



Approved Minutes of the
Wisconsin Apprenticeship Advisory Council
to DWD, Bureau of Apprenticeship Standards & Wisconsin Technical College System Board

February 9, 2021

Virtual

Members Present	
Anthony, Jr., Ruben	Urban League
Barker, Daniel	Ariens Company
Blumer, Lindsay	WRTP / BIG STEP
Branson, Dave	WI Building Trades Council
Cook, Jim	NECA-IBEW Electrical Apprenticeship
Emrick, Leigh	Associated Builders & Contractors of WI
Griffith, Tracey	WI Transportation & Builders Association
Grohmann, Gert	Associated General Contractors, Milwaukee
Hayden, Terry (Co-Chair)	Wisconsin Pipe Trades Association
Hellenbrand, Callie	Alliant Energy
Hurt, Henry (Co-Chair)	Hurt Electric
Jacobson, Gene	PDC Electrical Contractors
Lentz, Seth	Workforce Development Board of South Central WI
McHugh, Shawn	Wisconsin Operating Engineers
Mortenson, Brandon	IAMAW District 10
Nakkoul, Nancy (<i>alternate</i>)	Wisconsin Technical College System
O'Neill, Hollie	IBEW 2150, WI Electrical Power
Pfannerstill, Kathleen	Toolcraft Co., Inc.

Reader, Chris	Wisconsin Manufacturers & Commerce
Wieseke, Mark	UAW, Region 4
Members Absent	
Daily, Michael	United Steel Workers District 2
Seeley-Schreck, Chrystal	Wisconsin Technical College System
Consultants	
Anhalt, Tim	NECA-IBEW
Badger, Richard	Bureau of Apprenticeship Standards
Conklin, Oliva	Bureau of Apprenticeship Standards
Conklin, Olivia	Youth Apprenticeship
Crary, Cathy	Youth Apprenticeship
Dernbach, B.J.	Office of Rep. Petryk
Johnson, Joshua	Bureau of Apprenticeship Standards
Kargel, Nancy	Bureau of Apprenticeship Standards
Kasper, Andrew	Bureau of Apprenticeship Standards
Myles, Tommy	Youth Apprenticeship
Popp, Corey	Bureau of Apprenticeship Standards
Pratt, Dawn	Bureau of Apprenticeship Standards
Pusch, Liz	Bureau of Apprenticeship Standards
Smith, Owen	Bureau of Apprenticeship Standards
Stahlecker, Ben	Bureau of Apprenticeship Standards
Wagner, Mike	NECA-IBEW
Walsh, Julie	Mechanical and Sheet Metal Contractors Association

1. The meeting was called to order at 10:03 a.m. by Co-Chair Henry Hurt.
2. Director Johnson asked Council members and guests to observe a moment of silence for Mr. X'Antony Brookens, Sr., Apprenticeship Training Representative, who passed away unexpectedly.
3. Mr. Owen Smith recorded attendance.
4. Director Johnson introduced several updates to the roster:
 - Ms. Lindsay Blumer of WRTP / BIG STEP, replaced Mr. Mark Kessenich. Director Johnson reviewed that the Council agreed to invite a new member from WRTP / BIG STEP after Mr. Kessenich retired. As an Employee Member, Ms. Blumer will provide a letter of appointment by the AFL-CIO.
 - The Department of Public Instruction will soon nominate a representative to serve as an Educational Member in place of Mr. Kindred.
 - Mr. Dave Branson, Mr. Dan Barker, and Mr. Mark Weiseke will retire this year.

The Council and attendees thanked Mr. Branson, Mr. Barker, and Mr. Weiseke for their dedicated service.

5. For action: approve the minutes of the prior meeting

A motion to approve the minutes as written was made by Ms. Griffith, seconded by Mr. Grohmann, and approved by the Council.

6. Key Discussions

a. For action: mandate BASERS for all sponsors.

Mr. Smith reviewed the discussion from the Council's prior meeting and noted that the Bureau had offered to discuss the topic via a subcommittee. Director Johnson noted that the deadline and requirements were eased since the last meeting, so the Bureau did not convene the subcommittee. Instead, the Bureau wants to discuss the modified proposal with the full Council today.

