding a location with no costs associated is encouraged. If an event is held off campus, room rental fees may be charged; if on campus, room fees are not eligible. Virtual Industry Roundtables are encouraged if possible. No costs may be associated with the event, but an application should be submitted to allow for coordination with NYSDOL and to include in tracking of grant activities.
- **Pre-Apprenticeship:** A pre-apprenticeship program prepares potential apprentices with the skills necessary to meet entry or progression requirements and/or succeed in a Registered Apprenticeship or career. Application must demonstrate an alignment to active Registered Apprenticeship trades. If there are no local employer sponsors, college may use this as a tool to grow sponsorship in the region. Pre-apprentices must be considered students at the college for the training activity. Programs are not intended to encompass items from Appendix B or prior credit learning. To be eligible for funding, pre-apprentices will be required to sign an Information Release Form providing access to Personally Identifiable Information (PII). The form is available on the SUNY Apprenticeship website on the secure page ([www.suny.edu/apprenticeship](http://www.suny.edu/apprenticeship)). Colleges may reference the following resource from USDOL when creating a pre-apprenticeship program: [https://wdr.doleta.gov/directives/attach/TEN/TEN\\_13-12\\_Acc.pdf](https://wdr.doleta.gov/directives/attach/TEN/TEN_13-12_Acc.pdf). Invoices for pre-apprenticeship activity(s) are to be submitted no later than one month of course completion.

### 1) Pre-Apprenticeship Community-Based Training

A pre-apprenticeship community-based training will be considered successful if the trainee either becomes a registered apprentice or receives a job that aligns to the training. Additionally, to ensure SUNY pre-apprentices across NYS understand what registered apprenticeship is, campuses are required to show this video during the training: [https://drive.google.com/file/d/1u1BviFoyMxw4mSXZusLMew9x42rxqcpw/view?usp=share\\_link](https://drive.google.com/file/d/1u1BviFoyMxw4mSXZusLMew9x42rxqcpw/view?usp=share_link). Trainings that include an industry recognized credential are strongly encouraged. Colleges are required to follow up with participants to report job placement three months after training completion. It is strongly suggested that employers interact with the pre-apprentices. To be considered a pre-apprentice training under SUNY funds, trainings must be a minimum of 24 hours. The youngest eligible pre-apprenticeship participants are high school seniors graduating within three months of program completion so they may obtain employment within the follow up period.

**Components that must be broadly included in a community-based pre-apprenticeship training are:**

- Leadership
- Communication
- Professional skills/behavior
- Pathways within job field to which training aligns (including labor market information)
- Overview of Registered Apprenticeship (including funding opportunities)
- Job seeking skills (LinkedIn, resume)
- Safety as related to the job
- Skills training in industry sector

**Components that could be included in community-based pre-apprenticeship training are:**

- Sexual harassment training
- CPR/first aid
- Interest inventory
- Basic computer
- College transition
- Credential related to a job
- Employer interaction with pre-apprentices

**2) Pre-Apprenticeship Training for Incumbent Workers**

Incumbent worker pre-apprenticeship training will be considered successful if the trainee either becomes a registered apprentice or receives a promotion (new title, an increase in salary, or a shift from part-time to full-time). Job retention may also be reported. In this case, pre-apprenticeship funds are intended to support the selection of registered apprentices. The company must be a registered sponsor OR have a program application pending with NYSDOL for sponsorship. Colleges are required to follow up with employers/participants to report job status three months after training completion.

