Employment Training Panel
Apprenticeship Program

Informational Session
FY24/25 Applications
May 29, 2024

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Informational Session Agenda
5/29/24

-ETP Program Overview

-Registering Account

-Application Submittal

-Application & Development Timeline

-Questions & Answers

Who is ETP?

- Established by the legislature

- Governed by 8 member panel

- Funded via employer tax

- ETP funds workers statewide as a supplement to training budgets

Performance Based Contracts

- Two Year Contracts

- **Pay For Performance:** Training, Retention, Wages

- Minimum 8 hours of training

- Retained in a job

- Minimum Wage
  - ETP accepts CBA Wage, if applicable
  - Submit wage sheets with application

COUNTIES	RETRAINEE MINIMUM WAGE AFTER RETENTION
Alameda, Marin, San Mateo, Santa Clara, and San Francisco	$24.60
Contra Costa	$24.25
Los Angeles	$23.15
Orange	$22.55
San Diego	$22.72
All Other Counties	$22.55
MODIFIED STATEWIDE AVERAGE WAGE (SET)	
Trainees may earn up to 25% below the State average hourly wage. Workers must work in a priority industry sector or be funded for training under a Critical Proposal. This wage modification will be determined on a case-by-case basis	**$30.75**

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Apprenticeship Program Eligibility

- Program must be approved by the Division of Apprenticeship Standards

- Strong Employer Relationships

- Eligible for funding for only one contract per fiscal year

- Required Documents:
  - Program Standards
  - DAS File #
  - Trust Document (if applicable)
  - Collective Bargaining Agreements (if applicable)
  - Wage Sheets

Apprenticeship Model Funding

- Training Populations & Flat Fee Rates
  - Apprentices - $22/hr.
  - Journeyworkers & Pre-Apprentices - $28/hr.

- Support Costs – 8%

- Funding Methodology

- Strong Employer Relationships
  - California Employer Account Numbers (CEAN)

Training Requirements

- Trainer to Trainee Ratio:

  1:25 Apprentices, 1:20 Pre-Apprentices & Journeyworkers

- Hours of training 8-200; up to 210 with OSHA 10

- Training Recordkeeping, Monitoring & Administration

- Learning Management System, approval required – upload screenshots during application submittal