Director Johnson acknowledged the concerns expressed by some local committees that performing contract actions through BASERS may cause an undue administrative burden and used to be performed by some Apprenticeship Training Representatives to assist the committees.

Director Johnson asked the Council to endorse the mandate that all sponsors must register in BASERS, register new contracts in BASERS, and experiment with performing all contract actions through BASERS for at least six months to identify needs for technical assistance. "All contract actions" means transfers, unassignments, intent to cancel, cancellations, etc.

Co-Chair Hurt called for comments.

Mr. Cook reiterated that his organization conducts all registrations through BASERS, views BASERS as a positive tool, and remains concerned that the large volume of transfers between employers required hiring a new, part-time position.

Ms. Julie Walsh stated requiring sponsors to use BASERS is unfair because ATRs struggle with the program and make many errors. She asked whether the local committee or the Bureau serves as the repository for committee records and whether the Bureau will help committees fund new staff.

Director Johnson stated the Bureau will not help fund new staff for local committees or third-party administrative providers. The ATRs will not perform local committees' tasks, which the Council has discussed several times prior to Director Morgan retiring. ATRs will perform compliance and monitoring; they will not perform recruitment, applications, and record-keeping. If ATRs make errors in BASERS, please notify Chief Pusch.

Co-Chair Hayden recommended that the Bureau convene discussions with local committees that oppose using BASERS to any extent. For example, some pipe trade committees embrace BASERS, some perform some actions through it, and some do not use it at all.

Mr. Cook asked what the Bureau will require of local committees that do not have a training coordinator or apprentice coordinator.

Chief Pusch reviewed that the Bureau has discussed that in the past. The first step is for all sponsors to register in BASERS; the second step is for all sponsors to register new contracts in BASERS; and then the Bureau will discuss the scenarios mentioned today.

Mr. Cook asked whether only construction sponsors oppose BASERS. Some members of his board perceive construction programs as receiving unequal treatment. Chief Pusch replied that sponsors in all other sectors are nearly 100% active in BASERS; the few concerns come from a few construction sponsors. All sponsors are required to use BASERS.

Co-Chair Hayden reviewed that the subcommittee had a spirited discussion on this and contract actions were the largest burden. He advised that BAS to engage all stakeholders who have concerns in the rollout of the new requirements.

Action: *Director Johnson agreed to resubmit the letter with the new minimums to all sponsors and to engage all parties before fully implementing the program.*

Action: *A motion to approve the new requirements—register in BASERS, register all contracts in BASERS, and experiment with performing all contract actions in BASERS for at least six months—was made by Mr. Barker, seconded by Mr. Branson, and approved by the Council.*

b. For action: combine the Equal Access and Outreach subcommittees

Mr. Smith reviewed that the Bureau and the subcommittees proposed merging the Equal Access and Outreach subcommittees for several reasons: overlapping missions; overlapping personnel; and overlapping schedules. He noted that the proposal was discussed at the prior Council meeting but not voted upon due to time.

Director Johnson supported merging the equal access subcommittee with the outreach subcommittee because their scopes overlap significantly and Wisconsin Apprenticeship has changed significantly since the subcommittees were created. For example, youth apprenticeship and certified pre-apprenticeship are now significant components; their alignment with registered apprenticeship are even more important.

Mr. Kasper, who facilitates the policy and standards subcommittee, also supported merging the equal access subcommittee with the outreach subcommittee rather than the policy and standards subcommittee, which tends to be very detail-oriented and intensive.

Co-Chair Hayden and Ms. Griffith Hayden stated the merger would be "a perfect fit."

Mr. Cook asked how the merger would affect membership and structure. Director Johnson replied that members of both subcommittees will continue serving on the merged subcommittee. In addition, he will invite the Council and all individuals who serve on multiple subcommittees to choose one subcommittee to serve. Each subcommittee will have a recording secretary from Wisconsin Apprenticeship, will elect a chair, and will report to the full Council.

