

State VR Connections with Apprenticeship Programs



PA OVR Apprenticeship Joint
Collaboration with State Labor &
Industry Office of Registered
Apprenticeships (RA)

State VR Connections with Apprenticeship Programs II

1st step - Initial meeting between VR Business Services Staff the PA Labor & Industry Office of Registered Apprenticeships Director.

2nd step - Identify key high priority occupations that use pre-apprenticeship and registered apprenticeships pathways that align with VR customer career goals and training.

State VR Connections with Apprenticeship Programs III

PA occupations with rapid growth and high human capital demands include:

- Construction Trades: related to energy industry, highway, commercial and residential construction. High demands for welders, electricians, carpenters, equipment operators and general laborers.
- Health Occupations: including nursing, allied health, medical and dental assistants, and medical coding.
- Service Sector: including logistics, retailing, office support and food services.

State VR Connections with Apprenticeship Programs IV

3rd Step - Develop a Plan of action:

- Identify potential pre-apprenticeship pathways available for VR customers in secondary education
- Educate VR Counselors, customers and significant others on the benefits of apprenticeship pathways into a career or occupation
- Outreach to registered apprenticeship sponsors to explore and understand requirements for acceptance into their program
- Develop a model to actively support apprenticeship sponsors on apprenticeship wage and training costs for VR candidates

State VR Connections with Apprenticeship Programs V

4th Step - Formalizing a collaborative for VR/RA relationship:

- Engage specific apprenticeship sponsors to create RA's accessible to VR talent
- Build apprenticeship capacity of VR customers during secondary education career tech or through post secondary career tech institution training

State VR Connections with Apprenticeship Programs VI

5th Step - Implement a statewide plan for VR and RA collaboration with sponsors:

- Deliver statewide VR counselor training on RA
- Establish funding protocols for use of OJT and milestone payments to RA sponsors as VR customers progress through the RA
- Conduct outreach to RA sponsors and develop outreach materials

VR Outreach Materials



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Help create a pool of talented youth interested in union trades by becoming a youth mentor



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Remember that first job you had when you were a teenager? It may not have been the type of work you're doing now, but it helped develop your work ethic and started you down the career path that led you to where you are now.

We want to help youth make that vital connection with union trades, too.

The PA Office of Vocational Rehabilitation (OVR) is working to help youth with disabilities learn about exciting trade opportunities and valuable work skills by partnering with unions and businesses.

PA OVR will pay for work opportunities such as:

- Temporary work or seasonal work
- Work study
- Part of an apprenticeship

PA OVR's On-the-Job Training (OJT) program can reimburse your union or business for a portion, or in some cases, all of the salary of youth for the duration of a short-term work experience.

PA OVR can reimburse for apprenticeships too, with reimbursements occurring at periodic intervals during the apprenticeship.

Exposing youth to union trades is good business! It provides valuable work experience, introduces participating youth to careers that are in demand, and provides a good pipeline of talent to your business.

Contact your nearest OVR District Office at the following webpage:
<http://www.dli.pa.gov/Individuals/Disability-Services/ovr/Pages/OVR-Office-Directory.aspx>
Or call our Central Office at 717-787-5244, (800)442-6354, or (866)830-7327(TTY) and ask for Business Services.



OVR-510 REV 12-16

 @PAVocRehab  @PA_OVR  PA OVR

Internship Opportunities for Pennsylvanians with Disabilities
Pennsylvania Office of Vocational Rehabilitation



Let's Develop Talent for Today and Tomorrow

The Office of Vocational Rehabilitation understands the demand for qualified employees is tremendous. The Jobs for All OJT Internship initiative provides opportunities for qualified post-secondary trained OVR customers the ability to experience employment. OVR provides reimbursement of a percentage of an OVR customer's wage during the course of the internship period.

www.dli.pa.gov/OVR



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Challenges

- Focus on success and having a good match of potential VR customer to a specific RA program and sponsor.
- Start with one or two VR customers and build on successes.
- Educate VR counselors on the benefits of RAs and the high wages in these careers.
- Address best practices in monitoring customer progress throughout the experience that is similar to and not unlike college VR customer progress and milestones attainment.

How PA OVR & State RA Office Presented the Apprenticeship Career Training-ACT OJT Model to VR Counselors

- The following slides are excerpts from the Statewide video conference training launch a purposeful plan to make RA an option for VR customers.
- Since the launch we have enrolled VR customers in CVSHealth-facilitated retail sales, industry-based welding, and construction trades pre-apprenticeship certificate trainings at the OVR operated Commonwealth Technical Institute.
- ACT-OJT is acronym for Apprenticeship Career Training, On-the-Job Training. A wage and milestone reimbursement to apprenticeship sponsors for VR customers.



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Apprenticeship and Training Office: A guide to Registered Apprenticeship

What is Registered Apprenticeship?

