



Apprenticeship
Programs at SUNY

Funding Guidelines

Application Link: <https://app.smartsheet.com/b/form/e19f5de32fea415ebf3f6a340f930da1>

Overview

The State University of New York (SUNY), in partnership with the New York State Department of Labor (NYSDOL), and the United States Department of Labor (USDOL) coordinate activities to expand Registered Apprenticeship (RA) in New York, with a focus on engaging small, medium, and large employers to secure paid Registered Apprenticeships in high-skilled, high demand, competitive wage occupations with a focus on underrepresented groups. The Apprenticeship Programs at SUNY will assist in developing over 3,000 pre-apprentice and Registered Apprenticeships during a four to six-year period by leveraging campus relationships with employers.

The **SUNY Apprenticeship Program** (SAP) funded through the New York State budget began in Fiscal Year 2016/17. Industry focus areas include:

- Advanced Manufacturing*
- Healthcare
- Information Technology, Cybersecurity and Artificial Intelligence
- Other (non-construction)**

* SUNY uses the NIST definition to determine if a company is in the manufacturing sector. Companies will qualify if they have a [NAICS](#) six digit code beginning with a 31, 32, or 33. The following additional NAICS codes qualify: 423510 - Metal Service Centers and Other Metal Merchant Wholesalers, 488991 - Packing and Crating, 54171X - Research and Development, 541330 - Engineering Services, 541380 - Testing Laboratories, 561910 - Packaging and Labeling Services, and 811310 - Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance.

** SUNY uses [NYSDOL's Empire State Apprenticeship Tax Credit](#) (ESATC) program criteria which is focused on in-demand occupations throughout the state, excluding construction. However, Registered Apprenticeship programs in the construction trades are eligible if the trade will be used for the upkeep and maintenance of a facility owned by the apprentice's employer, such as the plant maintenance trades.

The **New York College Apprenticeship Network** (NYCAN) is supported by a \$7.9 million grant from the U.S. Department of Labor, Employment and Training Administration, administered by The Research Foundation for SUNY. NYCAN supports apprenticeships in advanced manufacturing.

Registered Apprenticeship is a time-honored workforce development tool that combines on-the-job training (OJT) with classroom and technical training which can be provided at SUNY colleges. Programs are sponsored by employers, groups of employers or associations and provide apprentices with the opportunity to learn a trade while earning a paycheck.

SUNY Structure

SUNY has designated lead campuses to administer the funding. SUNY Schenectady for healthcare, and Mohawk Valley Community College for advanced manufacturing, information technology/cybersecurity/artificial intelligence and other (non-construction) to address areas such as tourism/hospitality, agriculture and transportation/logistics. SUNY is partnering with the Manufacturers Association of Central New York (MACNY) and their Alliance Partners as well as the Workforce Development Board of Herkimer, Madison, Oneida (WDB HMO) and the WDB network across the state to broaden the outreach.

- Advanced manufacturing: James Willey (jwilley@mvcc.edu) or Matt Maloy (mmaloy@mvcc.edu)
 - *Agreement numbers will reference 154*
- Healthcare: Christine McLearn (mclearcm@sunysccc.edu) or Sarah Wilson-Sparrow (wilsons@sunysccc.edu)
 - *Agreement numbers will reference 299*
- Information technology, cybersecurity and artificial intelligence: Jon-David Velletto (jvelletto@mvcc.edu) or James Willey (jwilley@mvcc.edu)
 - *Agreement number will reference 300*
- Other (non-construction): Jon-David Velletto (jvelletto@mvcc.edu) or James Willey (jwilley@mvcc.edu)
 - *Agreement number will reference 400*
- SUNY System Administration: Mary Kohan (mary.kohan@suny.edu) or apprenticeship@suny.edu

Eligibility

All 30 SUNY community colleges are eligible to submit proposals to the lead fiscal colleges. Education Opportunity Centers (EOCs) and SUNY state-operated institutions may partner with a community college(s) on proposals. NYCAN funding is limited to SUNY community colleges.

Applications must be submitted a minimum of three weeks prior to any scheduled activities. Any activities started prior to application approval are not eligible.

Funding Opportunities

Based on the strong partnership between SUNY and NYSDOL's Apprenticeship Office, the following are strategies to grow the number of Registered Apprentices and sponsors in New York State. Colleges may apply for funding to implement these strategies. NYSDOL and other SUNY partners will support colleges and provide technical assistance.