- **Related Instruction:** Registered Apprenticeship requires a minimum of 144 hours of Related Instruction (RI) per year in addition to OJT. While some sponsors provide this instruction in-house, many employers look to institutions such as SUNY as a source of that instruction. RI can be offered as either credit or non-credit training and may be completed online. Training provided as prior learning will not be covered. Additionally, funds may be used in this area to support the purchase of participant supplies which are explicitly stated as required by a course. Apprentices must be considered students of the college for the training activity. College must be listed on the NYS Education Department's approved Related Instruction provider list for the trade and the sponsor must designate the college as a RI provider. A strong RA program includes an industry-recognized credential such as a diploma, an occupational/training certification or SUNY microcredential, certificate or degree, etc. Until a Registered Apprentice's required

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Related Instruction has been successfully completed and the apprentice has exited the program, funding may only be used for courses which directly apply to RI as outlined in the trade's Appendix B. Following RA completion, the apprentice may continue to take courses toward microcredential, certificate and/or degree completion with payment provided until the student has reached the funding cap of \$5,000. Note that an apprentice may repeat a qualifying RI course due to incompleteness or failure only once using SUNY funds. To be eligible for funding, apprentices will be required to sign an Information Release Form providing access to Personally Identifiable Information (PII). Employers with apprentices funded through NYCAN will be required to sign an agreement and provide leverage to meet grant requirements. Forms are available on the SUNY Apprenticeship website on the secure page ([www.suny.edu/apprenticeship](http://www.suny.edu/apprenticeship)).

- **Five Hallmarks/Work-Based Learning (WBL) Training Programs:** If a SUNY community college has identified a company in advanced manufacturing that meets the five hallmarks of a quality WBL training program (see bottom of document for details) and the employer can provide examples of how the specified criteria is met, an employee is eligible for up to \$1,500 in New York College Apprenticeship Network (NYCAN) funds to support the costs of one training per person at a company. These funds are for use in steering a company toward registered apprenticeship. The funds are considered a portion of the \$5,000 RI funds for which a participant moving into a registered apprenticeship would then be eligible to fully access.
- **Curriculum Development:** Generally, a three-credit course will be approved for 72 hours of Related Instruction. Funding, for credit and non-credit courses, is available for both new course creation and course revision that meet requirements for RI and are connected to an existing or pending RA program. For any curriculum development or revisions covered by the Apprenticeship Programs at SUNY the funded campus must agree to share the curriculum with other SUNY institutions. Curriculum developed to be offered online or hybrid must include an instructional designer and follow the SUNY course design rubric ([www.oscqr.org](http://www.oscqr.org)). If a course is credit bearing and being offered online, it must be listed on SUNY Online.
- **Hybrid and Competency-Based Assessment Tool Development and Administration:** Hybrid and competency-based programs allow apprentices the opportunity to demonstrate their mastery of skills as they are attained. Regulations require that sponsors of both competency and hybrid programs develop hands-on and written assessments to measure the competency of the Registered Apprentices as outlined in the work process. The assessment must be administered by a qualified, neutral, third party. SUNY colleges have the unique combination of proven development capabilities and subject area expertise for the creation and administration of the assessment instruments. This strategy needs to be developed and administered in conjunction with an approved sponsor with the college included in the testing plan. For any assessment development covered by the Apprenticeship Programs at SUNY the funded campus must agree to share the assessment with other SUNY institutions. Room fees are not an eligible expense for assessment administration.

**Funding Caps**

<b>Industry Roundtables</b>	Up to \$2,000 per in-person roundtable, no funding is available for virtual roundtables. <i>Note: please apply for an amount close to anticipated costs rather than maximum.</i>
<b>Pre-Apprenticeship</b> <sup>1, 2</sup>	Up to \$1000 per pre-apprentice.
<b>Related Instruction</b> <sup>1, 2</sup>	Up to \$5,000 per Registered Apprentice (apply for full amount in one application even if completed over several semesters). <i>Note: \$5,000 is intended to cover multiple years of training.</i> Up to \$1,500 per person is available for Five Hallmarks/Work-Based Learning Programs only in the Advanced Manufacturing Sector and only through a SUNY Community College.?
<b>Curriculum Development</b> <sup>2</sup>	Commensurate with college policy, cap of \$3,500 for a new course and \$1,750 for course revision.
<b>Hybrid &amp; Competency-Based Assessment Tool Development and Administration</b> <sup>2</sup>	Determined on a case-by-case basis.
<b>Project Management (all projects are eligible)</b>	Up to 10% of total proposed project cost is available for the SUNY college.

