

# FY'26 Apprenticeship Training Program

## FY'25 Timeline

Date	Activity
<b>March 2025</b>	Texas Workforce Commission (TWC) receives Fiscal Year 2026 (FY'26) Apprenticeship Training Program (ATP) funding recommendations from Texas Workforce Investment Council (TWIC).
<b>May 6, 2025</b>	Commission approves: <ul style="list-style-type: none"><li>• FY'26 preliminary funding formulas as recommended by TWIC</li><li>• Planning estimates contingent on total available funds, as approved by the Commission's adoption of the FY'26 Operating Budget</li></ul>
<b>May 7, 2025</b>	TWC publishes notice of funding availability for FY'26 ATP and instructions for submitting requests for funding, as posted on TWC's website.
<b>June 4, 2025</b>	Deadline by which: <ul style="list-style-type: none"><li>• all planning estimates, assurances, and supplemental forms are <b>DUE</b> to TWC via <a href="mailto:apprenticeshipinitiatives@twc.texas.gov">apprenticeshipinitiatives@twc.texas.gov</a>;</li><li>• all new apprenticeship training programs applying for TWC funds in FY'26 must be registered with the Department of Labor (DOL) – Office of Apprenticeship. Programs not registered by June 4, 2025, will not be included in the preliminary contact-hour rate calculations; and</li><li>• all continuing apprenticeship training programs revising hours of related instruction must have amended program standards approved by the DOL - Office of Apprenticeship. Revised hours not approved by June 4, 2025, will not be reflected in the preliminary contact-hour rate calculations.</li></ul>
<b>July 2, 2025</b>	TWC releases preliminary statewide contact-hour rate to be used in the preparation of FY'26 ATP Application.

<b>July 16, 2025</b>	<p>Apprenticeship applications and required supporting documents <b>DUE</b> to TWC via <a href="mailto:apprenticeshipinitiatives@twc.texas.gov">apprenticeshipinitiatives@twc.texas.gov</a>.</p> <p>Email notice <b>DUE</b> to TWC, confirming submission of application to the <a href="#">Local Workforce Development Board</a>, in the workforce area(s) where apprentices will be employed and receiving training.</p> <p><b>Note:</b> Applications without documentation of submission to the Local Workforce Development Board will be denied and will not move forward to contract.</p>
<b>Beginning on August 13, 2025</b>	All ATP contracts for FY'26 will be emailed via DocuSign for Grantee e-signature.
<b>August 31, 2025</b>	All ATP Grantees must have approved and signed Grant Award Agreement via DocuSign.
<b>September 1, 2025</b>	Effective date of the ATP contracts for FY'26. Earliest date Related Instruction may begin

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<b>Beginning on September 1, 2025</b>	<p>Authorized Grantee administrators or designees of:</p> <ul style="list-style-type: none"> <li>• <b>continuing programs</b> must perform at least one class visit during one of the first four class meetings to verify apprentice eligibility and document attendance; and</li> <li>• <b>new programs</b> must perform class visits during the second and third class meetings or the fourth class meeting to verify apprentice eligibility and document attendance.</li> </ul> <p>All apprentices must be registered with DOL – Office of Apprenticeship to be eligible for Chapter 133 funding. Apprentices without a DOL registration number will not be included in the final contact-hour rate calculations.</p>
<b>September 15, 2025</b>	<p>Schedule of Classes is <b>DUE</b> to TWC.</p> <p>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.</p>
<b>September 30, 2025</b>	<p>Latest date Related Instruction must begin</p> <p>Failure to commence Related Instruction within thirty (30) days of the grant effective date may result in cancellation of the Grant Award Agreement.</p>
<b>20th day of each month</b>	<p>Expenditure Reporting is <b>DUE</b> to TWC (for the prior month).</p> <p>Expenditures for the prior month must be reported before payment transactions are requested. Payment history must not exceed the expenditure amounts reported.</p>
<b>No later than October 10, 2025</b>	<p>For <b>new programs</b>, reporting deadline by which all registered apprentices must be entered into TWC's Apprenticeship Information Management System (AIMS)</p> <p>Apprentices not entered in AIMS by October 10, 2025, will not be included in the final contact-hour rate calculations for final funding.</p>

<b>No later than November 7, 2025</b>	<p>For <b>continuing programs</b>, deadline by which all registered apprentices must be entered into TWC's AIMS system</p> <p>Apprentices not entered in AIMS by November 14, 2025, will not be included in the final contact-hour rate calculations for final funding.</p>
<b>December 5, 2025</b>	TWC notifies Grantees of the FY'26 final statewide contact-hour rate, the basis for the final contract amendment reflecting revised funding levels for FY'26.
<b>December 12, 2025</b>	<p>TWC will send revised budget documents to Grantees with completion instructions.</p> <p>Review of revised budget documents must be confirmed no later than January 2, 2026.</p>
<b>Beginning on January 16, 2026</b>	All ATP contract amendments for FY'26 will be emailed via DocuSign for Grantee e-signature.
<b>January 30, 2026</b>	All ATP Grantees must have approved and signed contract amendments via DocuSign.
<b>No later than August 19, 2026</b>	Deadline by which the Completion Reason and Last Class Date of each apprentice must be entered in TWC's AIMS system

## FY'26 Apprenticeship Mid-Year Timeline for Continuing Programs

Date	Activity
<b>June 4, 2025</b>	Apprenticeship Mid-Year FY'26 submission period for mid-year planning estimates <b>DUE</b> to TWC via <a href="mailto:apprenticeshipinitiatives@twc.texas.gov">apprenticeshipinitiatives@twc.texas.gov</a>
<b>Beginning on January 1, 2026</b>	<p>Earliest date mid-year classes may begin</p> <p>Continuing programs with mid-year hours must perform at least one class visit during one of the first four class meetings to verify apprentice eligibility and document attendance.</p> <p>All apprentices must be registered with DOL – Office of Apprenticeship to be eligible for Chapter 133 funding. Apprentices without a DOL registration number will not be included in the final mid-year calculations.</p>
<b>January 9, 2026</b>	<p>Schedule of Classes are <b>DUE</b> to TWC.</p> <p>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.</p>
<b>20th day of each month</b>	<p>Expenditure Reporting is <b>DUE</b> to TWC (for the prior month).</p> <p>Expenditures for the prior month must be reported before payment transactions are requested. Payment history must not exceed the expenditure amounts reported.</p>
<b>No later than February 6, 2026</b>	<p>Deadline by which all mid-year registered apprentices must be entered into TWC's AIMS system</p> <p>Apprentices not entered in AIMS by February 6, 2026, will not be included in the mid-year calculations for final funding.</p>
<b>February 13, 2026</b>	<p>Copy of instructor's attendance roster for mid-year apprentices is <b>DUE</b> to TWC.</p> <p>TWC notifies Grantees of the FY'26 final mid-year distributions, the basis for the contract amendment reflecting revised mid-year</p>

	funding levels for FY'26.
<b>February 20, 2026</b>	<p>TWC will send revised budget documents to mid-year Grantees with completion instructions.</p> <p>Review of revised budget documents must be confirmed no later than February 26, 2026.</p>
<b>Beginning on March 13, 2026</b>	All mid-year ATP contract amendments for FY'26 will be emailed via DocuSign for Grantee e-signature.
<b>March 27, 2026</b>	All mid-year ATP Grantees must have approved and signed contract amendments via DocuSign.
<b>No later than August 19, 2026</b>	Deadline by which the Completion Reason and Last Class Date of each apprentice must be entered in TWC's AIMS system