- A structured occupational training program that combines on-the-job training (OJT) and related instruction in which workers learn the practical and conceptual skills required for a skilled occupation, craft, or trade.

Apprenticeship and Training Office: What do we want to accomplish?

- Increase the number of Pennsylvania Registered Apprenticeship opportunities
- Educate the uninformed (employers and job seekers) about the benefits of registered apprenticeship
- Expand apprenticeship into non-traditional occupations

Steps to Establishing a Program

1. Identify an objective and engage the interested parties
2. Contact the ATO and/or US DoL Apprenticeship
3. Develop Work Processes for the On-the-Job Training (OJT)
4. Identify Sources for Related Instruction
5. Develop Selection Procedure/Requirements
6. Institute Affirmative Action Plan when necessary
7. Submit the Program to the reviewing Agency (State or Federal ATO)
8. Submit the Program to the Pennsylvania State Apprenticeship and Training Council
9. Register Program and Apprentice with PA Apprenticeship and Training Office

Core Components of Registered Apprenticeship



Employer Involvement Is Integral

Employer is the foundation for the RA program and must be directly involved and provider of OJT



Structured On-the-Job Training with Mentoring

Minimum of 2,000 hours
Structured and Supervised



Related Training and Instruction

144 hours recommended per year
Parallel | Front-loaded | Segmented
Options



Rewards for Skill Gains

Increases in skills brings about
increases in earnings



National Occupational Credential

Nationally recognized credential showing job proficiency. Sponsor certifies individual is fully competent for career.

Each Registered Apprenticeship Program must have...

- **2,000 hours of on-the-job training (OJT)**
 - Most programs last about 4 years, but can range from 1 to 6 years.
- **A minimum of 144 related instruction hours**
 - **Types of Related instruction:**
 - Technical or Academic High Schools
 - Adult Night School
 - Community College
 - Universities
 - Correspondence Courses
 - Online Courses

What are the benefits of Registered Apprenticeship: Sponsors?

Benefits for the Sponsor...

- Highly-skilled workforce
- Reduced turnover rate
- More productive employees
- More diverse workforce

What are the benefits of Registered Apprenticeship: Workers?

Benefits for the Workers...

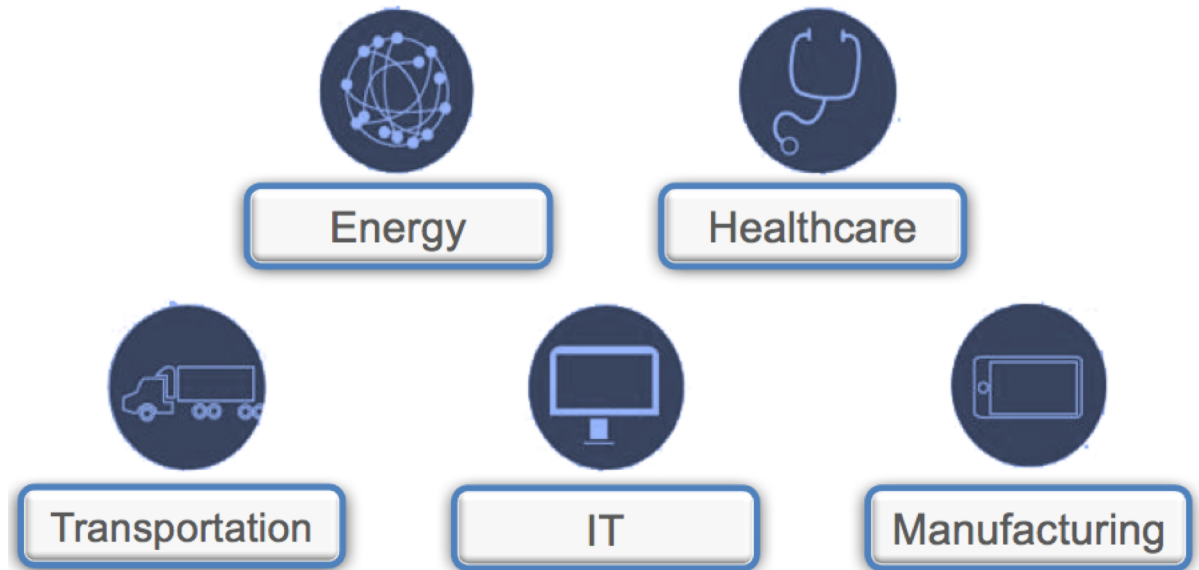
- Increased skills
- Higher wages – a built-in wage increase or step
- National credential – It's portable
- Career advancement – Career pathways

What are employers looking for?

Soft Skills

- Your best abilities are availability and reliability
- Customer service – External and Internal
- A willingness to learn
- How well will you represent their company?

