Apprenticeship Programs at SUNY

Funding Guidelines

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Update 10/24/24

Overview

The State University of New York (SUNY), in partnership with the New York State Department of Labor (NYSDOL), and Empire State Development Office of Workforce Development (OSWD) 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.

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.

The Apprenticeship Programs at SUNY (APS) are funded through an appropriation in the New York State budget which began in Fiscal Year 2016/17 which states, "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." SUNY also receives funding administered through OSWD. Occupation focus areas include:

- Advanced Manufacturing Occupations
- Healthcare and Human Services Occupations
- Other Occupations (excluding construction trade titles)

To determine eligibility for funding SUNY uses NYSDOL's Empire State Apprenticeship Tax Credit (ESATC) and AEG-4 RFA program criteria which is focused on in-demand occupations throughout the state, excluding construction. The Occupational Information Network (O*NET) is an interactive application for exploring and searching occupations and their distinguishing key features. O*NET codes under the job family Construction (47) are generally not supported by SUNY unless the occupation/trade is to be used to 1) support an activity conducted within a facility owned or operated by the business entity employing the apprentice or 2) for the upkeep and maintenance of a facility owned or operated by the business entity employing the apprentice. As an example, Heating, Ventilation and Airconditioning Mechanic; Site Safety Manager; and Construction Manager do not fall into the 47 O*NET code therefore SUNY is able to support these occupations. While Metal Refinisher, Plumber and Pipefitter, and Sheet Metal Worker do fall into the 47 O*NET code, non-construction companies may support these occupations/trade titles. Support of 47 O*NET titles will be reviewed on a case-by-case basis.

SUNY Structure

The program is housed at SUNY System Administration in the Office of Community Colleges and the Education Pipeline.

- Mary Kohan (Mary.Kohan@suny.edu)
- Jan Hennessy (Jan.Hennessy@suny.edu)
- Michael Betz (Michael.Betz@suny.edu)
- General (apprenticeship@suny.edu)

Apprenticeship Business Developers (ABD)

Apprenticeship Business Developers work statewide in partnership with local SUNY campuses, NYSDOL and other partners to market apprenticeship programs to employers and interact with school districts, guidance counselors, teachers, etc. to introduce apprenticeship opportunities.

- Angelina Blank (Angelina.Blank@suny.edu), North Country and Central NY
- Kim Thurn (Kim.Thurn@suny.edu), Capital Region and Mohawk Valley
- Jeff Lowther (Jeff.Lowther@suny.edu), Hudson Valley and Southern Tier
- Kelly Navarro (Kelly.Navarro@suny.edu), Western NY and Finger Lakes

Lead Campuses

SUNY has designated lead campuses to administer the funding.

Mohawk Valley Community College (MVCC) supports advanced manufacturing, and other occupations (excluding construction trade titles).

- Sara Heinrich (Sheinrich@mvcc.edu)
- Qamar Fahmi (Qfahmi@mvcc.edu)
- Morgan Roller (Mroller@mvcc.edu)

SUNY Schenectady (SCCC) supports healthcare and human services occupations.
- Lauren Lankau (Lankaul@sunysccc.edu)
- Michelle Kraines (Krainesm@sunysccc.edu)

When applying for funding the occupation/trade title will be used to determine from which sector the support will be awarded. Please see this Occupation By Sector Chart for a full list. For example, if a hospital supports the Plant Maintenance Electrician title the application and all materials will be through "Advanced Manufacturing Occupations." If a manufacturing company supports the "Project Manager" title it will be through "Other Occupations."

SUNY partners with the Manufacturers Association of Central New York (MACNY) and the Manufacturers Intermediary Apprenticeship Program (MIAP) as well as the Workforce Development Board of Herkimer, Madison, Oneida (WDB HMO) to broaden the outreach.

Apprenticeship Programs at SUNY Committee

The Apprenticeship Programs at SUNY Committee is comprised of representatives from SUNY System Administration, NYSDOL and the lead campuses. This group meets weekly.

Eligibility

In the NYS budget, SAP funding is designated for community colleges and Educational Opportunity Centers (EOCs), however required training for some trades or occupations, such as teacher, may only be offered at
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State-Operated campuses. Only in the circumstance that the local community college is not able to provide the required training for the specific trade sought, a State-Operated campus may receive access to SAP funds.