- **Industry Roundtables:** Convening employers will help expand Registered Apprenticeships and provide accurate information to employers in new and emerging trades. By hosting Industry Roundtables, colleges, in partnership with NYSDOL and other SUNY partners, will identify particular workforce needs and skills gaps that can be filled through a RA program with training offered by a SUNY college. A primary goal of the roundtables is to identify employers and other eligible organizations interested in becoming sponsors of Registered Apprenticeship programs. A representative from NYSDOL must be included on the agenda for all Industry Roundtables and the agenda and invitation list must be shared with the lead college prior to scheduling. Inclusion of staff from WDBs, Educational Opportunity Centers and Community Based Organizations is encouraged. A recommended sign in sheet is available on the SUNY Apprenticeship Website (www.suny.edu/apprenticeship). Finding a location with no costs associated is encouraged. If an event is held off campus, room rental fees may be charged; if on campus, room fees are not eligible. Virtual Industry Roundtables are encouraged. No costs may be associated with the event but an application should be submitted to allow for coordination with NYSDOL and to include in tracking of grant activities.
- **Pre-Apprenticeship:** A pre-apprenticeship program prepares potential apprentices with the skills necessary to meet entry requirements and succeed in a Registered Apprenticeship. Application must demonstrate a commitment to placement of pre-apprentices with employers that have Registered Apprenticeship programs. If college has received previous funding for pre-apprenticeship, the number of individuals that successfully transitioned into Registered Apprenticeships will be a determining factor in future funding decisions. Pre-apprentices must be considered students of the college for the training activity. Pre-apprenticeship training funds are available to train individuals in necessary basic skills such as introductory math and computer literacy. Other than safety/health training, programs are not intended to encompass items from Appendix B or prior credit learning. A presentation explaining Registered Apprenticeship must be included in every pre-apprenticeship program. Whenever possible it is recommended that a sponsor be included in the presentation. A training may be offered for a specific company with a RA program to train incumbent workers eligible for promotion into a Registered Apprenticeship. Incumbent workers are only eligible for pre-apprenticeship if the employer has an approved RA program and intends to add RAs within the next six months. To ensure there is access to a Registered Apprenticeship position for the pre-apprentices completing training, a college offering training open to the public, must have a direct partnership with at least one regional sponsor of the trade(s) pre-apprentice is being trained to enter. The youngest eligible pre-apprenticeship participants are 17 and not currently enrolled in a local educational agency. To be eligible for funding, pre-apprentices will be required to sign an

Information Release Form providing access to Personally Identifiable Information (PII). The form is available on the SUNY Apprenticeship website on the secure page (www.suny.edu/apprenticeship). Colleges may reference the following resource from USDOL when creating a pre-apprenticeship program: https://wdr.doleta.gov/directives/attach/TEN/TEN_13-12_Acc.pdf.

- **Related Instruction:** Registered Apprenticeship requires a minimum of 144 hours of Related Instruction (RI) per year in addition to OJT. While some sponsors are able to provide this instruction in-house, many employers look to institutions such as SUNY as a source of that instruction. RI can be offered as either credit or non-credit training and may be offered online. Training provided as prior learning will not be covered. Apprentices must be considered students of the college for the training activity. College must be listed on the NYS Education Department's approved Related Instruction provider list for the trade and the sponsor must designate the college as a RI provider. A strong RA program includes an industry-recognized credential such as a diploma, an occupational/training certification or SUNY micro-credential, certificate or degree, etc. Until a Registered Apprentice's required Related Instruction has been successfully completed and the apprentice has exited the program, funding may only be used for courses which directly apply to RI as outlined in the trade's Appendix B. Following RA completion, the apprentice may continue to take courses toward micro-credential, certificate and/or degree completion with payment provided until the student has reached the funding cap of \$5,000. To be eligible for funding, apprentices will be required to sign an Information Release Form providing access to Personally Identifiable Information (PII). Employers with apprentices funded through NYCAN will be required to sign an agreement and provide leverage to meet grant requirements. Forms are available on the SUNY Apprenticeship website on the secure page (www.suny.edu/apprenticeship).
- **Curriculum Development:** Generally a three credit course will be approved for 72 hours of Related Instruction. Funding is available for both new course creation and course revision that meets requirements for RI and is connected to an existing or pending RA program. For any curriculum development or revisions covered by the Apprenticeship Programs at SUNY the funded campus must agree to share the curriculum with other SUNY institutions. Curriculum developed to be offered online or hybrid must include an instructional designer and follow the SUNY course design rubric (www.oscqr.org). If a course is credit bearing and being offered online it must be listed on OpenSUNY.
- **Hybrid and Competency-Based Assessment Tool Development and Administration:** Hybrid and competency-based programs allow apprentices the opportunity to demonstrate their mastery of skills as they are attained. Regulations require that sponsors of both competency and hybrid programs develop hands-on and written assessments to measure the competency of the Registered Apprentices as outlined in the work process. The assessment must be administered by a qualified, neutral, third party. SUNY colleges have the unique combination of proven development capabilities and subject area expertise for the creation and the administration of the assessment instruments. This strategy needs to be developed and administered in

conjunction with an approved sponsor with the college included in the testing plan. For any assessment development covered by the Apprenticeship Programs at SUNY the funded campus must agree to share the assessment with other SUNY institutions. Room fees are not an eligible expense for assessment administration.