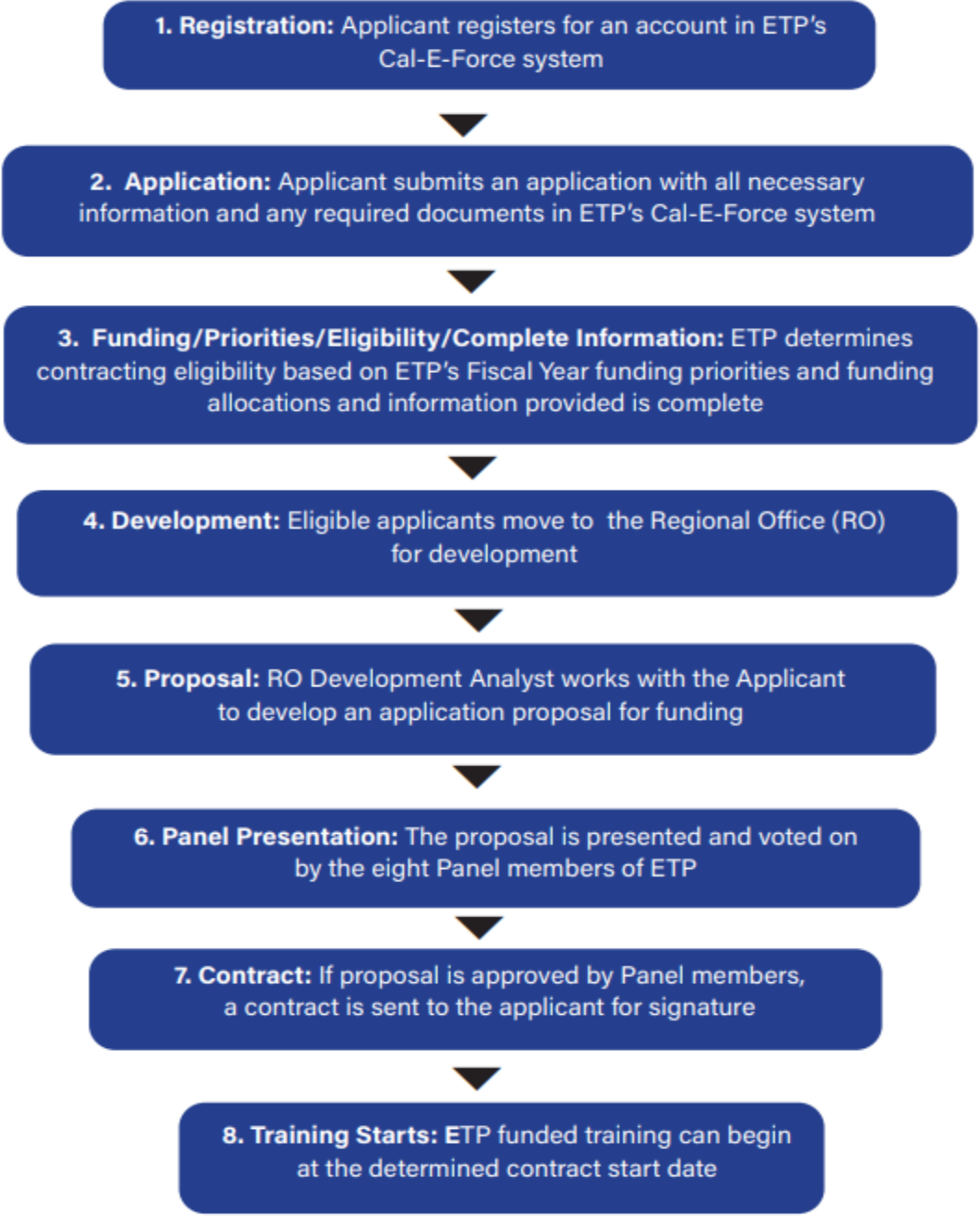**ETP**

Allowable Training

- Classroom/Laboratory RSI Curriculum

- Safety Training Allowances
  - OSHA 10/30
  - Hazwoper
  - HazMat

- **New this Year -** General Safety Training Exclusions

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ETP Funding Process Overview

ETP Employment Training Panel

1. **Registration:** Applicant registers for an account in ETP's Cal-E-Force system

▼

2. **Application:** Applicant submits an application with all necessary information and any required documents in ETP's Cal-E-Force system

▼

3. **Funding/Priorities/Eligibility/Complete Information:** ETP determines contracting eligibility based on ETP's Fiscal Year funding priorities and funding allocations and information provided is complete

▼

4. **Development:** Eligible applicants move to the Regional Office (RO) for development

▼

5. **Proposal:** RO Development Analyst works with the Applicant to develop an application proposal for funding

▼

6. **Panel Presentation:** The proposal is presented and voted on by the eight Panel members of ETP

▼

7. **Contract:** If proposal is approved by Panel members, a contract is sent to the applicant for signature

▼

8. **Training Starts:** ETP funded training can begin at the determined contract start date

Cal-E-Force Registration Process

At the ETP website, select Funding Opportunities

Apply For Contract Funds

Applications for Contract Funds are open & being accepted through ETP's Cal-E-Force online system, log in below. Please see ETPs Funding Priorities for the fiscal year on the Funding Priorities & Limitations page.

Log in to Cal-E-Force:

- **New Users** – select the New Company Sign Up button below to register in the Cal-E-Force system. If your company is already in the system please contact your company's administrator for login information.
- **Submit Application** – Users with a company account in Cal-E-Force can log into the system by selecting the Existing Company Login button & follow the screens to complete an application.
- **Authorize a Subcontractor** – If you are choosing to identify a subcontractor to assist you in completing your application select the Existing Company Login button below, and follow the screens to get your subcontractor identified and registered.

Cal-E-Force:

[New Company Sign Up]   [Existing Company Login]
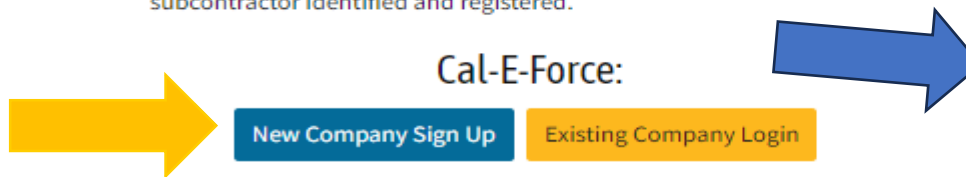
What's Next?

Once your completed Application is received, you will be contacted by an ETP Regional Office analyst to schedule a meeting at your facility virtually, during which you will review and discuss contracting requirements. All proposals/applications are reviewed and considered for approval by the Panel at regular monthly meetings. You, or a representative of your company, may be required to attend the Panel meeting for a brief presentation and/or to address questions about your proposal. You will be "officially" notified that you may begin training after the Panel approves your training proposal.

First Time Applicant?

