



STATE OF MAINE
DEPARTMENT OF LABOR
BUREAU OF EMPLOYMENT SERVICES
55 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0055

JANET T. MILLS
GOVERNOR

LAURA A. FORTMAN
COMMISSIONER

Policy: USE OF FUNDS FOR CO-ENROLLED APPRENTICES/PRE-APPRENTICES **Policy No:** PY23-01
Issued on: April 1, 2024 **Status:** ACTIVE
To: Local Workforce Boards, Chief Elected Officials, Local Area Service Providers, Workforce Partners
From: Kimberley Moore, Bureau Director
References: 20 CFR: §§ 680.330, 680.410(d), 680.450, 680.460, 681.480, TEN 25-19, TEGL 13-16
Maine Statute, Title 26, Chapter 37, §3213 <https://www.mainelegislature.org/legis/statutes/26/title26sec3213.html>

Purpose: This policy identifies requirements that must be met to use federal grant funds to support eligible participants in Registered Apprenticeship or State Certified Pre-Apprenticeship programs.

Funding Sources: The following funding sources may be used to support eligible apprentices and pre-apprentices: WIOA Title IB Adult, Dislocated Worker and Youth and Title IV Vocational Rehabilitation formula funds, Trade Act Funds (*some restrictions apply*), National Dislocated Worker Grants, H1B Grants, and ETA Apprenticeship Grants.

Requirement 1: To use any of the above program funds to support apprentices or pre-apprentices, the Registered Apprenticeship Sponsor and their program(s) must be listed on the Eligible Training Provider List in Maine JobLink.

Fundable Activities: In accordance with Local Board Policy funds may be used to support:

- Work experience wages for State Certified Pre-Apprenticeship Programs,
- Use of Individual Training Accounts for the cost of related instruction (tuition, fees, supplies, uniforms, tools, etc.).
- Supportive services necessary for participation in pre-apprenticeship or entry into registered apprenticeship programs.
- Wage or cost match for the following employer training contracts (*see requirement 2 below*).
 - On-the-Job Training (OJT)
 - Customized Training (CT)
 - Incumbent Worker Training (IWT)

Requirement 2: To use program funds to support training contracts with employers (OJT, CT, or IWT) the employer must be registered with Maine JobLink.

Additional Information:

- Apprentices and Pre-Apprentices must be age 16 or older.
- Service provider staff must confirm an individual is a registered apprentice by emailing: maineapprenticeship@maine.gov, the email response from Maine Apprenticeship Program staff must be copied into a program note once the apprentice is enrolled.
- Sponsors and apprentice employers should be encouraged to recruit apprentices through WIOA IB service providers.

About the Pre-Apprenticeship Credential:

Individuals who successfully complete a pre-apprenticeship program certified in accordance with State statute will receive a Pre-Apprenticeship Certificate of Completion which meets the definition of "Other Recognized Credential" under WIOA. Maine certified pre-apprenticeship programs have been developed with industry, recommended for approval by the Maine Apprenticeship Council, and approved by the Maine Apprenticeship Program to meet the requirements of skill attainment sufficient to qualify for entry level employment in a registered apprenticeship program.

Maine Apprenticeship Program staff will upload completion certificates into the pre-apprentice's file.

Contact: Virginia.A.Carroll@maine.gov with any questions.