Action: *a motion to merge the equal access and outreach subcommittees was made by Ms. Griffith, seconded by Co-Chair Hurt, and approved by the Council.*

Director Johnson stated that this merger, the prior merger, and his vision of the new subcommittee structure will occasion a review of the Council bylaws at the next meeting.

Action: *the Bureau will add a review of the Council bylaws to the agenda for the next meeting.*

c. Develop mentorship programs through federal grants.

Director Johnson noted that the recent federal grant received by the Bureau will include the development of mentorship programs for registered apprenticeship. He will discuss this further with the Equal Access and Outreach subcommittee when it meets this spring, prior to the Council's next meeting.

d. National Apprenticeship Act 2021

Director Johnson reported that the U.S. House of Representatives last week passed the National Apprenticeship Act 2021, which will enhance and update the Fitzgerald Act, which began registered apprenticeship nationally. The 2021 Act will create permanent funding for all states for registered apprenticeship, youth apprenticeship, and certified pre-apprenticeship, which will assist all states in modernizing their systems. The bill goes to the U.S. Senate next.

Co-Chair Hayden commented that the national act includes focuses on the structures Wisconsin has had in place for several years. It is high time they are adopted nationally.

Ms. Nakkoul reported that the national act would nationally recognize technical diplomas as poste-secondary education credentials. Currently, only bachelor degrees and associate degrees are recognized, and there is no national consensus on the definition of a technical diploma.

e. Review Wisconsin Apprenticeship participant statistics

i. Wisconsin Apprenticeship participation during COVID-19

Director Johnson reported that the pandemic contributed to a noticeable decline in the registration of new registered and youth apprentices in all sectors except construction, which was deemed essential at the beginning of the pandemic. The overall dip in Wisconsin was less severe than in other states.

ii. Youth Apprenticeship participation 2019-20

Ms. Conklin presented a statistical summary. Ms. Cray noted that when the economy declines, youth apprentices commonly sees the effects the following academic year. This year, in response to the pandemic, the state youth apprenticeship staff reduced the minimum requirements for youth apprentices for the first time. The discussion was challenging, but the staff and partners agreed they couldn't extend students' time an additional year because their primary career is graduating from high school. So, the staff reduced the completion requirements by 25%.

Mr. Barker reported that his company did not experience the dip; it continued to employ both male and female youth apprentices. His company is very happy about the program.

Director Johnson commented that Mr. Barker's comments and the youth apprenticeship participant totals show it is a truly untapped talent pool that produces a qualified, diverse workforce. Through youth apprenticeship, the registered apprenticeship staff can focus its efforts on aligning current programs or developing new, related programs.

Ms. Conklin reported that Youth Apprenticeship recently developed new programs related to Broadband Technician and Arborist, in cooperation with registered apprenticeship sponsors for each occupation.

Mr. Anthony, Jr. thanked Ms. Conklin for presenting the data by geographic area.

Co-Chair Hayden asked how many youth apprentices graduated and entered registered apprenticeship. Director Johnson replied that 202 youth apprenticeship graduates entered a registered apprenticeship between July 1, 2019, and January 31, 2021. Most graduates entered a construction registered apprenticeship; the registered apprenticeship sponsor that hired the most youth apprentice graduates is Associated Builders and Contractors.

iii. Registered Apprenticeship participation in 2020

Mr. Kasper presented the annual participant statistics for registered apprenticeship in 2020. He noted that the numbers decreased for the first time since 2014, but the decrease did not spell doom. The overall participation decreased by three percent from 2019, or about 500 apprentices.

He noted several highlights: minority and female participation increased; new programs such as Arborist and Medical Assistant increased; and the Construction Electrician and Plumber programs grew, too.

Mr. Anthony, Jr., and Mr. Lentz asked whether the data were available by geographic area. Mr. Kasper replied, yes, and stated he will email geographic data to the Council.

iv. Certified Pre-Apprenticeship participation in 2020

Director Johnson reported that he is encouraging certified pre-apprenticeship programs to track and report their completers annually in a timely manner. He noted that CPAs are generating much conversation in the workforce, so he will host a roundtable conversation for employers and industry organizations in March.

