

1 **TEXAS WORKFORCE COMMISSION**
2 **Workforce Development Letter**

ID/No:	WD 17-19
Date:	August 1, 2019
Keyword:	Apprenticeship; WIOA
Effective:	Immediately

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4 **To:** Local Workforce Development Board Executive Directors
5 Commission Executive Offices
6 Integrated Service Area Managers



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8 **From:** Courtney Arbour, Director, Workforce Development Division
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10 **Subject:** **Registered Apprenticeship Training Programs and the Eligible**
11 **Training Providers List**
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14 **PURPOSE:**

15 The purpose of this WD Letter is to provide Local Workforce Development
16 Boards (Boards) with information and guidance on automatic eligibility for
17 registered apprenticeship programs to be included on the statewide Eligible
18 Training Providers List (ETPL).
19

20 **BACKGROUND:**

21 Registered apprenticeship programs use a business-driven, earn-and-learn strategy
22 to prepare job seekers for employment while providing them with immediate
23 employment opportunities that pay sustainable wages and offer advancement
24 along a career path.
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26 Registered apprenticeship programs are automatically eligible for the statewide
27 ETPL because they undergo a rigorous application and vetting process by the
28 Office of Apprenticeship within the US Department of Labor Employment and
29 Training Administration (DOLETA).
30

31 **PROCEDURES:**

32 **No Local Flexibility (NLF):** This rating indicates that Boards must comply with
33 the federal and state laws, rules, policies, and required procedures set forth in this
34 WD Letter and have no local flexibility in determining whether and/or how to
35 comply. All information with an NLF rating is indicated by “must” or “shall.”
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37 **Local Flexibility (LF):** This rating indicates that Boards have local flexibility in
38 determining whether and/or how to implement guidance or recommended
39 practices set forth in this WD Letter. All information with an LF rating is
40 indicated by “may” or “recommend.”

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NLF: Boards must be aware that registered apprenticeship programs are automatically eligible for the statewide ETPL. The Texas Workforce Commission’s (TWC) Apprenticeship department oversees all Texas Education Code, Chapter 133–funded registered apprenticeship programs and works with DOLETA’s regional Office of Apprenticeship to inform registered apprenticeship sponsors of their automatic eligibility for the ETPL.

NLF: Boards must ensure that Workforce Solutions Office staff:

- refers all registered apprenticeship inquiries related to Workforce Innovation and Opportunity Act (WIOA) training and the ETPL to the Eligible Training Providers (ETP) help desk (etp.helpdesk@twc.state.tx.us) for assistance; and
- does not review or determine eligibility for registered apprenticeship programs.

NLF: Boards must be aware that registered apprenticeship programs that consent to being included on the statewide ETPL must submit program information to TWC via the ETP help desk at etp.helpdesk@twc.state.tx.us. This program information must include the following:

- Occupations included in the registered apprenticeship program
- Name and address of the registered apprenticeship program sponsor
- Name and address of the related technical instruction provider (and location of training if different from the sponsor’s address)
- Method and duration of instruction
- Number of apprentices

NLF: Boards must be aware that registered apprenticeship programs may be required to provide additional information about their education provider if they do not provide the related technical instruction portion of the registered apprenticeship program as outlined above.

NLF: Boards must be aware that registered apprenticeship programs are not subject to:

- eligibility, performance reporting, or review by the state or Boards to be approved for the ETPL, as provided in 20 Code of Federal Regulations (CFR) §680.470; or
- additional local eligibility criteria that Boards may require for other local training providers.

NLF: Boards must be aware that the requirement for training programs to be in occupations that appear on both the statewide and Board target occupations lists does not apply to registered apprenticeship programs. Any occupations for which registered apprenticeship programs are accepting applications or actively conducting apprenticeship training must be considered an in-demand or a target occupation for the purposes of ETP eligibility.

1 **NLF:** Boards must be aware that a registered apprenticeship program will remain on the
2 statewide ETPL until it is deregistered by DOLETA’s Office of Apprenticeship or
3 the registered apprenticeship program requests to be removed from TWC’s
4 statewide ETPL. Additionally, TWC will verify the status of registered
5 apprenticeship programs at least every two years to ensure that they remain
6 registered by DOLETA and remove any apprenticeship program from the ETPL
7 that is no longer registered with DOLETA.
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9 **NLF:** Boards must be aware that, unlike registered apprenticeship programs, pre-
10 apprenticeship programs do not have automatic eligibility for the ETPL. Pre-
11 apprenticeship programs are subject to the same eligibility process and
12 performance requirements as are all other eligible training providers.
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14 **LF:** Boards may use Individual Training Accounts (ITAs) to fund related instructional
15 training and support services (per Board policy) to enable training participation in
16 registered apprenticeship programs.

17 **NLF:** Boards must be aware that ITAs may not be used to fund the required
18 employment component of registered apprenticeship programs.

19 **LF:** Boards may enter into on-the-job training contracts with employers to fund the
20 employment portion of a registered apprenticeship program.

21 **INQUIRIES:**

22 Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.
23

24 **REFERENCES:**

25 20 CFR, Subpart D–Eligible Training Providers, §§680.400–680.500
26 Public Law 113-128 (WIOA), Title I, §122. Identification of Eligible Providers of
27 Training Services
28 Training and Employment Guidance Letter 13-16, issued January 12, 2017, and
29 entitled “Guidance on Registered Apprenticeship Provisions and Opportunities
30 in the Workforce Innovation and Opportunity Act (WIOA)”
31 Training and Employment Guidance Letter 3-18, issued August 31, 2018, and
32 entitled “Eligible Training Provider (ETP) Reporting Guidance under the
33 Workforce Innovation and Opportunity Act (WIOA)”
34 Texas Education Code, Chapter 133