

Apprenticeship Training Program Administrator's Guide

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Part A: Introduction

The purpose of the Texas Workforce Commission's (TWC) Apprenticeship Training Program is to stimulate and assist industries in developing and improving registered apprenticeship and other training programs designed to provide the skilled workers needed to compete in a global economy. One of TWC's role is to provide integrated employment and training information to employers and the local employment and training community.

TWC's Apprenticeship Training Program is unique in that its basic foundation is a partnership between industry, education, and state government. Industry funded and industry driven, it provides an effective balance between on-the-job training and theoretical instruction in an effort to develop workers with marketable skills.

A-100: Apprenticeship Training

Apprenticeship training is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Individual employer sponsors, joint employer and labor groups, or employer associations can sponsor registered apprenticeship training programs.

A-200: Registered Apprenticeship Training Programs

Registered apprenticeship training programs:

- are voluntary and industry driven; and
- are operated by both private and public sector sponsors (Chapter 133 funds are only distributed to private sector sponsors). Sponsors may include employers, employer associations, and joint labor and management organizations. State government plays a supporting role and the U.S. Department of Labor [Office of Apprenticeship](#) provides technical consultation services on the development of program standards.

Part B: Program Information

B-100: Employers Interested in Establishing a Registered Apprenticeship Training Program

Establishing a registered apprenticeship training program can be beneficial for employers who require a skilled workforce and are willing to train workers in the latest technologies. Employer sponsors have less employee turnover and better employer/employee relations. By providing employment and training opportunities for residents in their communities, they are recognized as local industry leaders.

B-100.1: Apprenticeship Training Program Registration: The purpose of program registration is to ensure that employer sponsors, working apprentices, and the general public clearly understand the training content and the procedures that are in place to further ongoing program quality.

B-100.2: Registered Apprenticeship Training Program Standards: Employer sponsors, or groups of employer sponsors and unions, design, organize, manage, and finance registered apprenticeship training programs under a set of locally approved [apprenticeship training program standards](#). These standards are registered with the Office of Apprenticeship and include:

- an on-the-job training outline;
- related classroom instruction curriculum; and
- the apprenticeship operating procedures.

B-100.3: Benefits for Employer Sponsors: A well-planned and administered registered apprenticeship training program can:

- attract highly qualified applicants;
- reduce absenteeism;
- reduce turnover;
- increase productivity;
- address an industry's need to remain competitive by investing in the development and continuous upgrade of the skills of its workforce.

B-200: Job Seekers Interested in Enrolling in a Registered Apprenticeship Training Program

If you want to become a highly paid and valued journeyworker, relish the challenge of learning a new skill, and like to earn while you learn, entering a registered apprenticeship training program could be for you.

B-200.1: Apprenticeship Eligibility and Qualifications: Registered apprenticeship training program employer sponsors identify the minimum—and any additional—desired qualifications applicants must possess.

Minimum Qualifications: An employer sponsor identifies the minimum qualifications needed to apply to its program, including:

- **Age:** To be eligible, job seekers must be no younger than 16 years of age; however, job seekers must be 18 years of age to be an apprentice in hazardous occupations, as stated in the U.S. Department of Labor Employment and Training Administration, Labor Standards for the Registration of Apprenticeship Programs (29 C.F.R., Part 29.2). Proof of age is required to be eligible.
- **Education:** Education requirements typically are a high school diploma or General Educational Development credential, unless otherwise specified by the minimum requirements set forth by the registered apprenticeship training program.
- **Physical Ability:** Some programs may require both physical strength and endurance. Where necessary, apprentices must be able to work in a physically demanding environment for extended periods of time and in all weather conditions.

Additional Qualifications: All applicants are required to meet the minimum qualifications. Based on the selection method used by the employer sponsor, additional qualifications may be identified, including:

- performance on aptitude tests;
- secondary or postsecondary grades; and
- previous work experience.

