

FY'23 Apprenticeship Training Program Timeline

DATE	ACTIVITY
March 2022	Texas Workforce Commission (TWC) receives Fiscal Year 2023 (FY'23) Apprenticeship Training Program (ATP) funding recommendations from Texas Workforce Investment Council (TWIC).
May 24, 2022	Commission approves: <ul style="list-style-type: none"> • FY'23 preliminary funding formulas as recommended by TWIC; • Planning estimates contingent on total available funds, as approved by the Commission's adoption of the FY'23 Operating Budget.
June 1, 2022	TWC publishes notice of funding availability for FY'23 ATP and instructions for submitting requests for funding, as posted on TWC's website.
June 30, 2022	Apprenticeship Training Program FY'23 submission period closes and all planning estimates, assurances, and supplemental forms DUE to TWC. <u>June 30, 2022, no later than NOON Central Standard Time is the last date and time to submit a planning estimate form to be eligible for FY'23 ATP funding.</u>
July 8, 2022	TWC releases preliminary statewide contact-hour rate to be used in the preparation of FY'23 ATP Application.
July 22, 2022	Apprenticeship applications and required supporting documents DUE for FY'23. E-mail notice DUE to TWC, confirming submission of application to the Local Workforce Development Board , in the workforce area(s) where apprentices will be employed and receiving training.
August 1, 2022	Deadline by which new and expanding apprenticeship training programs must be approved and registered with the Department of Labor (DOL) - Office of Apprenticeship, if applying for TWC's Chapter 133 funds for the FY'23 funding cycle. Deadline by which addendums for revised related instructional hours as stated in local program standards must be approved by the DOL - Office of Apprenticeship State Director for inclusion in FY'23 ATP contract.
August 19, 2022	All ATP contracts for FY'23 will be e-mailed to Grantees for e-signature.
August 26, 2022	ATP contracts for FY'23 to be returned by Grantees.
Late August, 2022	Commission approves final apprenticeship program amount as part of the FY'23 Operating Budget.
September 1, 2022	Effective date of the ATP contract for FY'23. Earliest date related instruction classes should begin.

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Beginning -- September 1, 2022	<p>Authorized Grantee administrators or designees of <u>continuing programs</u> must perform at least one class visit during one of the first four class meetings to verify all apprentices are registered with DOL- Office of Apprenticeship and attendance is documented.</p> <p>For <u>new programs</u> the authorized Grantee administrators or designees must perform at least one class visit during the 2nd and 3rd class meetings or the 4th class meeting.</p> <p><i>In addition to class visits, instructor's attendance rosters of related classroom instruction meetings can be used to verify attendance of apprentices entered into TWC's prescribed data reporting form, Apprentice Information Form.</i></p> <p>Note: All apprentices to be included in the actual contact hour calculation for TWC funding must be registered with DOL – Office of Apprenticeship before attending class.</p>
September 16, 2022	<p>Schedule of Classes is DUE to TWC.</p> <p><i>Class schedules must include names of instructors, location of where training is taking place, along with the days and times of when each class meets.</i></p>
20th day of each month	Cash Draw and Expenditure Reporting DUE to TWC. (for prior month)
No later than October 14, 2022	<p>New Programs' Apprentice Information Form DUE to TWC. (for final funding)</p> <p>New programs reporting deadline for having all registered apprentices to be included in the final statewide contact-hour calculation, actual contact hour calculation, for TWC's FY'23 Chapter 133 funding, must be entered in TWC's prescribed data reporting form, Apprentice Information Form, for acceptance and final funding from TWC.</p> <p>Note: all apprentices reported in the Apprentice Information Form must be registered in DOL-Office of Apprenticeship's RAPIDS.</p>
No later than November 11, 2022	<p>Continuing Programs' Apprentice Information Form DUE to TWC. (for final funding)</p> <p>Continuing programs reporting deadline for having all registered apprentices to be included in the final statewide contact-hour calculation, for TWC's FY'23 Chapter 133 funding, must be entered in TWC's prescribed data reporting form, Apprentice Information Form, for acceptance and final funding from TWC.</p> <p>Note: all apprentices reported in the Apprentice Information Form must be registered in DOL-Office of Apprenticeship's RAPIDS.</p>
December 16, 2022	TWC notifies Grantees of the FY'23 final statewide contact-hour rate, the basis for the final contract amendment distribution for FY'23.
February 3, 2023	TWC will send budget amendment forms to Grantees with completion instructions. <u>Completed budget amendment forms must be returned no later than February 7, 2023.</u>
February 24, 2023	All ATP contract amendments for FY'23 will be e-mailed to Grantees for e-signature.
March 10, 2023	ATP contract amendments for FY'23 to be returned by Grantees.
No later than August 31, 2023	Completion Status of each apprentice DUE to TWC.

FY'23 Apprenticeship Mid-Year Timeline for Continuing Programs

DATE	ACTIVITY
June 30, 2022	Apprenticeship Mid-Year FY'23 submission period for mid-year planning estimates DUE to TWC.
Beginning – January 1, 2023	<p>Earliest date mid-year classes should begin.</p> <p>Authorized Grantee administrators or designees must perform at least one class visit during one of the first four class meetings to verify mid-year apprentices for continuing programs are registered with DOL- Office of Apprenticeship and attendance is documented.</p> <p><i>In addition to class visits, instructor's attendance rosters of related classroom instruction meetings can be used to verify attendance of apprentices entered into TWC's prescribed data reporting form, Apprentice Information Form.</i></p> <p>Note: All apprentices to be included in the actual mid-year contact hour calculation for TWC funding must be registered with DOL – Office of Apprenticeship before attending class.</p>
January 16, 2023	<p>Schedule of Classes is DUE to TWC.</p> <p><i>Class schedules must include names of instructors, location of where training is taking place, along with the days and times of when each class meets.</i></p>
20th day of each month	Cash Draw and Expenditure Reporting DUE to TWC. (for prior month)
No later than February 17, 2023	<p>Apprentice Information Form DUE to TWC. (for final mid-year funding)</p> <p>Reporting deadline for having all registered apprentices to be included in the mid-year contact-hour calculation, for TWC's FY'23 Chapter 133 funding, must be entered in TWC's prescribed data reporting form, Apprentice Information Form, for acceptance and final funding from TWC.</p> <p>Note: all apprentices reported in the Apprentice Information Form must be registered in DOL-Office of Apprenticeship's RAPIDS.</p>
February 23, 2023	TWC notifies Grantees of the FY'23 mid-year final budget amount, the basis for the final contract amendment distribution for FY'23.
March 3, 2023	Copy of instructor's attendance roster for mid-year apprentices entered on the Apprentice Information Form is DUE to TWC.
March 18, 2023	TWC will send mid-year budget amendment forms to Grantees with completion instructions. <u><i>Completed budget amendment forms must be returned no later than March 21, 2023.</i></u>
March 25, 2023	All Apprenticeship mid-year contract amendments for FY'23 will be e-mailed to Grantees for e-signature.
No later than August 31, 2023	Completion Status of each apprentice DUE to TWC.