

Scholarship Guidance

For Sponsors, Employers and Related Instruction Providers

9/9/2022

The following information is for sponsors, employers and related instruction providers to help ensure eligible apprentices are able to access funding to support the successful completion of their Registered Apprenticeship Program (RAP).

Available Scholarships and Eligibility: Scholarships from \$640 to \$3200 may be available and can be used to cover related instruction (tuition, books and fees) and/or supportive services expenses (such as tool, uniforms, transportation, etc.) while funding lasts.

For Current Apprentices: up to \$640

The ASE scholarship¹ is available to apprentices currently enrolled (on or after 7/1/2019) in a USDOL Registered Apprenticeship Program (RAP) who have not yet received apprenticeship funding.

For New Hires/Brand New Apprentices: up to \$3200

The IDEA scholarship² is available to newly hired individuals and/or current employees who are being enrolled into an apprenticeship program but who have not yet been registered in RAPIDS. (Registration into RAPIDS within 45 days of entry into the apprenticeship program is required of the sponsor.)

IDEA funds can also be used to support existing apprentices from a limited list of RAPs – those developed with help from the grant.

How to Apply For/Access a Scholarship:

All scholarships are being administered through local workforce offices and are awarded based on the eligibility of each, individual apprentice.

- ✓ *Sponsors, employers and related instruction providers can request and share a Workforce System referral letter to help connect your apprentice(s) to the workforce office of their residence. Talk with an Apprenticeship Consultant or your local workforce office to request a letter.*

Eligibility for the scholarship will need to be documented/verified for each apprentice.

- ✓ *Sponsors can assist apprentices in facilitating this process by providing a copy of their ETA 671 indicating registration in a RAP.*

Registration in Connecting Colorado is required of all apprentices wishing to access the scholarship.

- ✓ *Sponsors, employers and related instruction providers can assist apprentices by providing the following link and encouraging registration:*

<https://www.connectingcolorado.com/>

All apprentices will be asked to complete a scholarship application and provide verification of eligibility for the grant funding. Apprentices can also expect to meet with a Workforce caseworker to review applications, collect needed documents and identify their specific needs. Depending on the workforce center, this meeting may be in person or completed virtually.

- ✓ *Sponsors, employers and related instruction providers can help apprentices by encouraging them to connect with their workforce office as soon as possible. The process of enrolling an apprentice in the grant can vary from 3-5 days to 2-4 weeks. Coordinating with workforce staff and/or a consultant can help ensure the process moves as quickly as possible.*

Funding support is generally paid directly to the school or vendor on behalf of the apprentice. No funding can be paid, nor reimbursements made, for any costs expended prior to enrollment. Retention and follow-up services may exist to help ensure success in the completion of the apprenticeship.

What will be needed from the sponsor, employer and/or related instruction provider?

If the scholarship is being used to pay for related instruction costs the apprentice would otherwise incur, a billing statement from the related instruction provider indicating the costs and including the name of the apprentice as well as the start and end dates of the training will be required. Generally, workforce staff will then issue a voucher authorizing payment, of up to the scholarship amount, and the related instruction provider can invoice the workforce office for payment. Workforce will also need documentation indicating completion/or withdrawal from the training. This can come directly from the RI provider or the apprentice.

If the scholarship is being used to cover the cost of supportive services, such as tools, uniforms, etc. the apprentice will ideally work with workforce staff to coordinate the purchase directly by workforce on behalf of the apprentice. In some cases, the apprentice may be reimbursed but no costs expended prior to approval from workforce can be reimbursed.

- ✓ *Sponsors, employers and related instruction providers can help apprentices by being sure apprentices are connected to workforce BEFORE items are needed.*

If the scholarship is being used to reimburse an employer - for the cost of training or purchase of tools, uniforms, etc., paid for by the employer on behalf of the apprentice - the employer will need to provide workforce with an invoice indicating the name of the apprentice(s) as well as the individual cost(s) covered (Additionally, the start and end dates + completion documentation is required if supporting training.) All apprentices must still register in Connecting Colorado, complete a scholarship application and provide eligibility verification documentation.

Workforce can work with employers/sponsors to coordinate and streamline this process. Workforce staff and/or a consultant can meet on site with employees to help collect needed documentation and walk employees through the process.

¹This funding is made available through the U.S. Department of Labor Apprenticeship State Expansion (ASE) grant. This scholarship is not affiliated with a higher education institution's federal, state or school financial aid package.

²This funding is made available through the U.S. Department of Labor Innovation, Diversity and Equity in Apprenticeship (IDEA) grant. This scholarship is not affiliated with a higher education institution's federal, state or school financial aid package.