# PART C, CHAPTER 10.5: REGISTERED APPRENTICESHIP TRAINING

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| **Policy Number** | **Authority** | **Scope** | **Effective Date** |
| Part C, Chapter 10.5 | N/A | All TWC-VR staff | 9/3/2024 |

## PURPOSE

In accordance with the authority (Federal and State) listed above, this policy is issued by the Texas Workforce Commission Vocational Rehabilitation Division (TWC-VR). Adherence to these rules and regulations issued under the Rehabilitation Act of 1973, as amended by Title IV of the Workforce Innovation and Opportunity Act (WIOA), supports Texans with disabilities in gaining, maintaining, and advancing in competitive integrated employment (CIE).

Specifically, the purpose of this policy and these procedures is to ensure adherence to the provisions set forth by TWC and TWC-VR when providing Registered Apprenticeship training services to customers.

## DEFINITIONS

There are no specific definitions for this policy and these procedures.

## POLICY

### General Overview

Registered Apprenticeship Training programs provide a pathway to acquire or increase skill development and employment. These programs combine structured learning with practical work experience, typically lasting one to six years, depending on the occupation. Apprentices earn wages while they learn, receiving training from experienced professionals in their chosen field. Employers play a crucial role in providing training that directly impacts the integration of diverse talent into the workforce.

TWC-VR is in the process of developing additional policy and procedures related to Registered Apprenticeship. When these are developed, approved, and implemented, the final policy will be published here.

### Recognized Credentials and Measurable Skill Gains (MSG)

Registered Apprenticeships include training that results in MSGs (e.g., training progress) and a recognized credential (e.g., Trade Certification). All credentials and MSGs achieved during participation in TWC-VR services must be entered in the Education History page in RHW.

### Additional Policy Considerations

* Comparable Services and Benefits: TWC-VR must not expend funds on Registered Apprenticeship training services unless the VR counselor and the customer have made maximum efforts to secure comparable services and benefits from other sources to pay for services.
* Customer Participation in the Cost of Services: A customer's eligibility for TWC-VR services does not depend on the customer's income or liquid assets; however, if the customer's net income or liquid assets exceed the Basic Living Requirements (BLR), the customer must participate in the cost of services unless an exception is granted.
* Recipients of Social Security Disability Benefits: Recipients of Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI), due to the customer’s disability, are exempt from the requirement to participate in the cost of TWC-VR services regardless of income.
* Exceptions to Policy: When necessary to meet the VR needs of a customer, TWC-VR staff members may request exceptions to policies and procedures through their chain of management up to the Deputy Division Director of Field Services Delivery, or designee. However, exceptions to policies and procedures based on Federal and State laws, statutes, and rules or regulations are not allowable.

## PROCEDURES

### Registered Apprenticeships

If a customer is interested and capable of participating in a Registered Apprenticeship, the VR Counselor and customer can explore TWC opportunities. TWC registered apprenticeships offer opportunities for employment and ongoing training, paid through WIOA funds, to become proficient in a skilled trade or craft. TWC-VR can provide accommodations and/or other TWC-VR services as agreed upon in an Individualized Plan for Employment (IPE).

VR Counselors are encouraged to review the criteria for the [TWC Apprenticeship Training Program](https://twc.texas.gov/jobseekers/registered-apprenticeship-training-programs-job-seekers) to determine basic eligibility for an apprenticeship. Customers pursuing apprenticeships must be job-ready and able to meet the qualifications of an offered apprenticeship position before applying.

Customers must be able to contact the employers directly and participate in a panel interview to compete for an apprenticeship position. TWC-VR staff can provide assistance based on the individualized needs of the customer.

After determining that apprenticeship is a feasible training service for the customer, the VR Counselor and customer are encouraged to explore options on the [My Next Move](https://www.mynextmove.org/) website.

## APPROVALS & CONSULTATIONS

There are no approvals or consultations for this policy and these procedures.

**REVIEW**

The Policy Planning and Statewide Initiatives Team, or designee, is responsible for reviewing this policy and these procedures and will update the Document History log if necessary.

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| **Date** | **Type** | **Change Description** |
| 9/3/2024 | New | VRSM Policy and Procedure Rewrite |