When the local community college is able to satisfy the training requirements requested by an employer sponsor, SAP funding will not be available for a State-Operated campus to offer training. The State-Operated campus may choose to support the apprenticeship initiative with an employer sponsor, however is not eligible for SAP reimbursement.

Funding Caps

Following are the funding categories and amounts available for college application. Details regarding each category follows in the next section.

Industry Roundtable	Up to $2,000 per in-person roundtable, no funding is available for virtual roundtables.
	If Industry Roundtable will address multiple occupation focus areas application should be submitted in the "Other" focus area.
	Note: please apply for an amount close to anticipated costs rather than maximum.
Pre-Apprenticeship [2,5]	Up to $1,000 per pre-apprentice for both community-based and incumbent worker.
Related Instruction (RI) [1,5]	For applications for Registered Apprentices beginning Related Instruction on or after April 1, 2024 amount is determined by trade/occupation title, reference chart for amount. A Registered Apprentice will be eligible for either $6,000 or $8,000 to cover the cost of Related Instruction for the entirety of the apprenticeship. Apply for full amount in one application even if training will be completed over several semesters. If a RA is taking classes at more than one SUNY college, lead campus will work with applicant to determine application amount.
	For Registered Apprentices that began Related Instruction prior to April 1, 2024 and were approved at $5,000, college may amend agreement(s) for additional funding for the apprentice(s) up to $6,000 or $8,000 as determined by trade/occupation title. [4]
Curriculum Development [1]	For credit and non-credit courses, both new course creation and course revision, that meet requirements for RI and are connected to an

	existing or pending RA program. Commensurate with college policy, cap of $3,500 for a new course and $1,750 for course revision.
Hybrid & Competency-Based Assessment Tool Development and Administration [1, 3]	Determined on a case-by-case basis.
Project Management (all projects are eligible)	For agreements executed prior to April 1, 2024, that include Registered Apprentices that began Related Instruction prior to April 1, 2024, and/or amendments to those agreements, project management of up to 10% of total amount all activities is available for the SUNY college. For agreements executed on or after April 1, 2024 up to 20% of total amount all activities is available for project management for the SUNY college on projects funded through APS excluding OSWD initiatives.

1) *A sponsor is required when applying for this category. The company must be a registered sponsor/signatory in the apprenticeship trade OR have a program application submitted for review and approval which is posted for public comment on NYSDOL's website. The college must be listed on the NYS Education Department (NYSED) Related Instruction Training Provider list for the occupation or be listed by a registered sponsor/signatory as a training provider with a program application submitted for review and approval which is posted for public comment on NYSDOL's website. Until these items are in place an application will be in a holding stage pending final committee review.*
2) *A sponsor is required when applying for pre-apprentice incumbent worker funding. The company must be a registered sponsor/signatory in the apprenticeship trade OR have a program application submitted for review and approval which is posted for public comment on NYSDOL's website. Until these items are in place an application will be in a holding stage pending final committee review.*
3) *The college must be included on the registered sponsor/signatory's testing plan.*
4) *The SUNY Agreement Amendment Form is used to request additional funds to support Active Registered Apprentices approved at the previous cap of $5,000 if additional funds are required to complete Related Instruction requirements. Form must be completed and emailed to the lead campuses. Refer to this form for additional details and requirements.*
5) *Applications may not include the same individual in both the PA and RA category.*

<u>Occupational Approach</u>

Beginning on April 1, 2024 Apprenticeship Programs at SUNY will focus **ALL** activities on occupations rather than the industry sector of the employer. This aligns with NYSDOL methodology. See this chart outlining which occupations fall under which sector. All processes including applications, intakes and invoicing (as outlined below) for pre-industry roundtables, apprenticeship and registered apprenticeship, etc. should be made based on this occupation-based approach.

Agreement Numbers

Advanced Manufacturing
- Agreement numbers beginning with 154, 155 and 156 are associated with 10% project management.
- Agreement numbers beginning with 157 and subsequent numbers are associated with 20% project management.

Healthcare/Human Services
- Agreement numbers beginning with 200 and 299 are associated with 10% project management.
- Agreement numbers beginning with 201 and subsequent numbers are associated with 20% project management.