▸ For general information and questions about ETP contact ETP's Economic Development Unit: (916) 327-5258 or ETPEDUnit@etp.ca.gov

▸ For technical support please contact the Cal-E-Force Help Desk: ETPCalEForce@etp.ca.gov

Helpful Application Links

➲ ETP Application FAQs

ⓘ User Guides

▣ Application Templates & Sample Contracts

▤ A Letter to Stakeholders

📞 Need Help? Contact ETP

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Cal-E-Force User Guides

General	**Application**	Enrollments
Hours Tracking	Invoicing	Revisions
Manage Contract	Certifications	Reports

Applying for Funds – Multiple Employer (MEC)

Applying for Funds – Single Employer

Applying on Behalf of a Contractor

Edit an Application

Print Application Data

Cal-E-Force Video Guides

General	Application	Enrollments
Hours Tracking	Invoicing	Revisions
Manage Contract	Certifications	Reports

Accessing Your Contract

Manage Users

Resetting Your Password

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Application Information

What you'll need to submit the Application

Type of Contract, Contact Information, Company Information and Subcontractor Information

- Core Funding

- Joint Apprenticeship Training Committee (JATC)/Unilateral Apprenticeship Committee (UAC)

- DAS Approval
  - Upload for Trust, Collective Bargaining Agreement/Master Labor Agreement
  - Please upload DAS standards here as well

- Contact Information – contract point of contact and signatory

(1)

Primary Contact Email

test.test@etp.ca.gov.invalid

*Last Name

Contact 1+

*First Name

test

*Title

test

*Company or Entity Full Legal Name

Account 1

Doing Business As (DBA)

Test 123

Signatory Contact Details

First Name

Last Name

Title

Email

you@example.com

(2)

Physical Address

*Street

test

*City

test

State

CA

*Zip/Postal Code

95814

Mailing Address

*Street

99, Winthrop Avenue, Apt - C

*City

test

*State

NY

*Zip/Postal Code

12203

*Phone Number

1234564567

Company / Organization Website (eg: https://www.etp.ca.gov)

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Type of Contract, Contact Information, Company Information and Subcontractor Information

- Company Information – year founded, primary function, products services and other general questions on your organization

- Development Subcontractor, if applicable

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Company Information

* Year Founded

[   ]

* Organization's Primary Function

[   ]

* What are your products and/or services?

[   ]

* Identify your customers / clients (i.e. employers/trainee population or healthcare/ patient population)

[   ]

* Describe the type of businesses, industries, and trainee populations you provided training to in the past (only include training related to type of funding requested).

[   ]

* What are the cities and counties of the participating employers you may serve under this contract?

[   ]

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Need For Training

- Describe training need, employer need, changes in the industry that necessitate training, how training assists with job creation, feedback on training effectiveness, certifications earned by trainees and others
  - In the Training Need section, be sure that you include examples of the work or projects that trainees will work on

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Need for training

* Describe the need for training

* How did you determine employer need for this program? Did you perform individual employer assessments?

* Describe the changes that have taken or will take place requiring training.

* Is there new equipment/technology related to training?
- Yes
- No

* How will training facilitate these changes and give workers the skills they need to remain employed?

* How will training help the core participating employers' job creation/expansion in the next 12 – 24 months?

* Describe how you work with Employer Advisory Groups and how they assisted in developing the training program (New Hires)

* How do you get feedback and assess the effectiveness of training?

* Impact/Outcome Specify any certifications that will be earned from training for each type of training

---

* Is there new equipment/technology related to training?
- ● Yes
- ○ No

* Type of Equipment

* Installation Date

* Cost of Equipment

Services & Resources

- This section will ask questions related to recruitment of trainees and employers, and project administration.
  - Will also include questions about total staff administering the project and where training will be delivered
- If the information is not provided in the application, a supplemental questionnaire will be sent to the applicant during proposal development

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Services and Resources

*Will you be recruiting New Hire Trainees

○ Yes
◉ No

*Provide local/regional occupational job outlook for training that will be provided.

[text box]

*How do you Market/Advertise your programs?

☐ Flyers
☐ E-mail
☐ Trade Shows
☐ Advertisements
☐ Other

*How did you customize the training to the needs of the participating employers?

[text box]

*Describe your plan for recruiting participating employers. ⓘ

[text box]

*Describe how you work with employer organizations and the name of those organizations.

[text box]

*Describe your prior history in providing incumbent worker training. ⓘ

[text box]

*Describe your plan for administering the project.

[text box]

1

*Will you be recruiting New Hire Trainees
◉ Yes
○ No

*Describe your plan for recruiting New Hire Trainees

[text box]

*Have you provided training and job placement services to unemployed individuals?

[text box]

*Please describe your services.

[text box]

*Describe (if any) current relationship with One-Stop Centers or other Unemployment Insurance referral sources.

