**Region VII Workforce Development Board Apprenticeship Policy**

**Effective Date:** September 17, 2026

## 1. Purpose

This policy establishes the framework, eligibility requirements, funding mechanisms, and operational procedures for the Region VII Workforce Development Board (WDB) to support Registered Apprenticeship Programs (RAPs), Pre-Apprenticeship programs, and related activities under the Workforce Innovation and Opportunity Act (WIOA). It aligns local practice with federal law, regulations, guidance, and West Virginia state policies to expand high-quality, earn-and-learn opportunities for Adults, Dislocated Workers, and Youth in the Region VII local area (Berkeley, Grant, Hardy, Hampshire, Jefferson, Mineral, Morgan, and Pendleton Counties).

## 2. Legal and Regulatory Authority

This policy is issued pursuant to, and shall be implemented in accordance with, the following:

### Federal Law

- Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128), particularly:
  - Section 122 (Identification of Eligible Providers of Training Services)
  - Section 134 (Use of Funds for Employment and Training Activities)
  - Related provisions promoting work-based learning and career pathways.
- National Apprenticeship Act of 1937 (as amended), also known as the Fitzgerald Act.

### Federal Regulations

- 20 CFR Part 680 (Adult and Dislocated Worker Activities under Title I of WIOA), including:
  - § 680.330 – Use of Individual Training Accounts (ITAs), supportive services, and needs-related payments to support placement into and participation in Registered Apprenticeship programs.
  - § 680.470 – Automatic inclusion and maintenance of Registered Apprenticeship programs on the State Eligible Training Provider List (ETPL).
  - Provisions governing On-the-Job Training (OJT), Customized Training, and Incumbent Worker Training.
- 29 CFR Part 29 – Labor Standards for the Registration of Apprenticeship Programs (standards for registration, program operation, and apprenticeable occupations).
- 29 CFR Part 30 – Equal Employment Opportunity in Apprenticeship (nondiscrimination and affirmative action requirements).

### Federal Guidance

- Training and Employment Guidance Letter (TEGL) No. 13-16 (and Change 1) – Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act (WIOA).
- Related TEGLs and Training and Employment Notices addressing pre-apprenticeship quality, performance reporting, and integration of Registered Apprenticeship with the public workforce system.

**West Virginia State Policy and Plans**

- WorkForce West Virginia WIOA Policy No. 01-15 (and subsequent changes) – Eligible Training Provider List (ETPL). Registered Apprenticeship programs are exempt from standard performance and reporting requirements for ETPL inclusion and are automatically considered in-demand when openings exist.
- West Virginia WIOA Combined State Plan (current and subsequent iterations), which prioritizes increasing the number of pre-apprenticeship and Registered Apprenticeship programs and learners, and expanding quality work-based learning opportunities.
- Applicable WorkForce West Virginia Guidance Notices on participant eligibility, priority of service, supportive services, and performance.

Local policies of the Region VII WDB (including those governing OJT, ITAs, supportive services, youth services, and priority of service) apply to the extent they are consistent with this policy and higher authorities.

## 3. Definitions

- **Registered Apprenticeship Program (RAP)**: A program registered with the U.S. Department of Labor Office of Apprenticeship (or a recognized State Apprenticeship Agency) that meets the standards of 29 CFR Part 29, combining structured on-the-job learning (OJL) with related technical instruction (RTI), progressive wage increases, and a nationally recognized credential upon completion.
- **Pre-Apprenticeship**: A program designed to prepare individuals for entry into a RAP, typically including foundational skills, occupational exposure, and a documented partnership or pathway into one or more RAPs (quality standards referenced in applicable DOL guidance, e.g., TEN 23-23 or successor).
- **Related Technical Instruction (RTI) / Classroom Training**: The structured instructional component of a RAP.
- **On-the-Job Learning (OJL) / On-the-Job Training (OJT)**: The paid work-based learning component.

## 4. Policy Statement

Region VII WDB supports Registered Apprenticeship as a proven, industry-driven career pathway strategy that benefits both job seekers (progressive wages, skills, and credentials) and employers (pipeline development, retention, and productivity). Subject to the availability of funds and participant eligibility, Region VII will utilize WIOA Adult, Dislocated Worker, and Youth funds to support RAPs and qualifying Pre-Apprenticeship programs.