Other (excluding construction trade titles)
- Agreement numbers beginning with 300 and 400 are associated with 10% project management.
- Agreement numbers beginning with 401 and subsequent numbers are associated with 20% project management.

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. SUNY, NYSDOL and other SUNY partners are available to 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, may identify 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 Supervising Apprenticeship Training Representative from NYSDOL and the regional ABD must be included on the agenda for all Industry Roundtables funded by SUNY. Inclusion of staff from Workforce Development Boards (WDBs), Educational Opportunity Centers (EOC) and Community Based Organizations (CBO) is encouraged. The purchase of food to be served at the roundtable and limited supplies such as folders or pens are eligible expenses. **Giveaway items such as swag products or promotional materials are not allowable.** Finding a location with no rental costs associated is preferred. If an event is held off campus, room rental fees may be charged; if on campus, room fees are not eligible. If there are no costs associated with the Industry Roundtable, an application should still be submitted to ensure coordination with NYSDOL and that the event is included in tracking of grant activities.

Pre-Apprenticeship

A pre-apprenticeship (PA) program prepares potential apprentices with the skills necessary to meet entry or progression requirements and/or to succeed in a Registered Apprenticeship or career. Applications

must demonstrate an alignment to active Registered Apprenticeship trade(s). The priority for PA funding is to lead individuals into a Registered Apprenticeship. If there are no local employer sponsors of an apprenticeship occupation, a college may use this as a tool to grow sponsorship in the region. However, the number of seats and/or pre-apprenticeship application(s) from a college(s) in a region for a trade or a given sector may be limited based on the demand for Registered Apprentices in that trade. For example, if the demand for RAs is high, the committee will take that into consideration.

Funds may be used to support tuition, fees, labs books, and materials (as required on the course syllabus). Programs are not intended to cover items from Appendix B or prior credit learning. Colleges may reference the SUNY Pre-Apprenticeship Guide for ideas when creating a pre-apprenticeship program. Colleges are encouraged to limit applications for the anticipated number of pre-apprentices registering for courses that are scheduled for a six-month time period.

A pre-apprentice must have authorization to work in the United States and may only complete one training in preparation to enter an apprenticeship occupation. The youngest eligible pre-apprenticeship participants are high school seniors graduating within three months of program completion or youth that have scheduled a high-school equivalency exam within the next three months. A pre-apprentice may not repeat a PA course due to incompletion or failure using SUNY funds. The PA course must be completed before the individual enrolls in RI. Should a PA complete a PA training program and then enter and complete a full Registered Apprenticeship, that participant is eligible for a second pre-apprenticeship training that aligns with a new apprentice track. Any unspent funds from a previous pre-apprentice training cannot be used for a subsequent activity. Pre-apprentices must be students at the college for the training activity. To be eligible for funding, pre-apprentices will be required to sign a Consolidated Information Release Form providing access to Personally Identifiable Information (PII). Both pages must be provided to the pre-apprentice. The first page must be signed, a signature on the second page is optional but colleges are asked to highly recommend students sign both. Both pages must be submitted to Apprenticeship Programs at SUNY.

Pre-Apprenticeship Community-Based Training

Anyone may register for a community-based training to gain skills needed to enter an apprenticeship occupation. A pre-apprenticeship community-based training will be considered successful if the trainee either becomes a RA or receives a job that aligns to the training. To ensure SUNY pre-apprentices across NYS understand what Registered Apprenticeship is, campuses are required to show this video during the training. 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. SUNY issues digital badges for successful completers of community-based pre-apprenticeship trainings. SUNY college determines if student has successfully completed based on internal campus procedures. To ensure that all completers have minimum consistent skills following completion, certain topics must be included. Colleges must provide a valid email address for all completers for badge to be issued by SUNY System.

College must outline in the application how it will address the following items in the Pre-Apprentice Training Outline chart.

Components that <u>must</u> be broadly included in a community-based pre-apprenticeship training:

- 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 <u>could</u> be included in community-based pre-apprenticeship training:

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

Pre-Apprenticeship Training for Incumbent Workers

For incumbent worker pre-apprenticeship, funds are intended to support the selection of Registered Apprentices from an employer's current employment base. 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. The company must be a registered sponsor/signatory in the apprenticeship trade for which they are training the pre-apprentice OR have a program application submitted for review and approval which is posted for public comment on NYSDOL's website. <u>Colleges are required to follow up with employers/participants to report job status three months after training completion.</u>

Registered Apprenticeship and 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 colleges 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. A strong RA program includes an industry-recognized credential such as a diploma, occupational/training certification, SUNY microcredential, certificate or degree, etc.