Registered Apprenticeship is



more than only construction

EXAMPLES OF OFFICIALLY RECOGNIZED APPRENTICE-ABLE OCCUPATIONS.....

- BIO-MEDICAL EQUIPMENT TECHNICIAN
- BUTCHER
- CABLE SPLICER
- DAIRY TECHNOLOGIST
- TOOL AND DIE MAKER
- ELECTRICIAN
- CARPENTER
- FLORAL DESIGNER
- GLAZIER
- LABORATORY ASSISTANT
- MACHINIST
- ENGRAVER

Key Roles within Registered Apprenticeships

Employers (OJT)

- ✓ Must have employer(s)
- ✓ Must Drive Program Design / RTI
- ✓ Provider of OJT/Work-Based Learning

Public Workforce System

- ✓ Provide basic skills/pre-apprenticeship
- ✓ Provide training funds (through OJT contracts, ITAs, customized training)
- ✓ Provide support services
- ✓ Can provide up-front screening, referrals

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Sponsors (Administrators)

- ✓ Responsible for Administering the Program
- ✓ Can be Employer, Consortia of Employers, Industry Associations, Joint Labor-Management Organizations, Educational or Training Providers, CBOs, or Other Workforce Intermediaries!

Educational (RTI) Provider

- ✓ Can be employer/industry-based
- ✓ Can be Joint Labor-Management Orgs
- ✓ Community Colleges
- ✓ Others

Registered Apprenticeship can



work with **multiple** or **single** employers

IN REVIEW....

- Apprenticeship is a combination of OJT and related instruction
- Apprenticeship is beneficial to the employer and the employee
- Employers are looking for soft skills
- There are over 1,000 apprentice-able occupations

Apprenticeship and Training Office: Contact Information

Contact Information

Eric Ramsay, Director

Apprenticeship and Training Office

651 Boas Street| 12th floor

Harrisburg PA 17121

Email: eramsay@pa.gov

OVR Apprenticeship OJT

After acceptance in a PA registered apprenticeship program reimbursement must adhere to the following process:

- Upon start of Apprenticeship a 30 day 100 % ACT-OJT applies with the case in status 18.
- Upon progression in Apprenticeship from entrance to journeyman, (i.e., mid-point skill level) with a milestone lump sum payment \$1000 to the employer. Case remains in status 18.
- Upon last 30 days of Apprenticeship a 100 % ACT-OJT applies with the case moved into status 20.
- Upon hire into fully integrated competitive closure after 90 days. Case placed in status 26.

Fee and Fund Codes

OJT Fee and Fund codes apply as described below:

- Fee Schedule number and Fund Codes:
 - Fee Schedule Apprenticeship – 59507A
 - Fund Code for BBVS – A FFY 20__ or A.A FFY 20__
 - Fund Code for BVRS – 1 FFY 20__ or 1.1 FFY 20__
- Lump sum mid-point Fee Schedule number and Fund Codes:
 - Fee Schedule Apprenticeship – 59507M
 - Fund Code for BBVS – A FFY 20__ or A.A FFY 20__
 - Fund Code for BVRS – 1 FFY 20__ or 1.1 FFY 20__

FNT Rule?

All provisions in the OJT Policy Memo apply when using ACT-OJT. The Financial Needs Test (FNT) will not be applied to the use of any OJT.

CWDS Snapshot: Initial 30 Days



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Purchase Order Information

Service Authorization ID: 64765331
 Purchase Order Number: 1280564
 Closed Purchase Order#: _____

MOD Number: _____
 Rolled-Over To Purchase Order#: _____

Purchase Order Date: 12/06/2016
 HGAC

Participant Name: TAYLOR, PRECIOUS D
 Participant ID: 1846054
 Participant Address: 607 W KING ST
 YORK, PA, 17401
 Participant Phone: (717) 848 - 1849
 Participant Fax: _____
 Participant Email: cwds.test@gmail.com
 Case status at Creation: 18
 VR Participant Type: _____

Provider Name: SURTECH INDUSTRIES, INC.
 Legal Name: SURTECH INDUSTRIES, INC.
 Att: _____
 SAP Vendor#: 600000
 Provider Address: 915 BOROM RD,
 YORK, PA, 17404
 Provider Phone: (717) 767 - 6808
 Provider Fax: (717) 764 - 6271

Purchase Order Details

Line Item	Units	Total Invoice/Claim Units	Unit Cost \$	Actual Cost \$	Service Code	Service Name	Effective Date	Amended Date	Cancelled Units	Cancelled Amount \$	Authorized Amount \$	Remaining To Expense \$
1	240.00	0.00	0.00	16.00	59507A	Apprenticeship OJT	11/07/2016		0.00	0.00	3840.00	3840.00

Total: Cancelled Amount \$0.00
 Authorized Amount \$3,840.00
 Remaining To Expense \$3,840.00