[text box]

*How do you assess the trainees' skill level and what training they need? ⓘ

[text box]

Commitment to Training
Special Categories

- **Commitment To Training** asks questions about training provided in the past

- **Special Categories** will require you to indicate that you are training Apprentices. Be sure to answer the questions related to Veterans and Women trainees or other special populations you serve

Commitment To Training

*Describe the curriculum provided to employees and training delivered to employees in the past. (See Help text) ⓘ

*Explain how ETP funding will not displace the training resources of the core group of participating employers

*Projected Training Start Date

Special Categories

* Do you plan on providing Entrepreneurial training? ⓘ

○ Yes
○ No

* Describe any barriers to employment that will qualify trainees ⓘ

[ ]

* Do you plan on providing CNA to LVN training? ⓘ

○ Yes
○ No

* Do you plan on providing training to Ex-Offender/At-Risk Youth? ⓘ

○ Yes
○ No

* Do you plan on providing training to Seasonal Workers? ⓘ

○ Yes
○ No

* Do you plan on providing training to Temporary to Permanent Workers? ⓘ

○ Yes
○ No

* Do you anticipate any participating employers having trainees in a Workshare program?

○ Yes
○ No

* Do you plan on training Veterans?

○ Yes
○ No

* Describe your plan for marketing training opportunities specifically to Veterans. Please include if you have a working relationship with any veterans organizations.

[ ]

Occupations & Training Plan

- **Occupations**- list the occupations that will be trained in the project

- **Wage Ranges**- the minimum wage must align with the ETP minimum wages

- **Trainees and Training hours**– conservative numbers

- **Training Plan** –The ETP application requires certain information

- **An ETP contract is 100% performance-based**

Please add all your occupations that will be participating in the contract by selecting the 'Add occupation' button below.

Occupations

+ Add Occupation

Occupation	⌄	# Trainees	⌄	# Hours	⌄	Union	⌄	Wage Range	⌄

☑ I confirm I added all occupations participating in the contract

* Do any Participating Employers pay health benefits? ⓘ

○ Yes
○ No

* Projected Number Of Managers/Supervisors ⓘ

[   ]

* Will the % of Managers/Supervisors to be trained be over 20%?

○ Yes
○ No

* Will any training occur out-of-state?

○ Yes
○ No

Please add your training plan by selecting the 'Add Training Plan' button below

Training Plans

+ Add Training Plan

Plan Type	⌄	Total # Hours	⌄	Rate	⌄	Est. Amount	⌄	
Priority Industry N...		3,600		$23.00		$82,800.00		▾

Estimated Total Trainees: 20
Estimated Total Amount: $82,800.00
(This Cost is an estimate based on the information your provided on the Training Plan(s), and is subject to ETP FY$ caps and subject to change during the application development)

☐ I confirm I added all training plans

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Please add your training plan by selecting the 'Add Training Plan' button below

Training Plans

+ Add Training Plan

Plan Type	⌄	Total # of Trainees	⌄	Total # Hours	⌄	Rate	⌄	Est. Amount	⌄	
MEC Only - Apprentices...		12		2,400		$16.00		$38,400.00		▾

Estimated Total Trainees from Occupations Screen: 0
Please make sure to match the total trainee counts in both screens before proceeding further
Estimated Total Trainees from Training Plans: 12
Estimated Total Amount: $38,400.00
(This Cost is an estimate based on the information your provided on the Training Plan(s), and is subject to ETP FY$ caps and subject to change during the application development)

☐ I confirm I added training plans

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Curriculum

- You will be required to upload the training topics that Apprentices & Journeyworkers and Pre-Apprentices will receive under this contract. Important: to note that the topics should align with your DAS approved curriculum/standards

- These training topics will also be included in the daily recordkeeping

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Please add your curriculum by selecting the 'Add Curriculum' button below.

📖 **Curriculum**   + Add Curriculum

Delivery Method ⌄	Training Type ⌄

☐ I confirm I added curriculum

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Important Dates

May 13, 2024 – June 21, 2024 - Application Submittal

Late June – Early July 2024 - Eligibility Determination

July 2024 – August 2024 - Proposal Development

September 27, 2024 - Panel Review

September 30, 2024 - Projected Contract Start Date

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Contract Execution & Monitoring

- Upon approval by the panel, DocuSign with the contract

- **Group Start Up Meeting (GSUM)** – 3 weeks after approval at Panel

- **Periodic Monitoring** throughout the contract term by Assigned Monitoring Analyst:

- **Training Recordkeeping Review** – training sessions need to be documented with the required points of information

- **Training Observation & Trainee Interviews**

- ETP Analyst available for questions and support during the term of the contract

Contact Information

- ETPApprenticeshipProgram@etp.ca.gov

- ETP website – www.etp.ca.gov

- Stakeholder Notifications – ETP's Home page

- Cal-E-Force Help – etpcaleforce@etp.ca.gov

Questions?