Training provided as prior learning and/or which was completed prior to an executed agreement will not be covered by SUNY Apprenticeship funds. Funds may be used to support tuition, fees, labs books, and materials (as required on the course syllabus). If participant received Five Hallmarks/Work-Based Learning (WBL) Training funds, these funds are considered a portion of the $6,000 or $8,000 RI funds for which a participant moving into a Registered Apprenticeship would then be eligible to fully access.

<u>Apprentices must be considered students of the college for the training activity. College must be listed on</u>

the NYS Education Department's approved Related Instruction Training Provider list for the occupation/trade and the sponsor must designate the college as a RI provider. To be eligible for funding:

- NYSDOL must verify that the individual is a NYS Registered Apprentice and an AT 401 has been fully executed (signed by both sponsor and NYSDOL). NYSDOL will further verify that the college is on the NYSED Related Instruction Training Provider list.
    - To ensure verification college completes NYSDOL Verification Form.
- Apprentices are required to sign a Consolidated Information Release Form providing access to Personally Identifiable Information (PII). Both pages must be provided to the Registered Apprentice. The first page must be signed, a signature on the second page is optional but colleges are asked to highly recommend students sign both. Both pages must be submitted to Apprenticeship Programs at SUNY.

If an individual is registered for a class prior to NYSDOL verification, the campus and/or the employer are assuming responsibility for this payment. SUNY Apprenticeship Program funds will not be available if the NYSDOL verification is not issued prior to course completion. Note that an apprentice may repeat a qualifying RI course due to incompletion or failure only once using SUNY funds.

For a Registered Apprentice utilizing SUNY funds for required Related Instruction, funding may only be used for courses which directly apply to RI as outlined in the apprenticeship trade's Appendix B until the apprentice has successfully completed and exited the program. Following RA completion, the apprentice may continue to take courses toward microcredential, certificate and/or degree completion within a pathway directly related to the apprenticeship area with payment provided until the student has reached the funding cap or within two years of RA completion, whichever comes first. The executed college agreement must remain open while the individual is completing these courses and drawing down funds. This follows the same process as RI funding. The individual may have changed employers and still utilize these funds. This additional training may take place at any SUNY college. If the training is completed at a SUNY college that does not have a current, open, executed agreement for the student, that college must complete a new college application working with both the lead campus and any colleges at which the student completed RI to determine the amount of funds that remains available. This then follows the same process as RI funding.

A Registered Apprentice that successfully completes an apprenticeship and receives a Journeyworker card and then begins a second Registered Apprenticeship is eligible for a second round of funding. This may include a PA training to prepare them to enter a RA program. Any unspent funds from the initial RA activity may not be used for the subsequent activity.

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 through the SUNY Open Access Repository (SUNY SOAR). Curriculum developed to be offered online or hybrid must include an instructional designer and follow the SUNY course design rubric (www.oscqr.org). If a course is credit bearing and being offered online, it must be listed on SUNY Online. By accepting curriculum development funding, the campus agrees, at a minimum, to provide a detailed syllabus for each course. Submission of learning objects, planning documents, and assessment tools is encouraged. Any item funded will be granted a Non-Exclusive
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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 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 matter expertise for the creation and administration of the assessment instruments. For any assessment development covered by the Apprenticeship Programs at SUNY the funded campus must agree to share the assessment through the SUNY Open Access Repository (SUNY SOAR) (see additional details in the curriculum development section above). Room fees are not an eligible expense for assessment administration.

Application and Funding Process

APS projects must be concluded prior to December 31, 2027. Applications will be reviewed by the committee on a rolling basis, subject to funding availability and must be submitted a minimum of three weeks prior to any scheduled activities.

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 and executed between the awarded college and lead campus. Invoices are expected to be submitted within three months following course or activity completion. Invoices submitted more than 12 months after conclusion of an activity may not be accepted. All payments are made at the conclusion of the funded activity after invoice and necessary backup materials are submitted and accepted. An invoice submission checklist is available. Minor agreement amendments may be made to open, executed agreements if necessary by working with the lead campus.