Note: Criminal conviction may prevent eligibility. [Texas Occupations Code, Chapter 53](#) states:

A licensing authority may suspend or revoke a license, disqualify a person from receiving a license, or deny to a person the opportunity to take a licensing examination on the grounds that the person has been convicted of a felony or misdemeanor that directly relates to the duties and responsibilities of the licensed occupation.

B-200.2: Benefits for Apprentices: Benefits of enrollment in a registered apprenticeship training program may include:

- **On-the-Job Training:** Through an Apprenticeship Agreement, apprentices, as employees, receive supervised, structured, on-the-job training combined with related classroom instruction.
- **Related Classroom Instruction:** Related classroom instruction provides the technical knowledge required for apprentices to perform at a highly skilled level.
- **Dual Accreditation:** Programs may offer dual accreditation through postsecondary institutions that apply credit for program completion toward an associate's degree.
- **Completion Certificate:** Upon completion of a one- to four-year (2,000 hours to 8,000 hours) registered apprenticeship training program, the worker receives an Apprenticeship Completion Certificate (certificate) and is recognized nationwide as a qualified journeyworker. The certificate—one of the oldest and most highly portable industry credentials in use today—is issued by a federally approved state apprenticeship council or agency, or by the Office of Apprenticeship.
- **Wage Increases:** Workers who complete registered apprenticeship training programs generally earn higher wages during their working years than those who do not acquire their

skills in a formal apprenticeship training program. Wage increases occur with satisfactory progress in both related classroom instruction and on-the-job training until wages reach 85 to 90 percent of the rate paid to the journeyworker in the same occupation. Note: During on-site classroom visits LEAs should view documents related to wage increases – this information will be requested during the data entry of the apprentices in TWIST To Go On-Line System. Wage Increases are considered very important for motivation of the apprentices as well as showing a career ladder.

- **Advancement:** Apprentices who become journeyworkers usually advance more rapidly than workers who do not acquire their skills in a formal apprenticeship training program.

B-200.3: Contacts: Job seekers interested in applying to enter a registered apprenticeship training program may access the Program Sponsors Database link below or contact the Office of Apprenticeship using the other link:

Program Sponsors Database

(<http://oa.doleta.gov/>)

State Offices – Office of Apprenticeship

(<http://www.doleta.gov/OA/stateoffices.cfm>)

B-300: Training Providers Interested in Seeking Funding for Registered Apprenticeship Training Programs

Training providers deliver training to eligible registered apprentices. Training providers work with apprentices and employers to determine training needs, deliver training, assess apprentices' achievement of skills, and issue certificates on successful completion of apprenticeship training classes that are recognized nationally and often globally.

Training providers may be employer organizations or community colleges.

Each training provider offers different ways of training apprentices. Apprentices and their employers should consider all training providers to select a training provider that will suit both their needs.

For a list of training providers relevant to your chosen apprenticeship program, contact:

U.S. Department of Labor
Dennis Goodson
State Director
USDOL/ETA/
Office of Apprenticeship
300 East 8th Street, Suite 914
Austin, Texas 78701
512-916-5435
goodson.dennis@dol.gov

B-400: Local Education Agencies Interested in Seeking Funding for Registered Apprenticeship Training Programs

Public school districts, state postsecondary institutions, and community or technical colleges are known as local education agencies (LEAs) and may be eligible for state-level funding distributed through TWC under Texas Education Code, Chapter 133.

B-400.1: Technical Assistance: TWC’s contract management and policy staff provide technical assistance to LEA administrators to assist with any reporting requirements necessary for participating partners, including the:

- planning estimate submission;
- application process
- performance documentation;
- contracts; and
- contract amendments.

B-400.2: Financial (Resources): The Texas State Legislature appropriates General Revenue funds for registered apprenticeship training programs authorized by Texas Education Code, Chapter 133. As provided in the Texas Education Code, TWC distributes funds to eligible LEAs.

