

**RULES AND REGULATIONS**  
**FOR**  
**ARKANSAS' TRADITIONAL APPRENTICESHIP PROGRAMS**

**Pursuant to Act 684 of 1989,  
Acts 546, 553 and 10 of 1991 and  
As Amended by Act 830 of 1993**

April 24, 2000

EXECUTIVE SUMMARY  
RULES AND REGULATIONS FOR ARKANSAS' TRADITIONAL APPRENTICESHIP  
PROGRAMS

Pursuant to Act 684 of 1989 and Acts 546, 553, and 10 of 1991  
and as amended by Act 830 of 1993

- A. Objectives of Apprenticeship Training: The objectives of apprenticeship training are to (1) help fill the country's industrial, commercial, and private sector needs for qualified, skilled craft persons; (2) teach and develop good work habits; (3) assure that skills are passed from one generation to the next, (4) provide an alternative to other educational programs for those high school graduates who want to enter the trade or technical fields; and (5) offer a training program in which an individual earns while learning.
  
- B. General: Apprenticeship training is a method of training an individual in a skilled occupation through a combination of on-the-job training and related classroom instruction. Both on-the-job training and related classroom instruction are required to produce a skilled worker. Apprenticeship develops a most valuable asset - development of a skilled and knowledgeable work force - in which the people have made an investment through the educational system. Less tax support is required for apprentice training programs because of the contributions of segments of the industry employing the apprentices. Because the apprentices are working students, they are taxpayers. In many cases apprentices contribute more money to the tax system than the cost to the system of their education. The self-sufficient apprentice working toward greater employability makes a better citizen. The public is assured of a higher quality of workmanship in the products they use or consume. The apprentices are potential business and community leaders of the future as well as stable workers and citizens.
  
- C. Eligibility For Apprenticeship: Applicants must be citizens of the United States or legally qualified to work if they are not citizens. There can be no discrimination among qualified applicants because of race, creed, color, sex or national origin. Minimum age and education requirements are established by the individual training committees. Normally the minimum age will vary from 16 to 18. In most cases a high school education is required. Usually the required education equivalency may be established through the General Education Development Certificate. Various other qualifications are established by each training committee to meet the needs of its particular craft. Under no circumstances will the apprenticeship system discourage any person from completing a high school education in order to enter an apprenticeship program.
  
- D. The Training Committee: Apprenticeship training programs are normally conducted by a sponsor or sponsors through a training committee. These committees also are known as local apprenticeship committees. If there is more than one sponsor, each

is represented equally on the committee. If management and labor co-sponsor a program, each is equally represented and the committee is called a Joint Training Committee or Joint Apprenticeship Committee. The training committee is an autonomous local group which provides for the orderly operation of the apprentice training program for a particular craft or technical area. Each trade or craft will have it's own committee.

- E. Instructors: Related classroom Instructors are selected/recommended to the local education agency by the training committee. Instructors should have a high school education or to establish, through a general education development test, that they have the equivalent of such education. Five years of experience may be required in the appropriate trade or technical area with at least two of these years as a journeyman. The instructors are encouraged to continue their own education through available means. For teaching such subjects as craft-related mathematics and blueprint reading, persons other than the journeyman are considered; teachers with the ability to relate subject matter to job conditions may be used for these subjects with the approval of the local education agency.
- F. Monitoring And Evaluation: After establishing a program, one of the prime concerns of the committee is the monitoring and evaluation of the training. This is a responsibility of the training committee, BAT, and the State Apprenticeship Office of the Department of Workforce Education, through which funds are provided. It provides a means of determining the effectiveness of the instructors and of the training program. Monitoring of classes begins immediately where new instructors are involved. This is advantageous to the training committee in determining where deficiencies may exist. To determine whether or not the training program is accomplishing its purpose, the training committee relies on employee reports and testing of students in the classroom. Changes are incorporated where needed. Evaluations are made less often in older programs or those with experienced instructors. The requirements will vary among trades and technical committees, with each committee determining its own needs.
- G. Funding: Act 10 of 1991 allows eligible recipients (program sponsors) to submit applications for funds to improve apprenticeship related classroom instruction. All application amounts will be developed on the basis of the current contact hour rate not to exceed a maximum contact hour rate established by the Arkansas Apprenticeship Coordination Steering Committee (AACSC). Depending on the number of programs, the current contact hour rate of funding may be less than the maximum rate established. The AACSC in consultation with the Department of Workforce Education shall establish the current contact hour rates. Normally, programs will be funded up to a maximum of 160 hours of instruction as described below. There will be two rates of funding available for programs. Option "A" funding is designed for smaller programs and payment will be based on the actual hours an instructor is in class up to a maximum of 200 hours per year, if approved. Option "B" funding is designed for larger classes and funding will be based on actual hours\_of

