

Apprenticeship Training Program Timeline for FY17

DATE	ACTIVITY
February 8, 2016	Texas Workforce Commission (TWC) receives Fiscal Year 2017 (FY'17) Apprenticeship Training Program funding recommendations from Texas Workforce Investment Council TWIC.
May 31, 2016	Commission approves: <ul style="list-style-type: none"> • FY'17 preliminary funding formulas as recommended by TWIC; • Planning estimates contingent on total available funds, as approved the Commission's adoption of the FY'17 Operating Budget; • TWC publishes notice of funding availability for FY'17 Apprenticeship Training Program and instruction for submitting request for funding posted on TWC website.
June 30, 2016	Apprenticeship Training Program FY'17 application period closes and all planning estimates DUE to TWC. <u>June 30, 2016, no later than NOON Central Standard Time is the last date and time to submit a planning estimate form to be eligible for FY'17 apprenticeship training program funding.</u>
July 7, 2016	TWC determines preliminary statewide contact-hour rate to be used in the preparation of Local Education Agencies (LEA) FY'17 Apprenticeship Application.
July 14, 2016	Apprenticeship Applications and any required supporting document DUE for FY'17.
August 1, 2016	Department of Labor (DOL) – Office of Apprenticeship deadline - All apprenticeship training programs applying for TWC funds in FY'17 must be registered with the DOL - Office of Apprenticeship.
August 5, 2016	All Apprenticeship Training Program contracts for FY'17 will be mailed to LEAs for signature.
August 31, 2016	Apprenticeship Training Program contracts for FY'17 to be returned by LEAs.
Late August, 2016	Commission approves final apprenticeship amount as part of the FY'17 Operating Budget.
September 1, 2016	Effective date of the Apprenticeship Training Program contract for FY'17. Earliest date related instruction classes should begin. DOL-Office of Apprenticeship - Revised hours of related instruction as stated in local standards must be approved by the DOL - Office of Apprenticeship State Director for funding purposes.
Beginning -- September 1, 2016	Authorized LEA administrators or designees of <u>continuing programs</u> must perform at least one on-site visit during one of the first four class meetings to verify all apprentices are registered with DOL- Office of Apprenticeship and attendance is documented. <i>Note: New Programs</i> the authorized LEA administrators or designees must perform at least one on-site visit during the 2 nd , 3 rd , or 4 th class meetings. <i>Instructor's attendance roster of related classroom instruction meetings will be used to verify attendance of apprentices entered into TWISTToGo.</i> <i>Note: All apprentices to be included in actual contact hour calculation for TWC funding must be registered with DOL – Office of Apprenticeship before attending first class.</i>

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20th day of each month	Cash Draw and Expenditure Reporting DUE to TWC. (for prior month)
No later than October 31, 2016	<u>New Programs' deadline</u> for having all registered apprentices to be included in the actual contact hour calculation for TWC's FY16 Chapter 133 funding <u>must</u> be entered in the TWIST To Go On-Line System for DOL-Office of Apprenticeship approval and acceptance of TWC.
No later than the 5th working day of December 2016	<u>Continuing Programs' deadline</u> for having all registered apprentices to be included in the actual contact hour calculation for TWC's FY17 Chapter 133 funding <u>must</u> be entered in the TWIST To Go On-Line System for DOL-Office of Apprenticeship approval and acceptance of TWC.
January 31, 2017	TWC notifies LEAs of the FY' 17 final contact-hour rate, the basis for the final contract awards for FY' 17.
February 2, 2016	TWC will send budget forms to LEAs with completion instructions. <i><u>Competed budget forms need to be returned no later than February 9, 2017</u></i>
February 28, 2017	All Apprenticeship Training Program contracts for FY' 17 will be mailed to LEAs for signature
March 21, 2017	Apprenticeship Training Programs contracts for FY' 17 to be returned by LEAs.