If activity has not begun on an agreement, including invoicing, within 12 months of execution, Apprenticeship Programs at SUNY reserves the right to close the agreement and the college may reapply for funding as needed.

Unspent funds on an open executed agreement for any activity (ie. Industry Roundtable) or any pre-apprentice or Registered Apprentice may not be used or reallocated toward another activity (ie. an additional Industry Roundtable) or a new/different pre-apprentice or Registered Apprentice.

If it is known at the time of application that an approved and funded participant is taking classes at another SUNY college, a meeting will be required between campuses to coordinate the apprentice's training and amount of funding. The lead campus must be included in this meeting. If the apprentice is tied to a group sponsor, the group sponsor should also be included in the meeting. If an active apprentice is known at the time of application, to haven taken a course at a different SUNY college, a campus will be limited in applying for the full RI funds.

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It should be noted that a lead campus will make at least four attempts to contact the college with an open agreement when it is deemed ready for closure. If there is no response over a period of one month the agreement will be closed and the failure to respond may affect future funding opportunities from Apprenticeship Programs at SUNY.

Modification to Address Open Seats – Executed Agreements

For agreements executed prior to April 1, 2024 with funding approved for Registered Apprentices that have open seats the lead campus will work with the college to modify (edit) open executed agreements to assign apprentices, remove open seats and unencumber funds.

Amendment to Increase Registered Apprentice Funding – Executed Agreements

Active Registered Apprentices, who have been NYSDOL verified as Registered Apprentices, tied to an open, executed agreement with intakes received and processed by SUNY Apprenticeship Program staff and who have less than $1,000 remaining for RI are eligible for an increase in funding. This may only be applied to Registered Apprentices in need of additional funding to complete RI tied to the occupation title currently being completed and is not intended to be used for training following RI completion. This does not pertain to RAs who have completed RI. Campuses applying for additional funds to support active RAs must be current on all invoicing. The Apprenticeship Programs at SUNY [Agreement Amendment Form](#) should be completed by the SUNY campus with an open, executed agreement and where the RA will complete the RI. The completed form should be submitted to the appropriate lead campus. Once executed by both the campus applying and the lead campus, it will serve as the amendment adding funds to the original agreement.

Awarded College Requirements

Funded colleges will be required to:

- Complete NYSDOL apprenticeship verification form for all individuals requested RI funding.
- Obtain and submit signed [Consolidated Information Release Forms](#) for all pre-apprentices and apprentices
- Enter necessary data into SUNY electronic forms (i.e. Participant Intake Form, Training Details Form, etc.)
- Submit invoice to lead campus no later than one month following course or activity completion.
- Promote activities through social media and other channels.
- Provide project updates as requested by SUNY and its partners including success stories, photos, etc.

A flow chart of the process, including links is located on the [SUNY college apprenticeship site](#).

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.

Registered Apprentice Supports PAUSED AS OF 7/31/24

Overview

Beginning on May 1, 2024, a student support fund is available to provide critical, short-term assistance to individuals entering and currently in Registered Apprenticeships who are completing Related Instruction (RI) training at a SUNY college. This is to remove barriers to entry and ensure students persist and complete. Funding assists Registered Apprentices experiencing an unmet need or financial strain because of an unforeseen circumstance resulting in an inability to enter employment as Registered Apprentices or continue with Related Instruction.

A SUNY created marketing flyer targeting apprentices may be used by campuses for outreach.

SUNY College Eligibility

All SUNY colleges that support Registered Apprentices utilizing the SUNY Apprenticeship Program (SAP) funding are eligible to offer supports to students demonstrating need. College will issue all payments up front.

Student Eligibility

A Registered Apprentice currently enrolled in RI at a SUNY college or a newly hired Registered Apprentice intending to register for classes at a SUNY college within six months.

Funding

Student Supports	• Up to $500 per student for critical, short-term assistance. • A student may access funding more than once, but total may not exceed $500.00. • **See below for Types of Supports.**
Project Management	• Project management of up to 10% of total amount of all activities is available for the SUNY College.

- SUNY college makes all payments.
- Payment should be made to vendor not directly to student, whenever possible.
- Funds are available on a first come, first served basis until expended or fall 2027.
- There is no cap on the number of students receiving funding per SUNY college.
- Each Registered Apprentices' employment status must be reported at three, six, and twelve months after completion of the first RI training taking place during or following support. Wage data must be provided at three and twelve months.