attendance of each apprentice up to a maximum of 200 hours per year per apprentice, if approved. Classes approved for funding above 160 hours up to 200 hours maximum must demonstrate at least a two-year history of having trained to this higher level.

Pursuant to Act 684 of 1989, a public school district and a state post secondary/higher education institution may receive an administrative fee to cover the costs of processing the records of the apprentice which shall not exceed \$25.00 for each course in which the apprentice is enrolled.

No more than 15% of the state funds may be used by the program sponsor for administrative purposes such as supervisory and/or secretarial salaries, travel, office supplies, etc. The AACSC may require an independent audit (to be paid for by the program) of any program.

- H. Programs may apply for and be approved for funding to conduct “journeyman upgrade” training. “Journeyman upgrade” training should consist of not more than forty (40) hours of classroom training to address the industry needs created by new or emerging technology in the occupation affected. Programs approved for funding will be reimbursed at a rate equal to the current “Option A” rate of reimbursement. Funding for these “journeyman upgrade” programs will be approved only if funds are available and in no case will apprenticeship funds be reduced to fund “journeyman upgrade” programs.
- I. Application: Every application must address each of the requirements of the application. The State Apprenticeship Office reserves the right to reject any and all applications. Applications that address only part of the requirements contained in this application will not be considered for improvement funds. It should be clearly understood that an approved application will not necessarily receive the requested amount if a lesser amount is determined to be appropriate.

One application with original signatures must be submitted. Applications sent by mail should be addressed to:

State Apprenticeship Office  
Department of Workforce Education  
#3 Capitol Mall  
Little Rock, AR 72201-1083

Hand delivered applications will be accepted at the above address daily between 8 a.m. and 4 p.m., except Saturdays, Sundays, and holidays. In establishing the time and date of receipt, the State Apprenticeship Office will rely solely on the date stamp of the "Apprenticeship" Office within the Department of Workforce Education.

- J. Program Starting and Ending Dates: The local program sponsor may determine the need for providing apprenticeship programs at various times during the year.

Therefore an application may be submitted at any time. However the application will be reviewed and approved/disapproved at selected times. Due to the limits on program improvement funds and the need to use these funds efficiently, August 1 is established as the first open date when applications will be reviewed. Other dates, later in the fiscal year, should be opened for the purpose of reviewing new applications for additional funds. In either case, funding for each program may not start before July 1 (for applications reviewed on August 1) or a later announced date (for applications reviewed at later open dates), and must end on or before June 30 of each year.

- K. Registered Apprentices and Programs: All apprentices and apprenticeship programs must be registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training.
- L. Appeals: Requests for appeals to the approval and/or funding process should be addressed to:

Director  
Department of Workforce Education  
#3 Capitol Mall  
Little Rock, AR 72201-1083  
Telephone: 501/682-1500

- M. Inquiries: Inquiries concerning the apprenticeship programs, improvements funds, services, and activities should be directed to the address listed in paragraph H above, to telephone 501/682-1360 or FAX 501/682-1509.

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FOR  
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Pursuant to Act 684 of 1989,  
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**SECTION I. AUTHORITY**

The following rules and regulations are duly adopted and promulgated by the Arkansas State Department of Workforce Education and Career Opportunities Board pursuant to the authority expressly conferred by the laws of the State of Arkansas in Act 684 of 1989, and Acts 546, 553, and 10 of 1991 and as amended by Act 830 of 1993. The Arkansas Department of Workforce Education and Career Opportunities Board may exercise such powers as are necessary to carry out the provisions of these Acts and the associated rules and regulations.