## 5. Eligibility and Program Requirements

- Participants must meet all WIOA eligibility and priority-of-service requirements for the applicable funding stream (Adult, Dislocated Worker, or Youth) prior to enrollment and expenditure of funds.
- **Registered Apprenticeship Programs**: Region VII will fund only those RAPs listed on the West Virginia State Eligible Training Provider List (ETPL). Per state and federal rules, RAPs are automatically eligible for the ETPL and are exempt from standard performance data submission requirements for listing purposes. RA openings listed on the ETPL are treated as in-demand occupations.
- **Pre-Apprenticeship and Non-Registered Programs**: These may be funded only if they meet the requirements applicable to other eligible providers of training services and are listed on the WV State ETPL (or qualify under other allowable WIOA training mechanisms such as contracts where permitted).
- Equal opportunity and nondiscrimination requirements of 29 CFR Part 30 and WIOA apply to all supported programs.

## 6. Allowable Funding Mechanisms

Region VII may support apprenticeship activities through one or more of the following methods (subject to local funding availability, individual participant needs assessment, and applicable local caps/policies):

1. **Individual Training Accounts (ITAs)** – For the Related Technical Instruction / classroom training component of a RAP (or qualifying Pre-Apprenticeship), provided the program is on the State ETPL. ITAs may be used before, during, or after an OJT component as appropriate to the program structure (per TEGL 13-16 and 20 CFR § 680.330).
2. **On-the-Job Training (OJT) Contracts** – To reimburse employers for a portion of the wages of WIOA-eligible apprentices during the OJT component. Standard local OJT policy (reimbursement rates, duration, employer eligibility, etc.) applies. Generally limited to one OJT contract per employer/apprentice in a 12-month period unless otherwise justified.
3. **Combined ITA + OJT** – A combination of an ITA for RTI and an OJT contract for OJL is expressly permitted and encouraged when it best meets the needs of the participant and employer.
4. **Customized Training** – May be used to support apprenticeship sponsors and cohorts where the training is designed to meet the special requirements of an employer or group of employers and is conducted with a commitment to employ individuals upon successful completion.
5. **Incumbent Worker Training** – May be used for upskilling of workers who already have an employment relationship with the sponsor, consistent with local Incumbent Worker Training policy and WIOA requirements.
6. **Supportive Services** – Available to enable participation (e.g., tools, books, uniforms, transportation, childcare, etc.), consistent with local supportive services policy and 20 CFR §§ 680.900–680.970.
7. **Needs-Related Payments** – May be provided to Adults and Dislocated Workers participating in Registered Apprenticeship when eligibility criteria are met.

Youth participants may also access apprenticeship-related activities through WIOA Youth program elements (including work experience, occupational skills training, and supportive services), consistent with local Youth policies.

## 7. Assessment and Documentation

- Adults and Dislocated Workers accepted into an approved RAP may be exempt from certain basic skills assessments (e.g., TABE) if the RAP sponsor provides written attestation that the individual has met the program's own testing/evaluation requirements. Documentation must be retained in the participant file.
- Out-of-school Youth and participants in Pre-Apprenticeship or non-registered programs are generally required to complete applicable assessments per local and state policy.
- All standard WIOA case management, Individual Employment Plan (IEP)/Individual Service Strategy (ISS), and performance documentation requirements apply. Apprenticeship participation is reported according to federal and state guidance (including TEGL 13-16 Attachment III or successor).

## 8. Roles and Responsibilities

- **Region VII WDB**: Sets local policy, ensures compliance, monitors performance and expenditures, and promotes apprenticeship as a key strategy.
- **American Job Center / Career Center Staff and Service Providers**: Conduct eligibility determination, provide career counseling, facilitate informed choice among training options (including RAPs), develop IEPs/ISSs, coordinate funding, and provide case management and follow-up.
- **Employers / Sponsors**: Maintain registration status, comply with 29 CFR Parts 29 and 30, provide progressive wages and structured training, and cooperate with documentation and monitoring.
- **WorkForce West Virginia**: Maintains the State ETPL and provides statewide coordination and technical assistance.

## 9. Monitoring, Performance, and Continuous Improvement

All activities are subject to federal, state, and local monitoring. Performance outcomes (employment, earnings, credential attainment, measurable skill gains) will be tracked in accordance with WIOA performance accountability requirements. The WDB will periodically review this policy and apprenticeship outcomes to identify opportunities for expansion, particularly in high-demand industries aligned with the local and state plans.

## 10. Action and Implementation

All Region VII WDB staff, American Job Center partners, and contracted service providers shall implement this policy immediately upon Board approval. Staff shall inform eligible customers of apprenticeship opportunities and assist them in making informed career decisions.

This policy remains in effect until rescinded or modified by the Region VII Workforce Development Board.

**Approved by:**

Layne Diehl, Board Chair: _____ Date: 9/23/2026

Dr. Thomas J. Van Meter, Executive Director: _____ Date: 9-24-26

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