



FREQUENTLY ASKED QUESTIONS

Apprenticeship Basics



What is apprenticeship?

Apprenticeship is a proven model for cost effective and customized training that will prepare workers for careers while meeting the needs of business to develop a highly-skilled workforce that contributes to the productivity and profitability of their business. It is an employer-driven, “learn-while-you-earn” model that combines on-the-job training, provided by the employer that hires the apprentice, with job-related instruction in curricula tied to the attainment of national skills standards. The model also involves progressive increases in an apprentice’s skills and wages.

Apprenticeship is a flexible training strategy that can be customized to meet the needs of any business. Apprentices can be new hires, or businesses can select current employees who need skill upgrades to join the apprenticeship program.

ApprenticeshipTexas guides an efficient approach to registered apprenticeship and serves as a gateway to workforce services. Apprenticeship programs keep pace with advancing technologies and innovations in training and human resource development through the complete involvement of employers in the educational process. While it is used in traditional industries such as construction and manufacturing, apprenticeship is also instrumental for training and development in growing industries, such as health care, information technology, transportation and logistics, and energy.

Who can I contact to get more information on apprenticeship?

ApprenticeshipTexas, offered through the Texas Workforce Commission, guides an efficient approach to registered apprenticeship and serves as a gateway to workforce services. To contact any of our talented apprenticeship staff, please send an email to TWC’s Office of Apprenticeship at apprenticeshiptexas@twc.state.tx.us.

What are the program components of an apprenticeship?

The basic program components include the following:

- Must be an employer or have business involvement
- Apprentices must be full-time W2 employees
- Structured On-the-Learning training (OJL)
At a minimum 2,000 hours OJL training per year per apprentice. OJL training is provided through an experienced mentor, coach, journey-level, or master craftsmen.
- Related Technical Instruction (RTI)
At a minimum 144 hours of RTI per year per apprentice. RTI must supplement OJL and provide technical and academic competencies that apply to the job.
- Apprentices earn competitive wages
Apprentices earn a paycheck from day one with incremental raises as skill levels increase.
- Apprentices will receive a nationally-recognized credential
Department of Labor will issue a certificate upon program completion.

What is the difference between an apprenticeship and an internship?

Generally speaking, the differences between apprenticeships and internships include:

- Length of Time: Internships are usually short term (1-3 months) and apprenticeships are longer term (1-3 years).
- Structure:
 - Apprenticeships include a structured training plan, with a focus on mastering specific skills an employer needs to fill an occupation within their organization.
 - Internships may not be as structured and may focus on entry-level general work experience.
- Mentorship: Apprentices receive customized training with senior talent who walks them through their entire process. Internships do not always include this type of long-term mentorship.
- Pay: Apprenticeships are paid experiences that often lead to full-time employment. Internships may be paid or unpaid and may not lead to a full-time job.
- Credential: Apprenticeships lead to an industry-recognized credential. Internships typically do not lead to a credential.
- College Credit: Internship and apprenticeship experiences may both lead to college credit, although some apprenticeship programs will lead to a debt-free college degree.



For Employers: Registered Apprenticeship Improves Productivity and Profitability



How does an apprenticeship benefit Employers?

First and foremost, apprenticeship helps businesses develop highly-skilled employees. Apprenticeship programs also retain skilled employees, increase employee productivity and lower the cost of recruitment.

Additional benefits include:

- **Customized training** that meets industry standards, tailored to the specific needs of businesses, resulting in highly-skilled employees.
- **Increased knowledge** transfer through on-the-job learning from an experienced mentor, combined with education courses to support work-based learning.
- **Retain skilled employees** 91% of apprentices that complete an apprenticeship are still employed nine months later.
- **A safer workplace** that may reduce worker compensation costs, due to the program's emphasis on safety training.
- **A stable and reliable pipeline** of skilled workers.
- **A systematic approach to training** that ensures employees are trained and certified to produce at the highest skill levels required for the occupation.

How do I register my business to become a registered apprenticeship program? How long is the registration process?

Businesses interested in becoming a registered apprenticeship program should contact the TWC Office of Apprenticeship at apprenticeshiptexas@twc.state.tx.us for the application documents.

The ApprenticeshipTexas program provides entry to registered apprenticeship. The team supports a simple and easy application process, facilitates introductions to training partners, and connects employers to other training and funding options.

Each registered apprenticeship program is unique to the employer so the average time to become registered may range between two to eight months.

Does my business have to be registered if I participate in a registered consortium?

No, you do not have to be registered **if** your business joined an established registered apprenticeship program since you are using the curriculum from that program.

However, if your company is not part of an established registered apprenticeship consortium, please contact us at apprenticeshiptexas@twc.state.tx.us for more information on how to become a registered program.

Are there resources that can support apprenticeship programs?

There are a variety of resources that can help fund apprenticeship training. Some of these include:

- **Tax Credits:** Eligible employers can receive a federal tax credit ranging from \$1,200 to \$9,600 for each qualified employee hired under the Work Opportunity Tax Credit (WOTC) program, or \$9,000 over a two-year period for employees hired who were long-term public benefit recipients prior to hire.

Tax credits currently available for new hires are available at the TWC's [Work Opportunity Tax Credit website](#).