Special Instructions

This PO is for payment of initial 30 days of OJT Contract

CWDS Snapshot: Mid-Point Lump Sum



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Purchase Order Information

Service Authorization ID: 64765330
 Purchase Order Number: 1280565
 Closed Purchase Order#: _____

MOD Number: _____
 Rolled-Over To Purchase Order#: _____

Purchase Order Date: 12/06/2016
 HGAC

Participant Name: TAYLOR, PRECIOUS D
 Participant ID: 1846054
 Participant Address: 607 W KING ST
 YORK, PA, 17401
 Participant Phone: (717) 848 - 1849
 Participant Fax: _____
 Participant Email: cwds.test@gmail.com
 Case status at Creation: 18
 VR Participant Type: _____

Provider Name: SURTECH INDUSTRIES, INC.
 Legal Name: SURTECH INDUSTRIES, INC.
 Att: _____
 SAP Vendor#: 600000
 Provider Address: 915 BOROM RD,
 YORK, PA, 17404
 Provider Phone: (717) 767 - 6808
 Provider Fax: (717) 764 - 6271

Purchase Order Details

Line Item	Units	Total Invoice/Claim Units	Unit Cost \$	Actual Cost \$	Service Code	Service Name	Effective Date	Amended Date	Cancelled Units	Cancelled Amount \$	Authorized Amount \$	Remaining To Expense \$
1	1.00	0.00	1000.00	1000.00	59507M	Apprenticeship Mid Point Payment	11/07/2016		0.00	0.00	1000.00	1000.00

Total: Cancelled Amount \$0.00
 Authorized Amount \$1,000.00
 Remaining To Expense \$1,000.00

Special Instructions

Mid-point lump sum payment to employer for participant's progression from entrance to journeyman.

CWDS Snapshot: Final 30 Days



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Purchase Order Information													
Service Authorization ID: 64765329			Purchase Order Number: 1280566			MOD Number:			Purchase Order Date: 12/06/2016				
Closed Purchase Order#:			Rolled-Over To Purchase Order#:						<input type="checkbox"/> HGAC				
Participant Name: TAYLOR, PRECIOUS D						Provider Name: SURTECH INDUSTRIES, INC.							
Participant ID: 1846054						Legal Name: SURTECH INDUSTRIES, INC.							
Participant Address: 607 W KING ST						Att:							
YORK, PA, 17401						SAP Vendor#: 600000							
Participant Phone: (717) 848 - 1849						Provider Address: 915 BOROM RD,							
Participant Fax:						YORK, PA, 17404							
Participant Email: cwds.test@gmail.com						Provider Phone: (717) 767 - 6808							
Case status at Creation: 18						Provider Fax: (717) 764 - 6271							
VR Participant Type:													
Purchase Order Details													
Line Item	Units	Total Invoice/Claim Units	Unit Cost \$	Actual Cost \$	Service Code	Service Name	Effective Date	Amended Date	Cancelled Units	Cancelled Amount \$	Authorized Amount \$	Remaining To Expense \$	
1	240.00	0.00	0.00	16.00	59507A	Apprenticeship OJT	11/07/2016		0.00	0.00	3840.00	3840.00	
										Total:	Cancelled Amount \$0.00	Authorized Amount \$3,840.00	Remaining To Expense \$3,840.00
Special Instructions													
Payment for final 30 days of OJT Contract.													

Pre-Apprenticeship Planning

- Student must be in Status 02 or above
- Need to educate parents & school staff
- Vo-tech and pre-apprenticeship work experiences can help
- HGAC is developing stackable skills and micro credentials

Apprenticeship Planning

- Western PA Pilot with the Construction Guild
- Eastern Pilot with SEPTA and CVS Health

Apprenticeship Planning-Next Steps

- T-Drive File: Apprenticeship-OVR OJT Initiative File. Information including Frequently Asked Questions (FAQ) document will be added.
- Western (Rob), Central (Jameson) and Eastern (Vondol) Specialists will be available for in-person meeting with District Offices upon request.
- Non piloted Apprenticeships in other districts offices can use model and should connect the employer/sponsor with Eric Ramsey.

Let's Talk!

- **Questions**
- **Discussion**
- **Next Steps**
- **How Can We Help?**

Contact Information

- **Gerri Scott**, Director, Jobs for the Future: gscott@jff.org
- **Ralph Roach**, Division Chief, Office of Vocational Rehabilitation, Pennsylvania Department of Labor and Industry: rroach@pa.gov
- **Eric Ramsay**, Director, Apprenticeship and Training Office, Pennsylvania Department of Labor and Industry: eramsay@pa.gov
- **Tom Hooper**, Assistant Director, Jobs for the Future: thooper@jff.org
- **Katie Allen**, Knowledge Translation, Institute for Community Inclusion: katie.allen@umb.edu