Attendees did not have questions or comments.

v. WTCS Wisconsin Apprenticeship Completer Report

Ms. Nakkoul presented a similar report for registered apprentices that completed their related instruction through the WTCS in 2018-19.

She noted several highlights:

- The overall response rate decreased, but the reported training satisfaction increased.
- The median reported salary across all registered apprenticeships increased to \$81,000.
- Reported wages increased in every sector.
- The report features the top 10 highest earning occupations. The next report will normalize wages by 40-hour work week.

- The survey for the next report will feature an enhanced questionnaire to ensure respondents interpret the questions consistently, particularly for wages and overtime earnings.

Ms. Crary asked whether apprentice completers are required to complete the survey. Ms. Nakkoul replied that they are not. Rather, the WTCS promotes the survey to completers identified and cross-referenced through a data sharing agreement between the WTCS and DWD.

The Council thanked Ms. Nakkoul for her presentation and noted the report is "very striking."

f. Implement Transition to Trainer

Mr. Smith reviewed that the course was developed by the Council more than ten years ago in response to apprentice feedback that greater mentorship and training would have helped them acclimate to the worksite culture more thoroughly. The course intends to grow a culture of journey workers who are also skilled trainers. However, since its implementation, the course has not been updated, and the content was frequently reported to be outdated and less applicable to sectors other than construction and manufacturing.

Ms. Nakkoul presented the new WTCS website dedicated to resources for Transition to Trainer and the accompanying course, Preparing to Teach Transition to Trainer. She reviewed that a diverse focus group of various sectors revised the course to ensure the content applied to all sectors and to increase access to the course by delivering it through various modalities.

Ms. Nakkoul reviewed that certified T2T instructors must complete a three-hour refresher in the new curriculum by December 31, 2021; once they complete the refresher, they can teach the new curriculum; until they complete the refresher, they must teach the old curriculum. Individuals interested in becoming a new T2T instructor must complete WTCS Teaching Methods (30-hour) and the six-hour, unabridged version of Preparing to Teach Transition to Trainer.

The Council thanked Ms. Nakkoul and the Bureau for revising the course.

g. State Apprenticeship Council Alliance

Co-Chair Hayden reported that nearly all SAA states have joined the Alliance. The Alliance has been discussing the National Apprenticeship Act reauthorization.

Attendees did not have questions or comments.

h. Other

Co-Chair Hayden reported that the German Ministry of Education verbally approved a pilot program to develop a multi-employer model of registered apprenticeship for German manufacturing employers operating in Wisconsin; the model would function similarly to a local construction committee that rotates apprentices between various employers. This structure resembles the German registered apprenticeship model. The pilot would be developed collaboratively by the Ministry, Wisconsin Apprenticeship, the German Chamber of Commerce, and German employers operating in Wisconsin. The pilot is projected to begin this fall.

Director Johnson added that the Wisconsin Apprenticeship model resembles the German apprenticeship model to the extent possible in the U.S.

7. Registered Apprenticeship Update

a. Federal grants to expand registered apprenticeship, OJL reimbursements, and supportive services

Director Johnson reported two ground-breaking reimbursement opportunities provided through the federal grant received recently by Wisconsin Apprenticeship. He reviewed the respective official letters, which have been mailed to all eligible parties.

First, employers may be eligible for up to \$1,000 per apprentice, if the apprentice was hired within a specific timeframe and either graduated a youth apprenticeship or certified pre-apprenticeship, or is in a registered apprenticeship within the IT, Healthcare, or Agriculture sector. Second, registered apprentices that begin their program within a specific timeframe may qualify for up to \$600 reimbursement for supportive services, excluding tuition.

The Council asked whether the opportunities also apply to youth apprenticeship employers and apprentices. Director Johnson replied that they do not.

