

FY'25 Apprenticeship Training Program Timeline

| DATE | ACTIVITY |
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| February 2024 | Texas Workforce Commission (TWC) receives Fiscal Year 2025 (FY'25) Apprenticeship Training Program (ATP) funding recommendations from Texas Workforce Investment Council (TWIC). |
| April 30, 2024 | Commission approves: <ul style="list-style-type: none"> • FY'25 preliminary funding formulas as recommended by TWIC; • Planning estimates contingent on total available funds, as approved by the Commission's adoption of the FY'25 Operating Budget. |
| May 17, 2024 | TWC publishes notice of funding availability for FY'25 ATP and instructions for submitting requests for funding, as posted on TWC's website. |
| June 28, 2024 | Deadline by which: <ul style="list-style-type: none"> • all planning estimates, assurances, and supplemental forms are DUE to TWC via ApprenticeshipATP@twc.texas.gov. • all new apprenticeship training programs applying for TWC funds in FY'25 must be registered with the Department of Labor (DOL) – Office of Apprenticeship. <i>Programs not registered by June 28, 2024, will not be included in the preliminary contact-hour rate calculations.</i> • all continuing apprenticeship training programs revising hours of related instruction must have amended program standards approved by the DOL - Office of Apprenticeship. <i>Revised hours not approved by June 28, 2024, will not be reflected in the preliminary contact-hour rate calculations.</i> |
| July 12, 2024 | TWC releases preliminary statewide contact-hour rate to be used in the preparation of FY'25 ATP Application. |
| July 26, 2024 | Apprenticeship applications and required supporting documents DUE to TWC via ApprenticeshipATP@twc.texas.gov . E-mail notice DUE to TWC, confirming submission of application to the Local Workforce Development Board , in the workforce area(s) where apprentices will be employed and receiving training. |
| Beginning on August 16, 2024 | All ATP contracts for FY'25 will be e-mailed via DocuSign for Grantee e-signature. |
| August 30, 2024 | All ATP Grantees must have approved and signed Grant Award Agreement via DocuSign. |
| September 1, 2024 | Effective date of the ATP contracts for FY'25. Earliest date Related Instruction may begin. |
| September 30, 2024 | Latest date Related Instruction must begin. <i>Failure to commence Related Instruction within thirty (30) days of the grant effective date may result in cancellation of the Grant Award Agreement.</i> |

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| Beginning on September 1, 2024 | <p>Authorized Grantee administrators or designees of:</p> <ul style="list-style-type: none"> • continuing programs must perform at least one class visit during one of the 1st four class meetings to verify apprentice eligibility and document attendance. • new programs must perform class visits during the 2nd and 3rd class meetings or the 4th class meeting to verify apprentice eligibility and document attendance. <p><i>All apprentices must be registered with DOL – Office of Apprenticeship to be eligible for Chapter 133 funding. Apprentices without a DOL registration number will not be included in the final contact-hour rate calculations.</i></p> |
| September 13, 2024 | <p>Schedule of Classes is DUE to TWC.</p> <p><i>Class schedules must include names of instructors, location of where training is taking place, along with the days and times of when each class meets.</i></p> |
| 20th day of each month | <p>Expenditure Reporting is DUE to TWC. (for the prior month)</p> <p><i>Expenditures for the prior month must be reported before payment transactions are requested. Payment history must not exceed the expenditure amounts reported.</i></p> |
| No later than October 11, 2024 | <p>For New Programs, reporting deadline by which all registered apprentices must be entered into TWC's Apprenticeship Information Management System (AIMS).</p> <p><i>Apprentices not entered in AIMS by October 11, 2024, will not be included in the final contact-hour rate calculations for final funding.</i></p> |
| No later than November 15, 2024 | <p>For Continuing Programs, deadline by which all registered apprentices must be entered into TWC's AIMS system.</p> <p><i>Apprentices not entered in AIMS by November 15, 2024, will not be included in the final contact-hour rate calculations for final funding.</i></p> |
| December 13, 2024 | <p>TWC notifies Grantees of the FY'25 final statewide contact-hour rate, the basis for the final contract amendment reflecting revised funding levels for FY'25.</p> |
| December 20, 2024 | <p>TWC will send revised budget documents to Grantees with completion instructions.</p> <p><i>Review of revised budget documents must be confirmed no later than January 3, 2025.</i></p> |
| Beginning on January 17, 2025 | <p>All ATP contract amendments for FY'25 will be e-mailed via DocuSign for Grantee e-signature.</p> |
| January 31, 2025 | <p>All ATP Grantees must have approved and signed contract amendments via DocuSign.</p> |
| No later than August 29, 2025 | <p>Deadline by which the Completion Reason and Last Class Date of each apprentice must be entered in TWC's AIMS system.</p> |

FY'25 Apprenticeship Mid-Year Timeline for Continuing Programs

| DATE | ACTIVITY |
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| June 28, 2024 | Apprenticeship Mid-Year FY'25 submission period for mid-year planning estimates DUE to TWC via ApprenticeshipATP@twc.texas.gov . |
| Beginning on January 1, 2025 | <p>Earliest date mid-year classes may begin.</p> <p>Continuing programs with mid-year hours must perform at least one class visit during one of the 1st four class meetings to verify apprentice eligibility and document attendance.</p> <p><i>All apprentices must be registered with DOL – Office of Apprenticeship to be eligible for Chapter 133 funding. Apprentices without a DOL registration number will not be included in the final mid-year calculations.</i></p> |
| January 10, 2025 | <p>Schedule of Classes are DUE to TWC.</p> <p><i>Class schedules must include names of instructors, location of where training is taking place, along with the days and times of when each class meets.</i></p> |
| 20th day of each month | <p>Expenditure Reporting is DUE to TWC. (for the prior month)</p> <p><i>Expenditures for the prior month must be reported before payment transactions are requested. Payment history must not exceed the expenditure amounts reported.</i></p> |
| No later than February 14, 2025 | <p>Deadline by which all mid-year registered apprentices must be entered into TWC's AIMS system.</p> <p><i>Apprentices not entered in AIMS by February 14, 2025, will not be included in the mid-year calculations for final funding.</i></p> |
| February 21, 2025 | <p>Copy of instructor's attendance roster for mid-year apprentices is DUE to TWC.</p> <p>TWC notifies Grantees of the FY'25 final mid-year distributions, the basis for the contract amendment reflecting revised mid-year funding levels for FY'25.</p> |
| February 24, 2025 | <p>TWC will send revised budget documents to mid-year Grantees with completion instructions.</p> <p><i>Review of revised budget documents must be confirmed no later than February 28, 2025.</i></p> |
| Beginning on March 14, 2025 | <p>All mid-year ATP contract amendments for FY'25 will be e-mailed via DocuSign for Grantee e-signature.</p> |
| March 28, 2025 | <p>All mid-year ATP Grantees must have approved and signed contract amendments via DocuSign.</p> |
| No later than August 29, 2025 | <p>Deadline by which the Completion Reason and Last Class Date of each apprentice must be entered in TWC's AIMS system.</p> |