The purpose of these funds is to help pay the costs of the related classroom instruction in registered apprenticeship training programs. State funding is:

- available to all registered apprenticeship training programs;
- based on the number of programs and apprentices in each registered apprenticeship training program;
- determined by the approved number of training hours according to Office of Apprenticeship standards **not to exceed 220 hours**;
- determined annually, due to fluctuations in programs being added and removed;
- provided to the program and governed by an annual written contract between TWC and the LEA; and
- administered by the LEA, which:
 - issues purchase orders for required materials and capital expenditures;
 - monitors classroom attendance for instructors and students; and
 - retains up to 15 percent of the funding to recover administrative costs and monitoring expenses.

Part C: Planning Estimate Submission, Application, and Contract Components and Processes

C-100: Planning Estimate Form Submission

Each LEA shall submit to TWC a planning estimate form for the prospective state fiscal year for each registered apprenticeship training program they support, that includes the:

- number of approved classroom hours;
- estimated number of registered apprentices; and
- estimated number of contact hours of job-related classroom instruction.

Note: The estimated number of contact hours is determined by the number of registered apprentices anticipated to enroll in a class, multiplied by the number of approved classroom hours for the year.

The LEA shall submit the [Planning Estimates Form](#) for available funds to TWC on or before the due date, as annually prescribed in TWC's [Apprenticeship Training Program Timeline](#). TWC, after calculating the preliminary contact-hour rate, shall notify each LEA of:

- the statewide preliminary contact-hour rate; and
- its planning estimates for the prospective state fiscal year. (Note: Only 70% of the total planning estimate will be made available for LEAs to draw cash from until the final contact-hour rate is determined, usually in January of the prospective state fiscal year.)

C-200: Application

After receipt of the [Planning Estimates Form](#), LEAs will receive an Apprenticeship Training Program Application Form via e-mail with instructions for submission to TWC. Additionally, any supporting documents must also be submitted with the application on or before the due date as annually prescribed in TWC's [Apprenticeship Training Program Timeline](#).

LEAs must complete all portions of the application, as appropriate, and:

- In the **Contact Hours** section of the application, calculate the contact hours by totaling the number of contact hours for all occupations included in the preliminary contact-hour estimates for continuing and new programs.
- In the **Budget** breakout section of the application, costs are divided into two main categories:
 - **Program (e.g., instructors' salaries and instructional supplies)**
Instructional costs are allowable, necessary, and reasonable costs required to conduct the related classroom instruction, whether in the classroom or a class laboratory.
 - **Administrative (e.g., LEA administrators' salaries and administrative supplies)**
Administrative costs are allowable, necessary, and reasonable costs required to administer and manage the apprenticeship training program funds, and may not exceed 15 percent of the total contract.

Note: Instructional and administrative costs are divided as follows:

- Personnel - Instructor Wages/Personnel Wages

- Fringe Benefits
- Travel (administrative cost only)
- Equipment
- Supplies and Training Materials
- Contractual
- Other

C-200.1: Board Review and Comment: The LEA shall provide a copy of the Apprenticeship Training Program Application to its [Local Workforce Development Board](#) for review and comment. The Board may submit comments to TWC and the LEA concurrently.

C-300: Contract Execution and Components

After the application deadline has passed, as annually prescribed in TWC's [Apprenticeship Training Program Timeline](#), a contract will be initiated and executed based on the contact-hour rate. The following components will be further detailed in the contract and its attachments.

C-300.1: Performance and Expenditure Reports:

• **Performance**

The LEA using the TWC Internet On-Line System (TWIST To Go) shall data enter their Department of Labor – Office of Apprenticeship registered apprentices as the apprentices begin the related classroom training. All **continuing program** registered apprentices must be entered prior to the 5th working day of December and all **new program** registered apprentices must be entered prior to 11th working day of October. The LEA should contact their Department of Labor – Office of Apprenticeship representatives as soon as they have completed the data entry of their registered apprentices allowing the Department of Labor – Office of Apprenticeship representative as much time as possible to approved/disapprove the registered apprentices being submitted for funding.