- 1) *For applications in the advanced manufacturing sector a portion may be paid through the New York College Apprenticeship Network (NYCAN).*
- 2) *A sponsor is required when applying for this category. Sponsor may be current or pending sponsor or group sponsor at time of application, but funding will not be formally approved until sponsorship and college's Related Instruction provider status are approved by appropriate NYS agency.*

**Application and Funding Process**

SAP projects must be concluded prior to December 31, 2027. NYCAN concludes July 14, 2024. Applications will be reviewed on a rolling basis, subject to funding availability, by a committee comprised of representatives from SUNY System Administration, NYSDOL and the lead campuses. For applications in the advanced manufacturing sector a portion of Related Instruction and pre-apprenticeship may be paid through NYCAN (a separate application is not required). Funding streams will be determined by SUNY and the lead campus.

Following review, the lead campus will contact applicants with questions and/or final funding decisions. Applicants may be asked to revise a proposal based on committee recommendations.

An agreement will be signed between awarded institution and lead campus. Invoices are to be submitted no later than one month of course completion. All payments are made at the conclusion of the funded activity after invoice and necessary backup materials are submitted and accepted. Invoice submission checklist is available at: [invoice submission checklist](#).

### **Awarded College Requirements**

Funded institutions will be required to:

- Obtain and submit signed Information Release Forms (all pre-apprentices and apprentices) and Employer Agreement Forms (advanced manufacturing only)
- Enter necessary data into SUNY electronic forms
- Invoice lead campus in a timely manner using electronic form following completion of funded activities
- Promote activities through social media and other channels in coordination with SUNY's outreach plan
- Provide project updates as requested by SUNY and its partners including success stories, photos, etc.

Failure to meet these requirements may result in the withholding of future installments of Apprenticeship Programs at SUNY funding, as well as future SUNY and New York State funds.

### **Five Hallmarks/Work-Based Learning (WBL) NYCAN Only**

Funding through NYCAN is available for non-registered programs in advanced manufacturing. To qualify an employer must meet all five of the following hallmarks of a quality apprenticeship program.

#### **1) Paid, Work-Based Component**

Apprenticeship programs must pay apprentices at least the applicable Federal, state, or local minimum wage or a Federally approved stipend under Federal wage requirements if otherwise applicable and must describe wage progression requirements. Additionally, programs must address how they will provide apprentices the opportunity to gain upward mobility in the industry.

**2) On the Job Training (OJT) Training and Mentorship** An important aspect of apprenticeship programs is offering apprentices the opportunity to apply what they are learning to their work through well-designed and highly structured work experiences. While they are learning on the job,

programs should provide mentors to support apprentices and provide guidance on an industry or company culture, and industry or workplace policies and procedures.

### **3) Educational and Instructional Component**

Apprenticeship programs must provide or arrange for classroom or related instruction that is high-quality and adequate to help apprentices achieve their proficiency goals or earn credentials or certifications. As an important indication of quality, programs must be designed to ensure that apprentices receive college credit for classroom or related instruction.

### **4) Industry-Recognized Credentials Earned**

Upon completion of the apprenticeship program, apprentices must earn industry-recognized credential(s). The credential(s) must be portable, and applicants must identify all of the portability benefits in the application. In sectors in which generally accepted credentials already exist or will be issued by industry organizations or credentialing bodies, applicants must describe whether program completion will result in one or more of these existing credentials or qualify an apprentice to sit for relevant credentialing exams. In sectors where independent credentials exist and are not issued by the apprenticeship program, the program must describe the alternative credential that apprentices may earn.

### **5) Safety, Supervision, and Equal Employment Opportunity**

Apprenticeship programs must have policies and procedures in place to ensure a safe working environment that adheres to all applicable Federal, state, and local safety, employment, and equal opportunity laws and regulations.