Funding Caps

Industry Roundtables	Up to \$2,000 per in person roundtable, no funding is available for virtual roundtables. <i>Note: please apply for an amount close to anticipated costs rather than maximum.</i>
Pre-Apprenticeship ^{1,2}	Up to \$500 per pre-apprentice.
Related Instruction ^{1,2}	Up to \$5,000 per Registered Apprentice (apply for full amount in one application even if completed over several semesters). <i>Note: \$5,000 is intended to cover multiple years of training.</i>
Curriculum Development ²	Commensurate with college policy, cap of \$3,500 for a new course and \$1,750 for course revision.
Hybrid & Competency-Based Assessment Tool Development and Administration ²	Determined on a case-by-case basis.
Project Management (all projects are eligible)	Up to 10% of total proposed project cost is available for the SUNY college.

- 1) *For applications in the advanced manufacturing sector a portion may be paid through the New York College Apprenticeship Network (NYCAN).*
- 2) *A sponsor is required when applying for this category. Sponsor may be current or pending sponsor or group sponsor at time of application but funding will not be formally approved until sponsorship and college’s Related Instruction provider status are approved by appropriate NYS agency.*

Application and Funding Process

SAP projects must be concluded prior to December 31, 2022. NYCAN concludes July 14, 2023. Applications will be reviewed on a rolling basis, subject to funding availability, by a committee comprised of representatives from SUNY System Administration, NYSDOL and the lead campuses. For applications in the advanced manufacturing sector a portion of Related Instruction and pre-apprenticeship may be paid through NYCAN (a separate application is not required). Funding streams will be determined by SUNY and the lead campus.

Following review, the lead campus will contact applicants with questions and/or final funding decisions. Applicants may be asked to revise a proposal based on committee recommendations.

An agreement will be signed between awarded institution and lead campus. All payments are made at the conclusion of the funded activity after invoice and necessary backup materials are submitted and accepted. Invoice submission checklist is available at www.suny.edu/apprenticeship.

Awarded College Requirements

Funded institutions will be required to:

- Obtain and submit signed Information Release Forms (all pre-apprentices and apprentices) and Employer Agreement Forms (advanced manufacturing only)
- Enter necessary data into SUNY electronic forms
- Invoice lead campus in a timely manner using electronic form following completion of funded activities
- Promote activities through social media and other channels in coordination with SUNY's outreach plan
- Provide project updates as requested by SUNY and its partners including success stories, photos, etc.

Failure to meet these requirements may result in the withholding of future installments of Apprenticeship Programs at SUNY funding, as well as, future SUNY and New York State funds.

The Following Applies to NYCAN Only

Limited funding through NYCAN is available for non-registered programs in advanced manufacturing. To qualify an employer must meet all five of the following hallmarks of a quality apprenticeship program.

1) Paid, Work-Based Component

Apprenticeship programs must pay apprentices at least the applicable Federal, state, or local minimum wage or a Federally-approved stipend under Federal wage requirements if otherwise applicable, and must describe wage progression requirements. Additionally, programs must address how they will provide apprentices the opportunity to gain upward mobility in the industry.

2) On the Job Training (OJT) Training and Mentorship An important aspect of apprenticeship programs is offering apprentices the opportunity to apply what they are learning to their work through well-designed and highly structured work experiences. While they are learning on the job, programs should provide mentors to support apprentices and provide guidance on an industry or company culture, and industry or workplace policies and procedures.

3) Educational and Instructional Component

Apprenticeship programs must provide or arrange for classroom or related instruction that is high-quality and adequate to help apprentices achieve their proficiency goals or earn credentials or

certifications. As an important indication of quality, programs must be designed to ensure that apprentices receive college credit for classroom or related instruction.

4) Industry-Recognized Credentials Earned

Upon completion of the apprenticeship program, apprentices must earn industry-recognized credential(s). The credential(s) must be portable, and applicants must identify all of the portability benefits in the application. In sectors in which generally accepted credentials already exist, or will be issued by industry organizations or credentialing bodies, applicants must describe whether program completion will result in one or more of these existing credentials or qualify an apprentice to sit for relevant credentialing exams. In sectors where independent credentials exist and are not issued by the apprenticeship program, the program must describe the alternative credential that apprentices may earn.

5) Safety, Supervision, and Equal Employment Opportunity

Apprenticeship programs must have policies and procedures in place to ensure a safe working environment that adheres to all applicable Federal, state, and local safety, employment, and equal opportunity laws and regulations.