• **Expenditures**

The LEA will submit monthly expenditure reports to TWC using the Cash Draw and Electronic Reporting System (CDER) as detailed in the contract. Allowable costs along with funding limitations can be found in the *Financial Manual for Grants and Contracts* (http://www.twc.state.tx.us/business/fmgc/fmgc_toc.html).

These reporting systems will provide up-to-date program progress regarding the status of activities and performance objectives related to the contract.

C-300.2: TWIST To Go: TWC Internet On-Line System (TWIST To Go) shall be populated by the registered apprenticeship training program director and the entered data approved by the LEA administrator no later than the 11th working day of October for **new programs** and no later than the 5th working day of December for **continuing programs**. After the data entry is completed and validated by the LEA, it is available to the Office of Apprenticeship for certification (approval/disapproval) of the registered apprentices.

The purpose of the data and certification/validation is to:

- verify the minimum number of approved related classroom instruction hours as set forth in the locally approved registered apprenticeship training program standards and in the National Guideline Standards.
- verify that each apprentice entered in TWIST To Go is active and was registered with the Office of Apprenticeship before attending first class. (Note: TWC realizes there is a time lag between the program requesting registration and Office of Apprenticeship actual registration and may take this into consideration.)
- verify that each apprentice entered in TWIST To Go is in good standing with the registered apprenticeship training program.
- verify the number of classroom hours and number of registered apprentices used in the calculation of the final contact-hour rate used for distribution of apprenticeship training programs funds.

C-400: Contract Amendment Process

Funds are distributed to the LEAs by the Commission in a two-step process consisting of planning estimates and final distributions. This two-step process includes the original contract based on the planning estimates submitted and then an amended contract based on the actual apprentices in the related classroom training.

C-400.1: Final Contact-Hour Rate Determination: Once the LEA's TWIST To Go data is approved by the Office of Apprenticeship, TWC calculates the final contact-hour rate.

C-400.2: Final Contact-Hour Rate Notification: TWC, after calculating the final contact-hour rate, shall notify the LEA of the statewide final contact-hour rate.

C-400.3: Final Budget Form Submission: The LEA must submit the Final Budget Form (sent to the LEA in the notification of final contact-hour rate) containing the approved number of contact hours to TWC on or before the due date, as annually prescribed in TWC's Apprenticeship Training Program Timeline..

C-400.4: Contract Amendments: All registered apprenticeship training programs will be notified of the final contact-hour rate, and must submit revised budget information to TWC in order for an amended contract reflecting final contract amounts to be issued.

C-500: Contract Closeouts

Each LEA will submit contract closeout documentation consisting of:

- CDER closeout report;
- TWIST To Go – all registered apprentices information including completion reasons;
- equipment inventory (where applicable); and
- any additional reports, data, or information on the administration and performance of the contract, as deemed necessary.

C-600: Corrective Action

Corrective action is sometimes required. As stated in Commission rule §837.42:

Failure to comply with applicable laws, regulations, policies, the Administrator's Guide, and other guidelines may result in corrective action, pursuant 40TAC§800.174. Corrective Actions and Penalties, which shall include technical assistance and may lead to withdrawal of funds at the Commission's discretion.

Part D: Roles and Responsibilities of Applicable Partners

D-100: Local Education Agency

Role: An *LEA* is a public school district or state postsecondary institution that serves as a sponsor for a registered apprenticeship training program pursuant to a contract between the LEA and an apprenticeship committee under Texas Education Code, Chapter 133.

Responsibilities: LEA administrators' responsibilities include:

- ensuring that the apprenticeship training program director has all prospective apprentices registered with Office of Apprenticeship;
- performing **at least one on-site visit** during one of the first four class meeting of all **continuing** registered apprenticeship training program classes and through the use of the instructor's attendance rosters verify:
 - the names and number of apprentices in the related instruction class; and
 - that all apprentices in attendance are registered with Office of Apprenticeship;
 - that all apprentices are or will be entered in the TWIST To Go reporting system.
- performing **at least one on-site visit** during the 2nd, 3rd, or 4th class meeting of all **new** registered apprenticeship training program classes and through the use of the instructor's attendance rosters verify:
 - the names and number of apprentices in the related instruction class; and
 - that all apprentices in attendance are registered with Office of Apprenticeship
 - that all apprentices are entered or will be entered in the TWIST To Go reporting system
- collecting all information and forms and providing them to TWC on or before the due date as annually prescribed in TWC's [Apprenticeship Training Program Timeline](#) or contract;
- establishing qualifications for instructors;
- maintaining records on all expenditures;
- monitoring and evaluating the program; and
- retaining all records pertaining to the program for at least three years from the closeout of the contract by TWC.