- **Workforce Innovation and Opportunity Act (WIOA):** is supportive of Registered Apprenticeship Programs (RAP). Local Workforce Development Boards can help finance the primary components of RAP including on-the-job training, related training instruction, and supportive services, if the individuals (apprentices or prospective apprentices) are eligible for WIOA services as a qualified Adult, Dislocated Worker, or Youth as defined by WIOA criteria.

Please visit our [Directory of Workforce Solutions Offices](#) to locate the office nearest you.

- Funding opportunities to support program creation or expansion:

Federal Apprenticeship Funding: Each year the U.S. Department of Labor (DOL) announces funding opportunities, some of which are focused on apprenticeship expansion activities. To view current DOL funding opportunities please visit [DOL's Grants website](#).

State Apprenticeship Funding:

- Department of Labor (DOL) provides federal Apprenticeship Expansion funding to TWC—branded as ApprenticeshipTexas—to support apprenticeship expansion by engaging industry and workforce intermediaries, developing apprenticeship programs, and outreaching to new sectors and under-represented populations. Expansion funding is accessed through a



partnership with Local Workforce Development Boards or community/technical colleges. DOL funding has sought to build on previous efforts to increase the number of apprentices in Registered Apprenticeship Programs (RAPs). Funds are announced through competitive Request for Applications (RFA) process.

All competitive TWC funding opportunities can be found by browsing postings for the Texas Workforce Commission on the [Texas Comptroller of Public Accounts website](#).

- TWC—as provided in Texas Education Code, Chapter 133—grants funds to local education agencies (LEAs) and apprenticeship committees to support the costs of job-related classroom instruction in registered apprenticeship training programs. Registered apprenticeship training programs must partner with an LEA or their own apprenticeship committee, which act as fiscal agents for Apprenticeship Training Program funds. The LEA and the apprenticeship committee are the funding link between the registered apprenticeship training program and TWC. Funding cycles are open in June each year.

Submission forms and resources are available at the [Apprenticeship Program website](#).

What is the Eligible Training Provider System?

Businesses and other sponsors of registered apprenticeship programs are automatically eligible to be included on Texas’s Eligible Training Provider List (ETPL), as long as the program is registered with the U.S. Department of Labor.

Texas’ ETPL provides customer-focused employment training resources for adults and dislocated workers. The statewide list includes qualified training providers who offer a wide range of educational programs, including classroom, correspondence, online, and apprenticeship programs. Joining the Texas ETPL can provide valuable exposure to and free recruitment for your RA program. The ETP list also provides a new opportunity to work with workforce programs in your local area that can refer screened, qualified candidates to your program.

Workforce funding may be available to support costs associated with the related instruction portion of the RA program for an individual apprentice or a group of apprentices.

Note: Placement on the Texas ETP list is not a guarantee of funding support.

RA programs who would like to be included on the ETPL, will need to contact TWC’s ETP Help Desk at ETP.HelpDesk@twc.state.tx.us.



For Job Seekers: Registered Apprenticeship Offers an Earn-While-You-Learn Career Path

What is apprenticeship?



Apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, classroom instruction, and a portable, nationally-recognized credential.

Other specific benefits include:

- Paid careers - earn a competitive wage from day one
- Education - gain knowledge from on-the-job learning and job-related classroom training
- Credentials - earn a portable credential within your industry

Why become an apprentice? What's the earning potential?

Through an apprenticeship program, you can obtain paid, relevant workplace experience while acquiring the skills and credentials that employer's value. 94% of apprentices who complete an apprenticeship retain employment, with an average annual salary of \$70,000.

Learn more about the benefits of apprenticeship for career seekers and prospective apprentices at the [apprenticeship website for job seekers](#).

Where can I find apprenticeship programs?

Apprenticeship opportunities are offered through an employer or program sponsor. To become an apprentice, search for an opportunity using DOL's Apprenticeship Finder and apply directly with the employer or the program sponsor.

To search program opportunities go to [the Apprenticeship Finder](#).

Where can I get more information on apprenticeship training and career exploration?

There are several resources to find current apprenticeship programs in your area or to learn more about training and education. The following websites may be of interest or provide more information:

- [Apprenticeship.Gov](#) - This website provides career exploration, training, and job searches for apprenticeship (and sometimes non-apprenticeship) opportunities.
- [MyNextMove](#) - This website offers career exploration with registered apprenticeships in addition to wage, education, and industry information. This website will help you understand the different knowledge, skills, and abilities required for various occupations.
- [Directory of Workforce Solutions Offices and Services](#) - This website will locate the Workforce Solutions office closest to you. Enter your zip code and select the Job Seeker Services button. A career office staff member should be able to assist you with job searches if you are looking for work opportunities or training services. If you are a veteran, please select the button for that category because this will give you priority status.
- [WorkInTexas](#) - This is our state's premier online job search resource. You can create an account and look for employment opportunities.

What occupations are available?

Apprenticeships can be found in all industries, from traditional sectors like Construction and Manufacturing to emerging sectors like Energy and Health Care. For a list of all available occupations in Registered Apprenticeship, visit the [DOL'S list online](#).

What is the length of training?

Total hours for apprenticeship programs can range anywhere from 2,000 hours to 8,000 hours, which is an equivalent to one year or four years, depending on the occupation.