**SECTION II. DEFINITIONS**

**APPRENTICE:** An APPRENTICE is an individual enrolled in an apprenticeship training program that is registered by the United States Department of Labor / Bureau of Apprenticeship and Training (BAT), working at their chosen occupation, who has a signed indenture agreement on file with BAT and, when working in an occupation where a license is required, has been issued such a license.

**APPRENTICE COORDINATOR:** An APPRENTICE COORDINATOR is the person designated by the program sponsor to be the primary contact person for the program and to coordinate the program.

**APPRENTICESHIP TRAINING PROGRAM:** An APPRENTICESHIP TRAINING PROGRAM is a training program that provides on-the-job training, preparatory instruction, supplementary instruction, or related instruction in a trade that has been certified as an apprenticeable occupation by the Bureau of Apprenticeship and Training of the United States Department of Labor.

**ARKANSAS APPRENTICESHIP COORDINATION STEERING COMMITTEE (AACSC):** The AACSC is a committee appointed by the Governor of the State of Arkansas who represent bargaining agents, employers, minorities and female workforce, the general public, and educators whose purpose is to oversee the operation and funding of apprentice training programs in the State of Arkansas.

**APPRENTICEABLE OCCUPATION:** An APPRENTICEABLE OCCUPATION is an occupation recognized by the BAT and throughout an industry as a skilled occupation learned through structured on-the-job training requiring at least 2,000 hours of per year supplemented by related instruction requiring at least 144 hours per year.

**APPRENTICESHIP:** APPRENTICESHIP is a learning approach that enables an individual to become a qualified professional in a skilled occupation. This training consists of on-the-job training with job related (off-the-job) instruction.

**APPRENTICESHIP STANDARDS:** APPRENTICESHIP STANDARDS are the rules and regulations that the sponsor registers with the BAT that describes the way in which an apprenticeship training program will be conducted.

**BAT:** BAT stands for the Bureau of Apprenticeship and Training of the United States Department of Labor.

**CONTACT HOUR:** A CONTACT HOUR is a block of contact time of 60 minutes during which an apprentice receives instruction in a supervised classroom or laboratory environment.

**INDENTURE AGREEMENT:** An INDENTURE AGREEMENT is a signed agreement between the apprentice and the sponsoring entity, person or firm. This agreement includes the basic standard rules and regulations of the particular program and are registered (filed) with the BAT.

**JOURNEYMAN:** A JOURNEYMAN is an individual who has (if required) completed an apprenticeship training program and been released from their indenture agreement, has been recognized by their peers as having attained journeyman status, has by examination or other proof of competence demonstrated their ability to perform work as a journeyman, or when working in an occupation requiring a journeyman license has been issued such a license.

**LOCAL EDUCATION AGENCY (LEA):** The LEA is a public community college, technical college, secondary or post secondary vocational-technical school, technical institute, university, life-long learning center, adult education center, area vocational center, or a public school system that has an assigned "LEA Number" recognized or accepted by the Department of Workforce Education. The LEA will be the funding link between the apprenticeship program sponsor and the Arkansas Department of Workforce Education.

**STATE EDUCATION AGENCY (SEA):** The SEA is the Arkansas Department of Workforce Education. The point of contact with the Department will be the State Apprenticeship Office (SAO) located at:

3 Capitol Mall, Room 501-D  
Luther S. Hardin Building  
Little Rock, AR 72201  
501-682-1360

**ON-THE-JOB TRAINING (OJT):** Each apprentice must receive on-the-job training and related instruction concurrently. On -the- job training is defined as work performed at a job or work site that relates to the classroom training received by the apprentice or trainee. This training should reinforce the theoretical or classroom skills gained in the classroom and requires proper and direct supervision at all times.