Notes:

- Continuing Programs and New Programs have different enrollment due dates as noted on the [Apprenticeship Training Program Timeline](#).
- Additionally, each apprentice in a new program **must** be physically present **on the 3rd class meeting or on both the 2nd and 4th class meetings**, as indicated in the instructor's official attendance record to eligible for funding.

D-200: Apprenticeship Committee

Role: An *apprenticeship committee* is an autonomous local group consisting of members appointed by one or more employer sponsors of apprentices, bargaining agents representing members of an apprenticeable trade, or a combination of the two.

Responsibilities: An apprenticeship committee is designated for each registered apprenticeship training program to establish instruction standards and goals for a particular craft or crafts, interview and select applicants, and monitor the program and apprentices as described in Texas Education Code, Section 133.003:

The apprenticeship committee for each apprenticeship training program shall:

1. establish standards and goals for preparatory instruction, supplementary instruction, and related classroom instruction for apprentices in the program;
2. establish rules governing the on-the-job training and other instruction for apprentices in the program;
3. plan and organize instructional materials designed to provide technical and theoretical knowledge and basic skills required by apprentices in the program;
4. recommend qualified instructors for the program;
5. monitor and evaluate the performance and progress of each apprentice in the program and the program as a whole;
6. interview applicants and select those most qualified for entrance into the program;
7. provide for the keeping of records of the on-the-job training and progress of each apprentice;
8. encourage instructors to maintain recommended qualifications; and
9. perform any other duties which, in the opinion of the apprenticeship committee, promote the goals of individual apprentices and of the program as a whole.

D-300: Office of Apprenticeship

Role: Office of Apprenticeship is a branch of the Department of Labor that works closely with TWC and Texas Education Code, Chapter 133 funded Apprenticeship Training Programs.

Responsibilities: Office of Apprenticeship is responsible for the administration of national apprenticeship standards in the United States. Additionally, Office of Apprenticeship is responsible for certifying (approving or disapproving) the registration of apprentices and the number of approved related classroom instruction hours per year, according to locally approved apprenticeship training program standards. Apprentices shall be registered with Office of Apprenticeship before attending their first class.

D-400: Registered Apprenticeship Training Program Instructors

Role: *Registered apprenticeship training program instructors* provide an invaluable service in their communities' apprenticeship training programs by training hundreds of apprentices annually to ensure training is relevant to current industry needs. Local apprenticeship training committees recommend instructors to the LEA. Instructors generally have extensive experience as journeyworkers in their respective industries. In many programs, instructors must be certified or have attended approved instructor training classes. These certification programs and training classes provide instructors with the very best methods of teaching apprentices and necessary information for new technologies in the industry.

Responsibilities: Instructors ensure that the mentoring process is conducted on the job sites so apprentices can safely learn the necessary skills of their craft under the supervision of

experienced journeyworkers. Instructors are encouraged to stay current in their fields by attending industry conferences, trade shows, workshops, and other continuing education opportunities.

D-500: Texas Workforce Commission

Role: *TWC* administers the Apprenticeship Training Program to help pay the costs of related classroom instruction for registered apprenticeship training programs. *TWC* distributes registered apprenticeship training program funds through a contracting process with the LEA. These funds assist with direct training-related instructional and administrative costs for programs around the state.

