

## ***Apprenticeship Training Program Timeline for FY18***

DATE	ACTIVITY
<b>March 13, 2017</b>	Texas Workforce Commission (TWC) receives Fiscal Year 2018 (FY'18) Apprenticeship Training Program funding recommendations from Texas Workforce Investment Council TWIC.
<b>June 06, 2017</b>	Commission approves: <ul style="list-style-type: none"> <li>• FY'18 preliminary funding formulas as recommended by TWIC;</li> <li>• Planning estimates contingent on total available funds, as approved the Commission's adoption of the FY'18 Operating Budget; and</li> <li>• TWC publishes notice of funding availability for FY'18 Apprenticeship Training Program and instruction for submitting request for funding posted on TWC website.</li> </ul>
<b>June 30, 2017</b>	Apprenticeship Training Program FY'18 application period closes and all planning estimates <b>DUE</b> to TWC. <b><u>June 30, 2017, no later than NOON Central Standard Time is the last date and time to submit a planning estimate form to be eligible for FY'18 apprenticeship training program funding.</u></b>
<b>July14, 2017</b>	TWC determines preliminary statewide contact-hour rate to be used in the preparation of Local Education Agencies (LEA) FY'18 Apprenticeship Application.
<b>July 21, 2017</b>	Apprenticeship Applications and any required supporting document <b>DUE</b> for FY'18.
<b>August 1, 2017</b>	Department of Labor (DOL) – Office of Apprenticeship deadline - All apprenticeship training programs applying for TWC funds in FY'18 must be registered with the DOL - Office of Apprenticeship.
<b>August 11, 2017</b>	All Apprenticeship Training Program contracts for FY'18 will be mailed to LEAs for signature.
<b>August 31, 2017</b>	Apprenticeship Training Program contracts for FY'18 to be returned by LEAs.
<b>Late August, 2017</b>	Commission approves final apprenticeship amount as part of the FY'18 Operating Budget.
<b>September 1, 2017</b>	Effective date of the Apprenticeship Training Program contract for FY'18. Earliest date related instruction classes should begin. <b>DOL-Office of Apprenticeship - Revised hours of related instruction as stated in local standards must be approved by the DOL - Office of Apprenticeship State Director for funding purposes.</b>
<b>Beginning -- September 1, 2017</b>	Authorized LEA administrators or designees of <b><u>continuing programs</u></b> must <b>perform at least one on-site visit during one of the first four class meetings</b> to verify all apprentices are registered with DOL- Office of Apprenticeship and attendance is documented. <b>Note: New Programs</b> the authorized LEA administrators or designees must perform at least one on-site visit during the 2 <sup>nd</sup> , 3 <sup>rd</sup> , or 4 <sup>th</sup> class meetings.  <i>Instructor's attendance roster of related classroom instruction meetings will be used to verify attendance of apprentices entered into Texas Workforce Commission (TWC) prescribed data collection form.</i>  <b>Note: All apprentices to be included in actual contact hour calculation for TWC funding must be registered with DOL – Office of Apprenticeship before attending first class.</b>

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DATE	ACTIVITY
<b>20<sup>th</sup> day of each month</b>	Cash Draw and Expenditure Reporting <b>DUE</b> to TWC. (for prior month)
<b>No later than October 31, 2017</b>	<b><u>New Programs' deadline</u></b> for having all registered apprentices to be included in the actual contact hour calculation for TWC's FY18 Chapter 133 funding <b><u>must</u></b> be entered in the TWC's prescribed data collection form for DOL-Office of Apprenticeship approval and acceptance of TWC.
<b>No later than the 5<sup>th</sup> working day of December, 2017</b>	<b><u>Continuing Programs' deadline</u></b> for having all registered apprentices to be included in the actual contact hour calculation for TWC's FY18 Chapter 133 funding <b><u>must</u></b> be entered in the TWC's prescribed data collection form for DOL-Office of Apprenticeship approval and acceptance of TWC.
<b>January 31, 2018</b>	TWC notifies LEAs of the FY'18 final contact-hour rate, the basis for the final contract awards for FY'18.
<b>February 2, 2018</b>	TWC will send budget forms to LEAs with completion instructions. <i><u>Competed budget forms need to be returned no later than February 9, 2018.</u></i>
<b>February 28, 2018</b>	All Apprenticeship Training Program contracts for FY'18 will be mailed to LEAs for signature.
<b>March 21, 2018</b>	Apprenticeship Training Programs contracts for FY'18 to be returned by LEAs.