



## **Clinton, Essex, Franklin and Hamilton Counties Apprenticeship Training Program Policy**

In support of career pathways, the North Country Workforce Development Board (NCWDB) provides financial support to individuals participating in Workforce Innovation and Opportunity Act (WIOA)-funded apprenticeship for building trade activities for required expenses related to the apprenticeship.

The NCWDB may fund the apprenticeship program(s) from Dislocated Worker, Adult and Out-of-School Youth (18 years old and older) program funds. In order for participants to be funded in an apprenticeship program, the following criteria need to apply:

1. The amount paid for apprenticeship per program year and per participant is up to \$2,000 max. Part of the \$2,000 per person reimbursement can assist in the costs of books, tools and a one-time purchase of a laptop computer.
  - a. A maximum of \$500 is allowable for the purchase of a laptop computer.
2. The program must result in a national, state or local license or certification leading into a career pathway.
3. The training provider will communicate/ report apprentices' class and work progress to the WIOA provider.
4. The number of apprenticeship participants funded by WIOA per program per year will be dependent on the fiscal funding.
5. The training provider must be registered and approved on the Eligible Training Provider List (ETPL) as approved by the NCWDB staff.

**Adopted by the NCWDB on October 7, 2016**





**ONEWORKSOURCE**  
BUSINESS & EMPLOYMENT CENTER

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## Clinton, Essex, Franklin and Hamilton Counties APPRENTICESHIP REQUEST FOR WIOA TRAINING FUNDS

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE#: \_\_\_\_\_ Email: \_\_\_\_\_

### **TRAINING DETAILS:**

NAME OF SCHOOL /TRAINING PROVIDER: \_\_\_\_\_

DESIRED CLASS / MAJOR: NNY Chapter NECA/IBEW910 Electrical Apprenticeship

TRAINING START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

Please note that college requests should include a copy of the student's letter of acceptance which states the major and degree program they are accepted or enrolled in and anticipated graduation date. Students already attending college should be prepared to present their most recent grades and their financial aid awards for the upcoming semester.

### **CUSTOMER INFORMATION:**

Currently employed? YES \_\_\_\_ NO \_\_\_\_

Receiving unemployment insurance ? YES \_\_\_\_ NO \_\_\_\_

Please provide current/last employer, job title and dates of employment:

\_\_\_\_\_

\_\_\_\_\_

**\* This WIOA request is not an offer of funding by the Clinton/Essex or Franklin County OneWorkSource Center. You will be contacted by a staff person to discuss your request prior to a determination for funding. The decision to provide funding for training will include: WIOA eligibility, skills assessment, approval of the training provider and offering and the development of a suitable employment plan. Additionally, training is dependent on WIOA funds available. Please be prepared to discuss with our staff your occupational goal(s) and how this training will relate to you achieving it.**

**Adopted by the NCWDB on October 7, 2016**