Responsibilities: *TWC* is responsible for distributing state funds for the support of registered apprenticeship training programs that meet specific criteria, as outlined in Texas Education Code, Chapter 133. *TWC* is also responsible for:

- providing public notice of available funds for potential registered apprenticeship training program sponsors;
- developing and maintaining a sufficient audit trail of all funds appropriated for a registered apprenticeship training program;
- adopting forms, formulas, rules, and administrative procedures for the distribution of available funds to registered apprenticeship training programs; and
- providing technical assistance through this Administrator's Guide, e-mail communications, on-site visits, conference calls, and workshops.

Notes:

- *TWC* is not involved in the registration process or operation of actual apprenticeship training programs.
- **New programs** shall receive an on-site technical assistance visit during the 2nd, 3rd, or 4th related classroom instruction dates.

Part E: Common Terms

Apprenticeship Agreement

An *apprenticeship agreement* is a signed commitment between the apprentice and the employer sponsor. The apprentice agrees to perform the work and complete the related classroom instruction. The employer agrees to make every effort to keep the apprentice employed and to comply with the standards established for the registered apprenticeship training program.

Continuing Programs

Continuing program are apprenticeship training programs, or occupations within apprenticeship training programs, that received Texas Education Code, Chapter 133 funds for related classroom instruction during the previous funding year.

Office of Apprenticeship

Office of Apprenticeship is the federal agency responsible for the administration of national apprenticeship standards in the United States. Office of Apprenticeship encourages and helps industries develop, expand, and improve registered apprenticeship training programs. Through its field staff in Texas, Office of Apprenticeship works with local employers, employer groups, labor-management organizations, and state and federal agencies in the registration process of programs that meet national apprenticeship standards.

Locally Approved Apprenticeship Training Program Standards

Locally approved apprenticeship training program standards are partially characterized under 29 C.F.R. Part 29.5, as follows:

- full and fair opportunity to apply for apprenticeship;
- a schedule of work processes in which an apprentice is to receive training and experience on the job;
- the program includes related classroom instruction designed to provide apprentices with knowledge in technical subjects related to their trade (e.g., a minimum of 144 hours per year is normally considered necessary);
- a progressively increasing schedule of wages (as skills are obtained, wages increase);
- proper supervision of on-the-job training with adequate facilities to train apprentices;
- apprentice's progress, both in job performance and related classroom instruction, is evaluated periodically and appropriate records are maintained; and
- no discrimination in any phase of selection, employment, or training.

New Program

New programs are apprenticeship training programs, or occupations within apprenticeship training programs, that did **not** receive Texas Education Code, Chapter 133 funds for related classroom instruction during the previous funding year.

On-the-Job Training

On-the-job training is structured, supervised training consisting of at least 2,000 on-the-job hours depending on the occupation. Every apprentice participating in a registered apprenticeship training program enters into an apprenticeship agreement. The employer sponsor and the apprentice agree to the terms of the apprenticeship standards incorporated as part of the agreement. The actual on-the-job training is set forth in the apprenticeship standards. Skilled journeyworkers (one or more) supervise the apprentice. The apprentice's supervisor reviews, evaluates, and maintains records relating to the apprentice's job performance. As the apprentice demonstrates satisfactory progress in both on-the-job training and related classroom instruction, he or she advances in accordance with the *wage schedule* provided in the locally approved apprenticeship training program standards.

Related Classroom Instruction

Related classroom instruction provides apprentices with required components of registered apprenticeship training programs and supplements on-the-job training. A minimum of 144 hours per year is normally considered necessary for each occupation. Related classroom instruction may be given through trade, industrial, or correspondence courses of equivalent value, or other forms of self-study approved by Office of Apprenticeship.

Part F: Laws and Regulations

The National Apprenticeship Act

[29 U.S.C. §50](#)

Labor Standards for the Registration of Apprenticeship Programs

[29 C.F.R. Part 29](#)

Apprenticeship System of Adult Career and Technology Education

[Texas Education Code, Chapter 133](#)

Consequences of Criminal Conviction

[Texas Occupations Code, Chapter 53](#)

Texas Workforce Commission Apprenticeship Training Program Rules

[40 TAC Chapter 837](#)