ApprenticeshipUSA Action Planning Tool

State: _____   **Date:** _____

Contact Name/Organization: _____

Contact Information (Email & Phone)

Lead State Entity: _____

Questions	Readiness 1=Ready 2=Has a plan; can implement without TA 3=Has a plan; needs TA to implement 4=Not ready and/or planned; needs TA	Comments/Notes	Practices and Examples
PROGRAM MANAGEMENT			
Grant Management Capacity. Assess the state's ability to manage these funds and meet the requirements of the grant. Indicate in the comment's section how the State Apprenticeship Agency (SAA) will be utilized for the state's planning process (e.g., Lead organization, partner, registration entity).			
STRATEGIES AND PARTNERS FOR APPRENTICESHIP EXPANSION			
Statewide Registered Apprenticeship Goals and Strategy. Assess the State's goals for apprenticeship expansion and how those goals align with the State's overall education, workforce and economic development objectives. Describe the State's overall plan to develop a comprehensive strategy to achieve those goals.			

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Key Partners. Assess the status of the State's efforts to identify key partners necessary to drive Registered Apprenticeship expansion and innovation and diversification including the role of Governor's office and other key components of the talent development system such as, the public workforce system, community and technical colleges, economic development system, unions and joint labor management programs, secondary education partners, and groups representing women (especially women-in-the-trades organizations), minorities, people with disabilities, among others.			
Industry Engagement. Assess the status of the State's readiness to organize and engage employers and industry partners across multiple sectors in the State's Registered Apprenticeship expansion efforts (e.g., Regional Industry Roundtables). Has the State identified sources and strategies for recruitment of additional employers, including non-traditional industry sectors such as IT, HealthCare, Advanced Manufacturing, Cybersecurity, and Business Services?			
Sector Focus. Assess the viability of industry sectors that the State intends to target for apprenticeship expansion. What data or workforce challenges suggest that those sectors are primed for expanding apprenticeship opportunities? Does the State plan to leverage an existing sector strategy or sector work to expand apprenticeship opportunities?			

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Registered Apprenticeship Promotion. Assess the status of the State's readiness to promote and brand apprenticeship within the State and to align with ongoing national branding efforts under ApprenticeshipUSA. This includes an assessment of plans for promotion aimed at increasing public and employer awareness of the value and benefits of Registered Apprenticeship (e.g. Apprenticeship Wisconsin, Apprenticeship Carolina, Apprenticeship Georgia).			
CAPACITY BUILDING THROUGH CO-INVESTMENT & THE STATE SYSTEM			
Capacity. Assess the status of the State's readiness to improve Registered Apprenticeship capacity, infrastructure, and expert support to aid apprenticeship expansion and transformation in the State.			
State Apprenticeship Agency Support. For States with federally recognized State Apprenticeship agencies, assess the State's commitment to developing additional capability for: 1) core registration functions including promotion, registration, oversight, technical assistance and support for potential and existing sponsors; 2) training and support for front-line apprenticeship staff that promotes both innovation and quality in Registered Apprenticeship; and 3) training and support for State Apprenticeship Councils to engage them in the State's plans for Registered Apprenticeship expansion and innovation.			

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A. Assess the ability of the State to provide the baseline level of funding provided to support the State Apprenticeship Agency and other apprenticeship activities (average over past 2 years). Please consider the availability of information related to funding for staffing and related apprenticeship activities as well as co-investment from other state and federal resources.			
State Leveraged Resources. Assess the status of the State's readiness to leverage resources and co-investment for Registered Apprenticeship expansion based on the following criteria:			
A. Leveraged resources from federally supported programs, particularly Workforce Innovation Opportunity Act (WIOA) funds to be used to support Registered Apprentices through on-the-job training, classroom instruction (using Individual Training Accounts), and supportive services (including childcare, transportation, and other).			
B. Leveraged State resources including general funding, tuition assistance, state apprenticeship training funds, and other state based support.			
C. Leveraged resources from foundations and the private sector that will support Registered Apprenticeship expansion activities.			
Policy Levers to Increase Registered Apprenticeship. Assess the status of the State's readiness to identify policies or other mechanisms to support employer demand for Registered Apprenticeship (e.g., tax credits, training vouchers/grants, utilization requirements, leveraging of existing systems or resources, or others).			

