



The State University
of New York

Enhanced Apprenticeship Opportunities - Pre-Apprentice Training Completion Stipend

Pre-Apprentice Stipend - Overview



Upon successful completion of a **Community-Based Pre-Apprenticeship Program** funded by the SUNY Apprenticeship Program (SAP), participants are eligible for a \$500 stipend and considered prepared to enter an apprenticeship. Course must finish on May 1, 2024 or later

Successful completion:

- Funding Guidelines were edited to define a Pre-Apprentice Completer:
 - SUNY college determines if student has successfully completed based on internal campus procedures
- Successful completion is designated on training details form submission



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Pre-Apprentice Stipend - Overview



- A Pre-Apprentice is only eligible for one stipend of \$500.00.
- Payment will be made a minimum of six weeks after training completion
- Payment is issued directly to student upon receipt of documentation (W-9 will be required) by RF
- There is no cap on the number of students receiving stipend per SUNY college



Pre-Apprentice Stipend - Eligibility



SUNY College Eligibility:

All SUNY colleges that offer Community-Based Pre-Apprenticeship Training funded through SAP are eligible to offer stipend to students

Student Eligibility:

- Successfully complete a Community-Based Pre-Apprenticeship Training funded through SAP
- Youngest eligible pre-apprenticeship participants are high school seniors graduating within three months of program completion
- Incumbent workers are not eligible
- A W-9 is required from each student



Pre-Apprentice Stipend – College Process



- Applies to SUNY Apprenticeship Program using the [College Application](#) - Section 2 – Pre-Apprenticeship
 - Indicates if requesting a stipend for Pre-Apprentice completers – A new item added to application on May 1, 2024
- Completes [Pre-Apprentice Training Outline for Community-Based Training Program](#)
- Completes SAP Pre-Apprentice Intake
 - Attaches signed [Combined Information Release Form](#)



Pre-Apprentice Stipend – College Process



Within 15 days of completion of training:

- Completes a training detail form for each pre-apprentice
- Completes electronic submission and attaches
 - Signed W-9 form for all participants
 - PA Stipend Participant Form

Pre-Apprentice Stipend Participant Form

SUNY College: _____

Name of Pre-Apprentice Training: _____

Date Training Completed: _____

Agreement #	Pre-Apprentice Name
	TOTAL (# of Pre-Apprentices x \$500)
	\$XXXXX.XX

Backup documentation should be submitted with electronic submission as stated in the SUNY guidelines.

Pre-Apprentice Stipend – Follow-Up



- At three months after completion of training, college contacts students to verify employment status and wage data
- At six months after completion of training, college contacts students to verify employment status
- At twelve months after completion of training, college contacts students to verify employment status and wage data

Pre-Apprentice Stipend Follow-Up