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Process

- Prior to offering supports:
    - SUNY College complete Supports Quote Template estimating projected student supports funding to be expended within six months (including college 10% project management) and email to apprenticeship@suny.edu.
    - SUNY System works with the Research Foundation for SUNY to execute a Purchase Order (PO) for the college. The PO will be increased on an as needed basis. College will resubmit quote template when additional funding is required.
- SUNY college responsibility:
    - Confirm individual applying for support is a Registered Apprentice and intake has been completed. Intake must be completed prior to SUNY reimbursement.
        - o Complete the NYSDOL verification form if confirmation of Registered Apprenticeship status has not been completed.
        - o If the individual is a new Registered Apprentice and not assigned a seat on an executed agreement, the agreement number "900" should be used as a placeholder when entering data into both the NYSDOL verification and intake forms.
    - Confirm apprenticeship team is working with the college's financial aid office to record the support as appropriate.
    - Provide electronic or paper Application for Registered Apprentice Supports.
    - Issue payment to the vendor if possible or the student if necessary after receiving:
        - o Completed SUNY Application for Registered Apprentice Supports.
        - o Signed Combined Information Release Form regardless of whether or not a form has been previously completed. Both pages must be provided to the Registered Apprentice. The first page must be signed, a signature on the second page is optional but colleges are asked to highly recommend students sign both. Both pages must be submitted to Apprenticeship Programs at SUNY.
        - o Back-up documentation of financial charge (i.e., itemized receipt or other verification).
    - Complete electronic submission to SUNY System within 15 calendar days of support payment. College may include more than one support activity per submission. The following must be attached:
        - o Student Supports Invoice Template.
        - o Student(s) Combined Information Release Form(s).
        - o Back-Up Documentation of Financial Charge (i.e, itemized receipt or other verification).
    - SUNY System verifies all required items are accurate.
    - The Research Foundation for SUNY (RF) processes reimbursement payment to the college. RF encourages enrollment in ACH (electronic payments). ACH payments allow for efficient processing and quick turnaround time for payments and reimbursements. The following must be completed for enrollment: RF ACH Enrollment Form.

If an individual receives a support but does not meet the requirements outlined in these guidelines, the college assumes responsibility for payment and reimbursement will not be made.

Required Follow-Up

Funding for this program requires tracking of student outcomes for one year after completion of the first RI training taking place during or following support. SUNY college completes the Student Supports Follow-Up electronic form.

- After three months, SUNY college contacts students to verify employment status and wage data.
- After six months, SUNY college contacts students to verify employment status.
- After twelve months, SUNY college contacts students to verify employment status and wage data.

Types of Support

Following are examples of items eligible for Registered Apprenticeship supports. Critical, short-term supports are not limited to this list and will be considered on a case-by-case basis. Supports must be directly tied to successfully participating in a Registered Apprenticeship and completing Related Instruction training at a SUNY college.

- Equipment
  - Knives, tools/toolkits, medical equipment, uniforms (including footwear)
- Laptop
- Transportation
  - Mass transit
  - Auto repairs
  - Gas cards
- Childcare
- Housing
  - Utilities (electric, heat, cell phone minutes)
  - Internet connection
  - Emergency repairs
  - Sudden loss
- Healthcare emergency
- Translation for Related Instruction materials (book, worksheet, etc.)

One-time only during first six months of apprenticeship

- Educational holds - must be preventing student from registering for first Related Instruction course
  - Library, tuition, fees, bookstore balances

If a college has a question regarding eligible supports, please contact apprenticeship@suny.edu.

Pre-Apprentice Stipend PAUSED AS OF 7/31/24

Overview

Upon successful completion of a **Community-Based Pre-Apprenticeship Training** funded by the SUNY

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Apprenticeship Program (SAP) of a course finishing on May 1, 2024 or later, participants are eligible for a stipend and considered prepared to enter an apprenticeship.

SUNY College Eligibility

All SUNY colleges that offer Community-Based Pre-Apprenticeship Training funded through SAP are eligible to offer stipends to students.