**PREPARATORY INSTRUCTION:** PREPARATORY INSTRUCTION is a course of instruction lasting six months or less that teaches the basic skills required for an individual to enter the workforce.

**PROGRAM SPONSOR:** The PROGRAM SPONSOR is any person or organization operating a registered apprenticeship program. The person or organization may be either an employer or a representative of the apprentice.

**RELATED INSTRUCTION:** RELATED INSTRUCTION is organized, off-the-job instruction in subjects required for the completion of an apprenticeship program for a particular apprenticeable occupation. The instruction is designed to enhance both theoretical and applied skills. The related instruction is documented by appropriate written and/or performance tests.

**SUPERVISION:** The on-the-job training must be under the direct supervision of a journeyman.

**SUPPLEMENTARY INSTRUCTION:** SUPPLEMENTARY INSTRUCTION is a course of instruction that is designed to provide new skills or upgrade the current skills of fully qualified person in apprenticeable occupations.

## **SECTION III. QUALIFICATIONS**

### **A. APPRENTICE**

1. The applicant for Apprentice shall have the ability and aptitude to master the skills of the trade or technical area.
2. An applicant shall not be considered if there is a disability sufficient to impair

his/her safety or the safety of others on the job. The Local Apprenticeship Committees may require a statement by a licensed physician stating that the applicant is physically able to perform the duties of the trade if all other requirements have been met.

3. The applicant should and is encouraged to have the minimum of a high school education, GED certificate, or should be in the process of obtaining a high school education or GED certificate. Transcripts of education shall be provided before consideration by the Local Apprenticeship Committee.
4. Applicants shall be at least 16 years of age for non-hazardous occupations and at least 18 years of age for hazardous occupations.

## **B. INSTRUCTOR**

The related training instructors are selected and recommended to the local educational agency by the training committee. Program sponsors will set the minimum requirements or criteria for trainers, teachers, or instructors in their training programs. Instructors should have a high school education or be able to establish, through a general education development test, that they have the equivalent of such education. Five years of experience may be required in the appropriate trade or technical area with at least two of these years as a journeyman. The instructors are encouraged to continue their own education through available means. For teaching such subjects as craft-related mathematics and blueprint reading, persons other than journeymen are considered; teachers with the ability to relate subject matter to job conditions may be used for these subjects with the approval of the local education agency.

## **SECTION IV. APPLICATIONS AND TERM OF APPRENTICESHIP REGISTRATION**

All apprentices shall be placed under a written apprenticeship agreement between the employer and the apprentice. Each agreement shall be registered by the BAT.

The term of apprenticeship shall be consistent with training requirements established by BAT approved standards.

## **SECTION V. PROBATIONARY PERIOD**

A probationary period reasonable in relation to the apprenticeship term, with full credit for such time toward completion of apprenticeship will be established. The apprenticeship agreement may be terminated at the request of either party to the agreement. After the probationary period, the agreement may be canceled only after adequate cause has been shown, and all parties to the agreement have had an opportunity to be heard.

## **SECTION VI. WORKING CONDITIONS AND SAFETY**

The working conditions and safety afforded an apprentice shall be the same as that of a journeyman in the trade or technical area.

## **SECTION VII. RELATED INSTRUCTION**

The apprentice will be required to attend classes of related theoretical instruction. A minimum of 144 hours per year, (4 hours per week during the regular academic year), is normally considered necessary. Safety instruction will be included as part of the curriculum provided in the classroom or other organized courses of related instruction. School attendance shall not be considered as hours worked. In accordance with Apprenticeship Standards, an employer may or may not pay apprenticeship wages for related instruction time. Written documentation of the training consisting of time or attendance sheets, student sign-in sheets, or other documentation as approved by the SAO and/or the AACSC will be kept on file by the program sponsor for a period of not less than five (5) years.

## **SECTION VIII. APPRENTICESHIP AGREEMENT**

The Apprentice shall be required to sign an apprenticeship agreement, which shall also be signed by an employer and by the Local Apprenticeship Committee. Every apprentice entering into an apprenticeship agreement shall be given the opportunity of reviewing the standards.

