

MAINE APPRENTICESHIP PROGRAM

INSTRUCTOR TRAINING APPLICATION

Applicant Information

Company/Sponsor Name	DBA:
EIN:	ME Vendor Code:
Contact Name:	Contact Title:
Contact Phone:	Contact Email:
Current # active apprentices:	Current # active programs:
Current # in-house instructors:	Current # courses provided:
Mail Completed Application to: Maine Apprenticeship Program MDOL, SHS 55, Augusta, ME 04333-0055	For assistance completing Application: Call: 207-623-7974 Email: Joan.M.Dolan@Maine.Gov

ELIGIBILITY & PRIORITY SCORING CRITERIA

Eligibility: Agencies applying for cost assistance with Apprentices Instructor Training must meet the following:

1. Be registered sponsors of one or more apprenticeship training programs, and have one or more currently active apprentices in training
2. Be the primary provider of the required related instruction component of the apprenticeship programs
3. Provide a minimum of 145 hours of formal classroom related instruction to apprentices each year
4. Recruit new-hire apprentices through the workforce system (i.e.: Maine Job Bank or Maine CareerCenters)

Priority: Instructor training funding is competitive, applications will be scored based on the following -Instructor training:

1. Results in instructor credentials required by state and federal apprenticeship guidelines
2. Results in new skill training not previously available to apprentices & improves the competitiveness of both apprentice and employer
3. Increases diversity of apprentices via registration and retention of minorities, individuals with disabilities, women in trades, & veterans.
4. Results in reduction in overall training costs (i.e.: via cost sharing between sponsors, IT delivery, etc.).
5. Company match exceeds 50% of cash cost of instructor training.

Please explain how requested training will result in:

1. Apprentice Instructor gaining new skills in adult learning approaches and/or effective training delivery methods?

2. Apprentice Instructor earning new certifications to deliver nationally recognized courses, such as NCCER, OSHA, etc?

3. Apprentice Instructor earning new certification to proctor competency tests on behalf of nationally recognized instruction programs?

4. Apprentice Instructor's expanded ability to promote and support the recruitment and retention of apprentices from targeted populations, particularly: women in high wage trades, minorities, and individuals with disabilities?

5. Apprentice Instructor's ability to introduce and deliver training in a new skill not previously provided (new process, use of materials, new technology, etc.)?

6. Reduce Overall Training Costs (i.e.: innovative partnering for shared training costs, or implementation of cost effective training delivery method?)

7. An increase in the competitiveness of both the apprentice and the apprentice's employer(s)

Instructor in Training Information

Instructor Name	Instructor SSN	Course Title	Provider/Vendor Name	Credential Earned

Instructor Training Cost Information

Course Title	# Instructors/course	Tuition/Vendor Cost	Other Costs (explain)	Total
\$	\$	\$	\$	\$
\$	\$	\$	\$	\$
\$	\$	\$	\$	\$
\$	\$	\$	\$	\$
\$	\$	\$	\$	\$
\$	\$	\$	\$	\$
\$	\$	\$	\$	\$
\$	\$	\$	\$	\$

Sponsor share of total cost \$	Sponsor request for reimbursement \$
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Please sign and date and attach any pertinent information. Feel free to expand your responses on the back of this form.

Sponsor Signature: _____ Date: _____

The Maine Apprenticeship Program is a nationally regulated program funded and administered by the Maine Department of Labor.
 The Maine Department of Labor provides equal opportunity in employment and programs
 Auxiliary aids and services are available to individuals with disabilities upon request.

VENDOR CODE	FUND	DEPT	UNIT	SUB	OBJ	TASK	TASK ORDER	AMOUNT APPROVED
VC	010	12A	B125	01	6510	B125	23110	\$