



Employment Training Panel

Memorandum

To: Panel Members

Date: Dec. 2, 2021

cc: Reg Javier, Executive Director
Peter Cooper, Assistant Director
Jaime Gutierrez, Chief Deputy Director

From: Willie Atkinson Jr., Assessment and Program Division Manager

Subject: ETP Policy Committee Meeting Agenda Item 4.a.
Report to Policy Committee Re: Apprenticeship Application Process FY22/23

I. Brief Issue Statement:

In an effort to streamline processes and create efficiencies for apprenticeship applicants, ETP is considering changing the way we process apprenticeship application.

II. Analysis and Options:

In the continued effort to align with Governor Newsom's goal of expanding the Apprenticeship model and creating 500,000 new apprentices, ETP is seeking to streamline our apprenticeship program.

ETP is considering moving to a new process for funding apprenticeship programs which includes the following elements:

1. **Annual Application Period:** Processing all applications received within an open window allows ETP to assess both total demand for funding and Staff workload resources to develop all proposals for presentation during one Panel meeting.
2. **Funding Per Trainee:** Funding proposals, on a per trainee cost, based on the allocated funding per the coming fiscal year and the total overall demand received during the annual application period.
3. **Verification with Division of Apprenticeship Standards (DAS):** Utilize DAS enrollment data for verification of reported number of apprentices in application funding request.
4. **Streamlined Process:** Establish a renewal process for repeat applicants, revise apprenticeship application, and reformat proposal template to streamline the development process.

5. **Reserve Funds:** Reserve three – five percent of the apprenticeship allocation to fund new/nontraditionally funded apprenticeship programs and/or programs unfamiliar with new annual application period.

III. Proposed Implementation Timeline:

1. **December 2021:** Present recommendations to Policy Committee for informational purposes.
2. **January/March 2022:** Present recommendations to Panel members.
3. **Early 2022:** Open application period.
4. **June/July 2022:** Present Apprenticeship proposals to Panel for review and approval.

IV. Recommendation:

No action items beyond soliciting and receiving any feedback from the Policy Committee, contractors, stakeholders, and public concerning the Apprenticeship Application Process. However, Staff will bring these recommendations to the January or March Panel Meeting for a decision.