The following parties should receive a copy of the completed apprenticeship agreement:

- A. The Apprentice
- B. The Local Apprenticeship Committee
- C. The Employer

The following agency must receive a copy of the agreement:

The Bureau of Apprenticeship and Training (BAT).

## **SECTION IX. THE ARKANSAS APPRENTICESHIP COORDINATION STEERING COMMITTEE (AACSC)**

To conduct business associated with apprenticeship training, the AACSC will be reimbursed travel as per State travel regulations in effect at the time the expense was incurred to attend official scheduled meetings as well as a stipend approved by the State of Arkansas (\$50.00 currently).

## **SECTION X. DUTIES OF THE LOCAL APPRENTICESHIP COMMITTEE**

The Local Apprenticeship Committee shall:

- A. Establish standards and goals for preparatory instruction, supplementary instruction, and related Instruction for apprentices in the program;
- B. Establish, distribute, and enforce rules governing on-the-job training and other instruction for apprentices in the program;
- C. Plan and organize instructional materials designed to provide technical and theoretical knowledge and basic skills required by apprentices in the program;
- D. Select/Recommend qualified instructors for the program;
- E. Monitor and evaluate the performance and progress of each apprentice in the program and the program as a whole;
- F. Establish a selection process that is fair and unbiased, interview candidates, and select those most qualified for entrance into the program;
- G. Provide a system for the keeping of records of the on-the-job training, classroom instruction and testing, and the progress of each apprentice;
- H. Encourage instructors to maintain recommended qualifications; and
- I. Perform any other duties which, in the opinion of the Local Apprenticeship Committee, promote the goals of individual apprentices and of the program as a whole.

## **SECTION XI. GUIDELINES ON HOW THE SPONSOR INITIATES AN APPRENTICESHIP PROGRAM**

An apprenticeship program must be managed by the apprenticeship sponsor. The sponsor may subcontract the management of their program to an LEA for any of the services listed below. The sponsor's responsibilities include:

Establishing the administrative policies governing on-the-job training and other instruction for apprentices in the program;

Establishing standards and goals for preparatory, supplemental and related instruction for apprentices enrolled in the program;

Planning and organizing instructional materials designed to provide the job related instruction to enable the apprentices to demonstrate knowledge and skill

competencies for job related subjects;

Selecting/Recommending qualified instructors for the program;

Interviewing applicants and selecting those most qualified for entrance into the apprentice program.

Monitoring and evaluating the performance and progress of each apprentice in the program and the program as a whole;

Providing for the maintenance of records for each apprentice of their on-the-job training and progress through the related instruction;

Ensuring that the instructors maintain recommended qualifications.

Providing for continual improvement of the program; and

Ensuring that an appropriate Affirmative Action Plan is in place.

Upon Completion of the steps listed above, the following results will have been obtained:

The sponsor will have an LEA endorsed program approved by the Arkansas Department of Workforce Education.

The sponsor will have a program certified and registered by the BAT.

The sponsor will have a designated apprentice coordinator.

The sponsor will have BAT registered apprentices.

## **SECTION XII. PROCEDURES FOR START-UP OF TRADITIONAL APPRENTICESHIP TRAINING**

### **A. PROCEDURES FOR APPLICATION:**

- 1 . The State Education Agency (SEA) will notify all Local Education Agencies (LEAs) and sponsor(s) that funds are available for the academic school year (July 1 - June 30).
2. The sponsors will be eligible to apply for apprenticeship funds based on the number of estimated contact hours of related instruction (usually 160 hours unless a two year prior history is documented. If documented at the higher level, programs may qualify for funding up to 200 hours per year maximum) of registered apprentices in each participating trade or technical program. One of two options for funding will be available for approved programs:

Option "A" Funding will pay programs based on the actual hours of instruction an instructor is in the classroom teaching apprentices up to a maximum of 200 hours per year, if approved, not including the month of June.

Option "B" Funding will pay programs based on the actual number of hours each apprentice is in class and receiving instruction up to a maximum of 200 hours per year per apprentice, if approved, not including the month of June.