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State System Alignment. Assess the status of the State's readiness to align Registered Apprenticeship with: • the public workforce system within the State; • with educational institutions and training providers and other partners currently engaged in building career pathways (i.e., adult education agencies, career and technical education agencies, vocational rehabilitation agencies, State workforce education coordinating boards, and/or other postsecondary education agencies); and • Other components of the talent development system such as, economic development system and secondary education partners.			
__INNOVATION, EQUITY AND INCLUSION__			
Innovative Registered Apprenticeship Programs. Assess the status of the State's readiness to support innovation in Registered Apprenticeship including, but not limited to, flexible and/or accelerated learning approaches (including adapting time-based models of training to a competency-based evaluation) as well as aligning Registered Apprenticeship to post-secondary educational credit.			

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Equity and Inclusion. Assess the status of the State's readiness to support inclusion and diversity in Registered Apprenticeship including but not limited to: • Expanding access to underrepresented populations including piloting greater use of pre-apprenticeship-to-apprenticeship pathway model that aligns with TEN 13-12. • Specific plans to increase participation by key groups with a particular emphasis on increasing participation by women in apprenticeship. • Leveraging and aligning resources to provide adequate supportive services appropriate to the targeted population to ensure persistence and long term-success.			
**DATA COLLECTION & SUBMISSION**			
Data Sharing. Assess the status of the State's readiness to collect Registered Apprenticeship data and submit to USDOL, including individual record files on a quarterly basis in a format to be specified by USDOL.			

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Registered Apprenticeship Goal Setting. Assess the status of the State's readiness to establish baselines for state goals, outputs and outcome(s) around Registered Apprenticeship expansion including: • Total number of new or expanded Registered Apprenticeship programs • Number and Percentage of New Programs in Non-Traditional Industries • Total number of new and active Apprentices • Number and Percentage of Women Served in/Completed Registered Apprenticeship • Number and Percentage of Minorities Served in/Completed Registered Apprenticeship • Number and Percentage of People with Disabilities Served in/ Completed Registered Apprenticeship • Percent of apprentices served who complete their Registered Apprenticeship program (Statewide Completion Rate)			

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WIOA/Registered Apprenticeship Goal Setting. Assess the status of the State's readiness to demonstrate stronger integration with the WIOA system through performance goal setting based on the following data elements:
• Percentage of Registered Apprentices co-enrolled in WIOA
• Total number of Registered Apprentices receiving WIOA services
• Total number of Sponsors utilizing WIOA Services
• The Total number of Registered Apprentices receiving the following WIOA services:
   ✓ On-the-Job Training
   ✓ Supportive Services
   ✓ Classroom training (through Individual Training Account)			

QUALITY PROGRAMS			
State Apprenticeship Technical Assistance. Assess the status of the State's readiness to provide more and value-added technical assistance services to ramp up State apprenticeship expansion strategies while ensuring quality programs. Assess the status of State's readiness to provide technical assistance to promote excellence and innovation in Registered Apprenticeship.			
Use of Intermediaries. Assess the status of the State's readiness to identify innovative new approaches that promote excellence in apprenticeship by engaging employers and industry intermediaries to increase demand for Registered Apprenticeships and make it easier for employers to develop new or expand existing Registered Apprenticeship programs.			

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Regulatory Compliance. For SAAs, assess the status of the State's efforts to complete the process for federal recognition and compliance with apprenticeship guidance and regulations including 29 CFR parts 29 and 30 regulatory requirements[1]. For federally managed States, assess the status of the State's ability to coordinate with OA staff to ensure apprenticeship programs meet the standards for registration with USDOL.				

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[1] The National Apprenticeship Act of 1937, section 1 (29 U.S.C. 50), authorizes and directs the Secretary of Labor is authorized and directed to formulate and promote the furtherance of labor standards necessary to safeguard the welfare of apprentices, to extend the application of such standards by encouraging the inclusion thereof in contracts of apprenticeship, to bring together employers and labor for the formulation of programs of apprenticeship, to cooperate with State agencies engaged in the formulation and promotion of standards of apprenticeship, and to cooperate with the Secretary of Education in accordance with section 17 of title 20. The purpose of Part 29 is to set forth labor standards to safeguard the welfare of apprentices, promote apprenticeship opportunity, and to extend the application of such standards by prescribing policies and procedures concerning the registration, for certain Federal purposes, of acceptable apprenticeship programs with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship. Part 30 sets forth policies and procedures to promote equality of opportunity in apprenticeship programs registered with the U.S. Department of Labor and in state apprenticeship programs registered with recognized state apprenticeship agencies.