

PRINCE GEORGE'S COUNTY WORKFORCE DEVELOPMENT BOARD

**ALLOWABLE USES OF FUNDS TO SUPPORT
APPRENTICESHIP AND RELATED ACTIVITIES**

POLICY NUMBER:	1.4000.100.036
EFFECTIVE:	February 21, 2024
APPROVING AUTHORITY:	Board Chair Prince George's County Workforce Development Board
RESPONSIBLE STAFF:	Chief Officers, Directors, Managers, Contract Providers
RESPONSIBLE OFFICE:	Office of the President, Employ Prince George's, Inc.

BACKGROUND:

The Prince George's County Public Workforce System, modeled as a free membership network and branded as the Prince George's County American Job Center Community Network, is the workforce system for the Prince George's County Local Workforce Development Area. The Prince George's County Local Workforce Development Area is one of 13 Local Workforce Development Areas in Maryland. Each Local Workforce Development Area is led by a Chief Local Elected Official and governed by a Local Workforce Development Board. The Prince George's County Executive is the Chief Local Elected Official for Prince George's County, and the Local Workforce Development Board is the Prince George's County Workforce Development Board. Based on the Prince George's County Local Workforce Area WIOA Local Governance Agreement between the Prince George's County Executive, the Prince George's County Workforce Development Board, and Employ Prince George's, Inc. (EPG), EPG serves as the administrative staff and fiscal agent of the Prince George's County Workforce Development Board (WDB).

PURPOSE:

Registered Apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, and progressive wage increases, classroom instruction, and a portable, nationally recognized credential. Prince George's County Local Workforce Development Board supports Apprenticeship and Pre-Apprenticeship activities with a goal of expanding Apprenticeship and Pre-Apprenticeship opportunities available to Prince George's County residents, increasing enrollment in Apprenticeship programs, and increasing the number of Apprentices who complete Apprenticeship programs.

POLICY:

The Prince George's County Workforce Development Board (WDB) has established this policy to outline the allowable use of funds for apprenticeship and related activities. Apprenticeship and Pre-Apprenticeship programs benefit employers by building their talent pipeline of highly skilled workers and are attractive to job-seekers due to the structured work-and learn model with progressive wage increases.

Pre-Apprenticeship

Pre-Apprenticeship is a program or set of strategies that is designed to prepare individuals to enter and succeed in a Registered Apprenticeship Program.

In order for a pre-apprenticeship program to be recognized by the Prince George's County Local Workforce Development it must:

1. Deliver training that is based on industry-developed standards;
2. Be approved by a Registered Apprenticeship Program;
3. Provide hands-on work-based learning that is integrated with the curriculum; and
4. Lead directly to a Registered Apprenticeship Program through a formal arrangement.

Registered Apprenticeship Program

Registered Apprenticeship is industry-led, combines paid job training with classroom instruction, provides progressive wage increases along an established pathway, and leads to nationally recognized industry-based credential(s). An apprenticeship program sponsor assumes the full responsibility for administration and operation of an apprenticeship program.

An apprenticeship program can be registered by the US Department of Labor's Office of Apprenticeship or a State Apprenticeship Agency (SAA) but will not be recognized by Prince George's County Local Workforce Development Board unless it is registered with one of the authorizing agencies.

High School Apprenticeships

High school students enrolled in secondary school who meet the minimum legal age of 16 can be employed as apprentices. Like Registered Apprenticeships, High School Apprenticeships are industry-focused and combine paid job training with classroom instruction. Allowing students to obtain credentials during high school enrollment, this pathway model leads to entrance into RA programs, community and technical colleges, universities, and sustainable employment.

Credentials

Successful completion of a Registered Apprenticeship results in the participant receiving one or more industry-issued, nationally-recognized and portable credential that certifies occupational proficiency.

Eligible Use of Funds

Prince George's County Local Workforce Development Board encourages the use of funds (when allowable) for the following uses associated with job-seekers, businesses, intermediaries, schools, Pre-Apprenticeship, High School Apprenticeship, and Registered Apprenticeship providers:

- Training costs and supportive services for job-seekers attending pre-apprenticeship programs that lead to an associated Registered Apprenticeship;
- Costs associated with development of new apprenticeships;
- Scaling existing apprenticeship programming;
- Operating costs;
- Training costs;
- Instructor costs;
- Wage subsidies;
- Intermediaries;
- Start up and operating costs of intermediaries;
- Supportive Services for participants; and
- Staff time spent
 - Building upon existing sector partnerships to expand Registered Apprenticeship opportunities by emphasizing work-based training that meets the needs of existing and emerging industries and workers.
 - Increasing awareness of opportunities specifically to underrepresented populations including, people of color, and people with disabilities, and veterans.
 - Conducting outreach to businesses and industry intermediaries to participate in building both the local sector partnerships and the statewide network of Registered Apprenticeships.
 - Integrating registered apprenticeships throughout the local workforce, education, and economic development systems.

Restrictions on the Use of Funds

Prince George's County Local Workforce Development Board does not allow the use of funds related to apprenticeship for capital expenditures such as acquiring, upgrading, and maintaining physical assets such as property, plants, buildings, technology, or equipment.

EXCLUSIONS TO THE POLICY:

None.

RESOURCES:

National Apprenticeship Act of 1937

Training and Employment Guidance Letter [No. 13-16](#)

Training and Employment Notice [No. 31-16](#)

[Maryland Policy Issuance 2023-03](#): WIOA Title I Training & Maryland's Eligible Training Provider List

FORMS:

N/A

APPROVING SIGNATURE(S):

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[brad Frome \(Mar 5, 2024 08:46 EST\)](#)

Mar 5, 2024

Board Chair

Prince George's County Workforce Development Board

Date