3. The SEA will send a letter along with appropriate forms by July 10 of each year requesting preliminary contact hours and other information to LEAs/program sponsors.
4. No later than August 1, the LEA/sponsor will send a copy of their preliminary apprenticeship contact hour estimates on the Annual Application (Form WE APP-242) to the SEA for the contract period. Applications received after August 1 will be held but will not be considered until the next open funding period. Applications must state the percentage of funds used for administration of the program. No more than 15% of state funds will be allowed for administrative costs. No equipment may be purchased with these funds.
5. NOTE: The application with original signatures must be submitted to the State Apprenticeship Office. Hand-delivered applications will be accepted between 8 a.m. and 4 p.m., excepting Saturdays, Sundays, and holidays. The date stamp of the "Apprenticeship" Office will be used to establish the time of receipt.
6. The SEA in consultation with the AACSC will notify LEA's/sponsors of the contact hour rate based on these estimates.

Programs will be reimbursed at the current contact hour rate in effect at the time the programs are approved for funding by the AACSC.(The current contact hour rate will never exceed a maximum contact hour rate established by the Arkansas Apprenticeship Coordination Steering Committee (AACSC). Depending on the number of programs and apprentices, the current contact hour rate of funding may be less than the maximum rate established. The AACSC in consultation with the Department of Workforce Education shall establish the current contact hour rate.)

NOTE: No more than 15% of the state funds may be used by the program sponsor for administrative purposes such as supervisory and/or secretarial salaries, travel, office supplies, etc.

7. Within three weeks following the official third class meeting, but not later than November 1, the LEA/sponsor will submit the Class Organization Report(s) (WE-APP-233) to the State Apprenticeship Office of the SEA. One copy of

the Class Organization Report should be retained by the LEA/sponsor. If these forms are not received in the Apprenticeship Office by November 1, the Department of Workforce Education is not obligated to fund/reimburse the applicable program sponsor/LEA.

8. The AACSC in coordination with the SEA will review/approve/disapprove all funding requests that are associated with each Class Organization Report (i.e. each Apprenticeship Training Program).
9. Each LEA/sponsor must submit the Attendance/Contract Hour Report (Form WE-APP-237) and the Reimbursement Request form (Form WE-APP-236) showing actual student attendance. These should be submitted monthly. The form and report will generate reimbursement based on the current contact hour rate.
10. NOTE: The LEA may elect to charge and receive an administrative fee to cover the costs of processing the records of the apprentice and reimbursement requests of the program sponsor. Pursuant to Act 684 of 1989, a public school district and a state postsecondary or higher education institution may charge an administration fee, not to exceed \$25.00 for each course in which the apprentice is enrolled.
11. Sponsors/LEA's will submit an annual report detailing the number of apprentices trained and the associated expenditures for each training program to the SEA no later than August 1 following the last fiscal year. A summary of the annual reports will be submitted to the AACSC by the SEA.

### **SECTION XIII. FUNDING AND OTHER INFORMATION**

#### **A. RESPONSIBILITIES AND ACTIONS**

1. To ensure that all citizens of Arkansas have an equal opportunity to benefit from the apprenticeship training programs, the Department of Workforce Education shall make every reasonable effort to give statewide notification to potential program sponsors the following information:
  - a. The amount of funds that will be available to support apprenticeship training programs during the current and following fiscal years, and
  - b. Other Information recommended by the AACSC and approved by the Department of Workforce Education.

NOTE: The method of providing the above information will be recommended by the AACSC.

2. On the recommendation and/or coordination with the AACSC, the Department of Workforce Education/Apprenticeship Office has the responsibility to:
  - a. Adopt formulas and administrative procedures to be used in requesting appropriations of state funds as a budgetary line item for the Apprenticeship System;
  - b. Prepare an apprenticeship instruction cost study which shall be updated prior to each biennial session of the state legislature (on/about October 1 of each year); and
  - c. Reserve until December 31 of each year a percentage of funds appropriated under the line item to be used for starting new apprenticeship instruction programs in mid-cycle of the fiscal year.

