

# APPRENTICESHIP TRAINING PROGRAM

## FREQUENTLY ASKED QUESTIONS

These Frequently Asked Questions (FAQs) supplement the Apprenticeship Training Program (ATP) Grant Program. Planning Estimates, the Program Timeline, and additional ATP information are available on the Texas Workforce Commission's (TWC's) [Apprenticeship Initiatives](https://www.twc.texas.gov/apprenticeshipinitiatives) webpage. Questions may be directed to [apprenticeshipinitiatives@twc.texas.gov](mailto:apprenticeshipinitiatives@twc.texas.gov).

### Who are eligible grant recipients?

Eligible applicants for ATP funds include Local Education Agencies (LEAs) and apprenticeship committees.

- LEAs may be public school districts or state postsecondary institutions that serve as the fiscal agent for apprenticeship committees.
- Apprenticeship committees are autonomous local groups composed of members appointed by employer sponsors, bargaining agents representing an apprenticeable trade, or a combination of both.

### What is the typical length of an ATP grant?

The standard ATP grant period is twelve (12) months. This duration provides sufficient time for training to begin and progress, ensuring all deliverables are completed within the grant period.

### When does the funding cycle begin?

Planning estimates are accepted each May, with the anticipated grant period running from September 1 through August 31. Specific submission and reporting deadlines are published annually in the program timeline.

### How is the funding amount determined?

TWC uses a two-step funding distribution process:

- Initial Allocation - TWC calculates a preliminary contact hour rate based on all planning estimates submitted by applicants. This statewide preliminary rate is provided during the planning estimate phase and is used by applicants to finalize their proposed budgets prior to submitting their applications to TWC.
- Final Allocation - During the grant period, grantees report their actual number of apprentices receiving related instruction by the deadline specified in the grant award or program timeline. TWC then establishes the statewide final contact hour rate and issues the final funding allocation through an amendment to the grant award.

### What are the reporting requirements for grantees?

Grantees are required to submit both programmatic and financial reports to TWC using designated reporting systems. Key reporting requirements include:

- Monthly Financial Reports - Submitted through TWC's *Cash Draw and Expenditure Reporting (CDER) system* by the 20th of each month. Late submissions may result in temporary suspension of cash-draw access.
- Apprentice Data Reporting - Grantees must collect, verify, and enter apprentice data electronically in TWC's *Apprenticeship Information Management System*. Entry deadlines are specified in the grant award or program timeline.
- Final Financial Report and Closeout Package - Due within 60 days after the end of the grant period.

### Who is eligible to participate in an apprenticeship training program?

Eligible individuals must be full-time, paid workers, employed in the private sector, registered with the U.S. Department of Labor, and receiving structured training to learn a skill in an apprenticeable occupation.

Additionally, individuals must be:

- at least 18 years of age;
- eligible to work in the U.S.; and
- registered with Selective Service, for males only (males must register between the ages of 18 and 25).

**What are the components of an apprenticeship training program?**

A high-quality apprenticeship training program includes the following core components:

- Paid Employment - Apprentices are full-time, paid employees of the sponsoring employer from day one.
- On-the-Job Training (OJT) - Structured, hands-on training provided by a qualified mentor or journeyworker. OJT follows a defined work process schedule outlining the skills the apprentice must learn.
- Related Instruction (RI) - Classroom or online instruction that complements the OJT. This may be delivered by a community college, training provider, or the employer. Most programs require at least 144 hours of RI per year.
- Progressive Wage Increases - Apprentices receive wage increases as they gain skills and demonstrate competency, according to the program's wage schedule.
- Mentorship - Apprentices receive guidance and supervision from experienced workers who support skill development and ensure training quality.
- Safety and Supervision - Programs must ensure apprentices receive appropriate supervision and work in safe environments consistent with federal and state regulations.
- Credential Upon Completion - Successful apprentices earn a nationally recognized credential issued by the U.S. Department of Labor, certifying them as fully trained in their occupation.

**What costs are allowable under the ATP grant program?**

Administrative Costs:

- May not exceed 15% of total ATP grant funds.
- Allowable administrative expenses include staff salaries and fringe benefits, administrative supplies, and travel necessary for grant administration.

Program Costs:

- At least 85% of total ATP grant funds must be used for program-related expenses.
- Allowable program costs include instructor salaries and fringe benefits, instructional contracts or salaries, janitorial and security staff salaries and benefits, instructional supplies and materials (e.g., workbooks, technology, tools), and tuition and fees.

Unallowable Costs:

- Out-of-state training or travel expenses.
- Events not directly related to program training.
- Activities not directly related to classroom instruction, such as lesson planning or grading.

**What outcomes are expected from grantees?**

Grantees are expected to demonstrate measurable progress toward their proposed goals, including:

- Meeting or exceeding the apprentice targets proposed in the grant application
- Ensuring apprentices have verifiable attendance and documented eligibility in accordance with the program requirements
- Submitting accurate, timely apprentice and financial data, and maintaining full compliance with all grant and apprenticeship regulations