Student Eligibility

- Student must successfully complete a Community-Based Pre-Apprenticeship Training funded through SAP. SUNY college determines if student has successfully completed based on internal campus procedures.
- Student must be eligible to work in the United States.
- The youngest eligible pre-apprenticeship participants are high school seniors graduating within three months of program completion.
- **Incumbent workers are not eligible.**

Funding

Amount Available Per Pre-Apprentice	Funding Details
$500.00	- One stipend of $500 is available to successful completers of a Community-Based Pre-Apprenticeship Training

- A student is only eligible for one stipend of $500.00.
- Payment is issued directly to student by the Research Foundation for SUNY (RF). RF encourages enrollment in ACH (electronic payments). ACH payments allow for efficient processing and quick turnaround time for payments and reimbursements. The following must be completed for enrollment: RF ACH Enrollment Form.
- Funds are available on a first come, first served basis until expended or fall 2027.
- There is no cap on the number of students receiving funding per SUNY college.
- Each Community-Based Pre-Apprenticeship Training completer's employment status must be reported at three, six, and twelve months after completion of the training. Wage data must be provided at three and twelve months.

Process

- SUNY college responsibility:
  - Prior to training, SUNY college applies to Apprenticeship Programs at SUNY using the College Application form indicating number of anticipated completers to receive stipends and timeline for course to commence and complete. The application must include the Pre-Apprentice Training Outline for Community-Based Training Program.
  - **Only Community-Based Pre-Apprentices are eligible for this opportunity not incumbent workers.**

- Following SAP agreement execution for the training, a pre-apprentice intake, including new signed Combined Information Release Form must be completed for each pre-apprentice receiving a stipend. Both pages must be provided to the Pre- Apprentice. The first page must be signed, a signature on the second page is optional but colleges are asked to highly recommend students sign both. Both pages must be submitted to Apprenticeship Programs at SUNY.
- A W-9 or must be signed by each student. Checks will be sent to address provided on W-9 form.
- Following training completion training details form must be completed for each pre-apprentice.
- **Stipend submission to SUNY System must be completed within 15 calendar days of training completion to ensure students receive stipend in a timely fashion. It is anticipated that checks will be received by students at a minimum, six weeks after training completion.**
- SUNY college completes electronic submission and attaches:
  - Completed Pre-Apprentice Stipend Participant Form confirming students successfully completed training.
  - Signed W-9 form for all participants.
- SUNY System verifies all required items are accurate.
- The Research Foundation for SUNY processes payment directly to the student.

Required Follow-Up

Funding for this program requires tracking of individual outcomes for one year after Community-Based Pre-Apprenticeship Training completion. SUNY college completes the Pre-Apprentice Stipend Follow-Up electronic form.

- After three months, SUNY college contacts students to verify employment status and wage data.
- After six months, SUNY college contacts students to verify employment status.
- After twelve months, SUNY college contacts students to verify employment status and wage data.

Employer Incentives

Overview

Funds are available for employers that hire SUNY Community-Based Pre-Apprenticeship Training Successful Completers and NYS Registered Apprentices eligible to complete Related Instruction at a SUNY college using Apprenticeship Programs at SUNY funds.   It should be noted that employers who receive incentive funds through this initiative will be publicly published.

Employer Incentive Guidelines may be shared with employer partners.

Employer Eligibility

NYS Department of Labor (NYSDOL) registered sponsor or signatory using a SUNY college for Related Instruction, within one of the following sectors:

- Advanced Manufacturing
- Healthcare/Human Services
- Teaching
- Hospitality, Travel and Tourism
- Digital and Creative Media
- Information Technology
- Other Occupations (excluding construction trade titles)

Funding

Amount Available Per Hire	Funding Details
$500.00	• Hire a SUNY Community-Based Pre-Apprenticeship Training Successful Completer as a Registered Apprentice within six months of pre-apprenticeship training completion. Course must finish on May 1, 2024 or later. • Apprentice must intend to register for Related Instruction at a SUNY college within six months. • Incumbent workers **are not** eligible.
Up to $1,000.00	• Designate a new or existing employee as a NYS Registered Apprentice. AT401 must be signed and dated by NYSDOL on or after May 1, 2024. • Maximum of 10 apprentices eligible per company regardless of occupation/trade. • First payment of $500 paid upon hire or designate an employee. • If participant submitted as one of the initial 10, remains employed as a Registered Apprentice after six months and has registered for a Related Instruction course at a SUNY college, company is eligible for second $500 payment.