NOTE: This does not include retroactive reimbursement prior to January 1. Claims for class attendance reimbursement cannot be approved for classes conducted before the Annual Application Form (WE-APP-242) is approved.

NOTE: The percentage of funds appropriated for apprenticeship instruction programs shall be established by the formulas adopted on the recommendation of the AACSC. Funds that are not obligated on December 31 may be used for preparatory and supplementary instruction programs as well as related instruction programs.

3. No funds shall be distributed to an LEA or a program sponsor until the LEA or sponsor has filed all reports required by the AACSC and the Department of Workforce Education.
4. After all paper work and reimbursement requests have been submitted, programs should allow one month for processing.
5. Annual funding for a program will be limited to a maximum of one hundred and sixty hours unless otherwise approved by the AACSC.
6. Each instructor should have no more than 20 apprentices per class.
7. A program must be co-sponsored by an LEA (public school, post-secondary vocational-technical school, technical institute, technical college, community college, or four-year institution of higher education. See "definitions" ) pursuant to a contract between the district or institution and a Local Apprenticeship Committee and/or sponsor.
8. Pursuant to Act 684 of 1989, a public school district, a state post-secondary/higher education institution may receive an administrative fee to

cover the costs of processing the records of the apprentice which shall not exceed \$25 for each course in which the apprentice is enrolled.

9. No more than 15% of the state funds may be used by the program sponsor for administrative purposes such as supervisory and/or secretarial salaries, travel, office supplies, etc.
8. Funds may be used for “journeyman upgrade” training if available. Funds will be paid at the current “Option A” funding rate and usually no more than forty (40) hours of classroom instruction will be reimbursed for any single class.

## **B. USAGE OF FUNDS**

1. Payroll costs: May include salaries and fringe benefits for supervisors, a secretary, a clerk and instructors. (Fringe benefits must be in compliance with local policies.)
2. Purchased and contracted services: May include rental of instructional space; detailed information is required. Consulting fees are not eligible expenses.
3. Supplies and instructional materials: May include items necessary for the instructional process, such as paper, pencils, workbooks, and consumable construction and industrial materials consumed or used by the apprentice; also, supplies needed to properly administer the program.
4. Other operations expense which may be considered: Funds may be utilized by apprenticeship instructor(s) for travel to and from related instruction inservice or workshops provided by the Department of Workforce Education or the sponsor.

## **SECTION XIV. GUIDELINES FOR ADMINISTERING AN APPRENTICESHIP PROGRAM**

### **A. GENERAL GUIDELINES:** In general, the instruction should:

Reflect the current skill of the occupation for which the apprentice is learning to become competent;

Periodically be up-dated to reflect the changing skills of the occupation;  
Be for the occupation for which the apprentice is registered;

Simulate the job environment as much as possible; and

Be of sufficient duration and depth to ensure that the apprentice is able to become fully qualified to perform the tasks of their chosen occupation.

**B. SPECIFIC GUIDELINES:** The guidelines listed below are more specific and are intended to standardize the administration of the instruction.

The time an apprentice spends in instruction should correspond with the time of their apprenticeship.

The instruction should provide off-the-job skills development.

The instruction is generally made available through unit classes organized by occupation, group study in which two or more occupations are represented in the class, and/or in-house courses.

The approval to issue credit for previous work experience is the responsibility of the program sponsor.

**C. INSTRUCTION:** Apprenticeship instruction programs provide the necessary off-the-job learning experiences that help the apprentice become qualified in their chosen "apprenticeable" occupation. Programs are organized for apprentices by the program sponsor using several formats. The format selection depends on:

The number of apprentices in the occupations,

The needs of the program sponsors, and

The availability of classroom and laboratory facilities.

**D. CORRESPONDENCE COURSE:** Since there are no contact hours associated with correspondence courses, they do not meet the criteria for state funding.

## **SECTION XV. APPEALS**

Any appeals concerning the above regulations and/or process for Implementing should be addressed to:

Director  
Department of Workforce Education  
#3 Capitol Mall  
Little Rock, AR 72201 – 1083