The Council asked whether the funding is based on financial need, too. Director Johnson replied that all eligibility criteria will be evaluated by the workforce development boards acting as fiscal agents. Funds will be disbursed on a first come, first serve basis. The reimbursements are not eligible for the Workforce Investment Opportunity Act.

b. Implementing revisions to CFR 29.30

Mr. Kasper reported that Wisconsin Apprenticeship and the Council updated the quality assessment questions last fall, implemented them, and mailed official notifications to all sponsors. Apprenticeship Training Representatives will conduct quality assessments as they come due.

The Council also approved revisions to the affirmative action template for sponsors with five or more apprentices. Wisconsin Apprenticeship projects it will distribute the template to sponsors by summer at the latest; the delay ensures new and additional ATRs receive sufficient training to provide technical assistance.

Attendees did not have questions or comments.

c. BAS personnel update – get from state comm

Director Johnson reported several changes to Wisconsin Apprenticeship personnel:

- Ms. Sandy Destree, former Field Supervisor, retired.
- The new Field Supervisor is Mr. Ben Stahlecker, former ATR for Wausau.
- The new ATR for Wausau is Ms. Raquel Rae Nowak.
- The new ATR for Lakeshore is Mr. Ryan Herber.
- Mr. Tommy Myles, former Apprenticeship Navigator, is now an analyst for Youth Apprenticeship.
- Mr. Milton Rogers, former ATR for Madison, is now a Navigator for Department of Corrections.
- Wisconsin Apprenticeship will hire the following: a new Navigator to replace Mr. Myles; a new ATR to replace Mr. Rogers; an additional Navigator for Green Bay; an ATR for Racine to replace Mr. X'Antony Brookens, Sr., whom passed away this year; and four Apprenticeship Outreach positions.

Attendees did not have questions or comments.

8. Youth Apprenticeship Update

Ms. Crary reiterated that the state Youth Apprenticeship staff and the Wisconsin Technical College System are revising, or "modernizing," the on-the-job learning and related instruction for all youth apprenticeship programs. The project ensures that all content is current and aligned to post-secondary education opportunities.

Attendees did not have questions or comments.

9. Wisconsin Technical College System Update

Ms. Nakkoul reviewed a written summary provided to the Council and all state advisory committees.

She emphasized several projects. The WTCS launched a revised intranet website in February that features a new design and improved functionality; it includes apprenticeship resources such as the administrative guidance and teacher trainer course schedule for Transition to Trainer. In addition, the WTCS will launch a five-year, cyclical review of related instruction for all registered apprenticeships.

Attendees did not have questions or comments.

10. Adjourn.

Co-Chair Hayden thanked Mr. Branson for his service to registered apprenticeship and the Council. Attendees gave Mr. Branson a round of applause.

A motion to adjourn was made by Ms. Griffith, seconded by Mr. Barker, and approved by the Council.

The Council adjourned at 12:55 p.m.

Submitted by Owen Smith, Program and Policy Analyst

February 1, 2021

Wisconsin Apprenticeship Advisory Council

Tuesday, February 9, 2021

10:00 AM—Noon

Virtual

Access Information

Link: <https://dwdwi.webex.com/dwdwi/j.php?MTID=m3a403366b74a2ddacaa1a002730c2a14>
Meeting number: 145 434 0771
Password: HMmPK8wPS72
Join by phone: +1-855-282-6330 US TOLL FREE
Access code: 145 434 0771

Tentative Agenda

1. Call the meeting to order.
2. Moment of silence for Mr. X'Anthony Brookens, Sr.
3. Record attendance.
4. Review the roster.
5. **For Action:** approve the minutes of the previous meeting.
6. **Key Discussions**
 - a. **For action:** mandating sponsor registration in BASERS
 - b. **For action:** combine Equal Access with Outreach or Policy and Programs subcommittee?
 - c. Developing mentoring programs through federal grants
 - d. [National Apprenticeship Act 2021](#)
 - e. Wisconsin Apprenticeship Participant Statistics
 - i. Wisconsin Apprenticeship during COVID-19
 - ii. Youth Apprenticeship 2019-20 Statistics
 - iii. Registered Apprenticeship 2020 Year-End Statistics
 - iv. Certified Pre-Apprenticeship 2020 Year-End Statistics
 - v. [Wisconsin Apprenticeship Completer Report](#)
 - f. Implementing revised Transition to Trainer
 - g. State Apprenticeship Council Alliance
7. **Registered Apprenticeship Updates**
 - a. Federal grants to expand registered apprenticeship, including supportive services and OJL reimbursements
 - b. Implementing revisions to CFR 29.30 (AA/EEO)
 - c. BAS personnel update