- Payment is made directly to the Registered Apprentice's employer of record upon receipt of documentation and issued by the Research Foundation for SUNY (RF). RF encourages enroll in ACH (electronic payments). ACH payments allow for efficient processing and quick turnaround time for payments and reimbursements. The following must be completed for enrollment: RF ACH Enrollment Form.
- Funds are available on a first come, first served basis until expended or fall 2027.
- Apprenticeship Programs at SUNY funds are available for Related Instruction at local community colleges. If that campus is not able to provide the required training for the specific trade sought, a State-Operated campus may be used.
- A company may only submit an individual once even if the apprentice changes trades or takes on a second trade at the same company.
- The second $500 payment is only applicable for apprentices submitted for an initial payment that remain after six months and have registered for a Related Instruction course at a SUNY college. This may not be applied to other apprentices if one of the 10 apprentices leaves or drops the program.

- The second $500 payment will only be made if the Registered Apprentice has registered for a Related Instruction course at a SUNY college within six months.
- If a Registered Apprentice changes companies, the new employer is eligible for the Registered Apprentice hiring incentive but not the Pre-Apprenticeship Training Completer funding.
- Each Registered Apprentices' employment status must be reported at three, six-, and twelve-months following completion of the first training at SUNY. Wage data must be provided at three and twelve months.

Process

SUNY Community-Based Pre-Apprenticeship Training Completer ($500.00 one-time payment) and Registered Apprentice ($500.00 initial payment)

- Employer responsibility:
  - Complete electronic submission and attach the following:
    - Completed Employer Certification Form.
    - Registered Apprentice's NYSDOL Apprenticeship Agreement (AT401). AT401 must be signed and dated by NYSDOL on or after May 1, 2024.
    - Completed Employer Incentive Invoice Template.
  - For submission of Registered Apprentice hires or designated incumbent workers that were not Community-Based Apprenticeship Completers, an Employer Participant Intake Form must be completed.
    - Individual hired or designated must sign Combined Information Release Form which is attached to Intake Form. Both pages must be provided to the Registered Apprentice. The first page must be signed, a signature on the second page is optional.

  - Upload a W-9 here. This is only required for the FIRST submission.
    - Enter "ESD W-9 Agreement Apprenticeship Employer Incentive" in Vendor Name, abbreviation is acceptable.
    - Enter Name of Submitter
    Enter Email of Submitter
- SUNY System verifies individual is a SUNY Community-Based Pre-Apprenticeship Training Successful Completer, that the company has not reached the 10 apprentice limit, employer participant intakes with information release have been completed as necessary and/or all required items are correct.
- The Research Foundation for SUNY processes payment directly to the Registered Apprentice's employer of record.

Registered Apprentice (second $500.00 payment)

- Employer Responsibility:
  - Complete electronic submission and attach the following:
    - Completed Employer Certification Form.
    - Completed Employer Incentive Invoice Template.

- Proof of Related Instruction registration. This can be documentation from the college's registrar, a student schedule, letter signed by a college employee, etc. If employer needs assistance email apprenticeship@suny.edu.

- SUNY System verifies individuals were apprentices submitted for an initial payment and are registered for Related Instruction and that all required items are accurate.
- The Research Foundation for SUNY processes payment directly to the Registered Apprentice's employer of record.

Required Follow-Up

Funding for this program requires tracking of student outcomes for one year after training completion.

Follow-up for a Pre-Apprenticeship Training Successful Completer begins after the Pre-Apprentice training finished, not following the first training after the individual becomes a Registered Apprentice.

- After three months, SUNY System contacts group sponsor or employer to verify student employment status and wage data.
- After six months, SUNY System contacts group sponsor or employer to verify student employment status.
- After twelve months, SUNY System contacts group sponsor or employer to verify student employment status and wage data.

Follow-up for the hire of a new employee or designation of an incumber worker as a NYS Registered Apprentice that was not a Pre-Apprenticeship Training Successful Completer begins following completion of first Related Instruction training.

- After three months, SUNY System contacts group sponsor or employer to verify student employment status and wage data.
- After six months, SUNY System contacts group sponsor or employer to verify student employment status.
- After twelve months, SUNY System contacts group sponsor or employer to verify student employment status and wage data.