8. Youth Apprenticeship Update

9. Wisconsin Technical System Update

10. Adjourn.



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Registered Apprenticeship Report

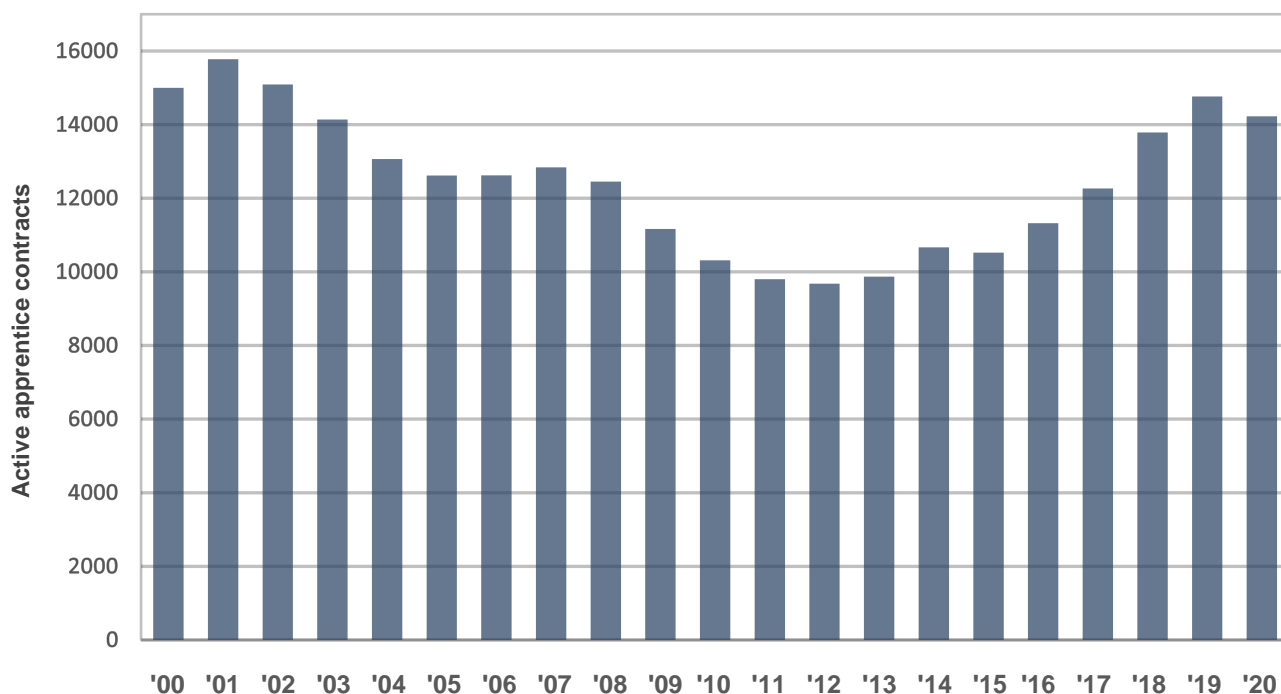
Jan. 1 – Dec. 31, 2020

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State Apprenticeship Participation

In 2020, statewide registered apprenticeship participation dipped for the first time since 2014. Despite the downward trend, 2020 saw more than 14,000 active apprentices, which is historically high participation and nearly 50 percent more contracts when compared to 2012. In fact, 2020 was the second consecutive year with more than 14,000 active apprentices, which hadn't occurred since 2002 and 2003.



Active Contracts

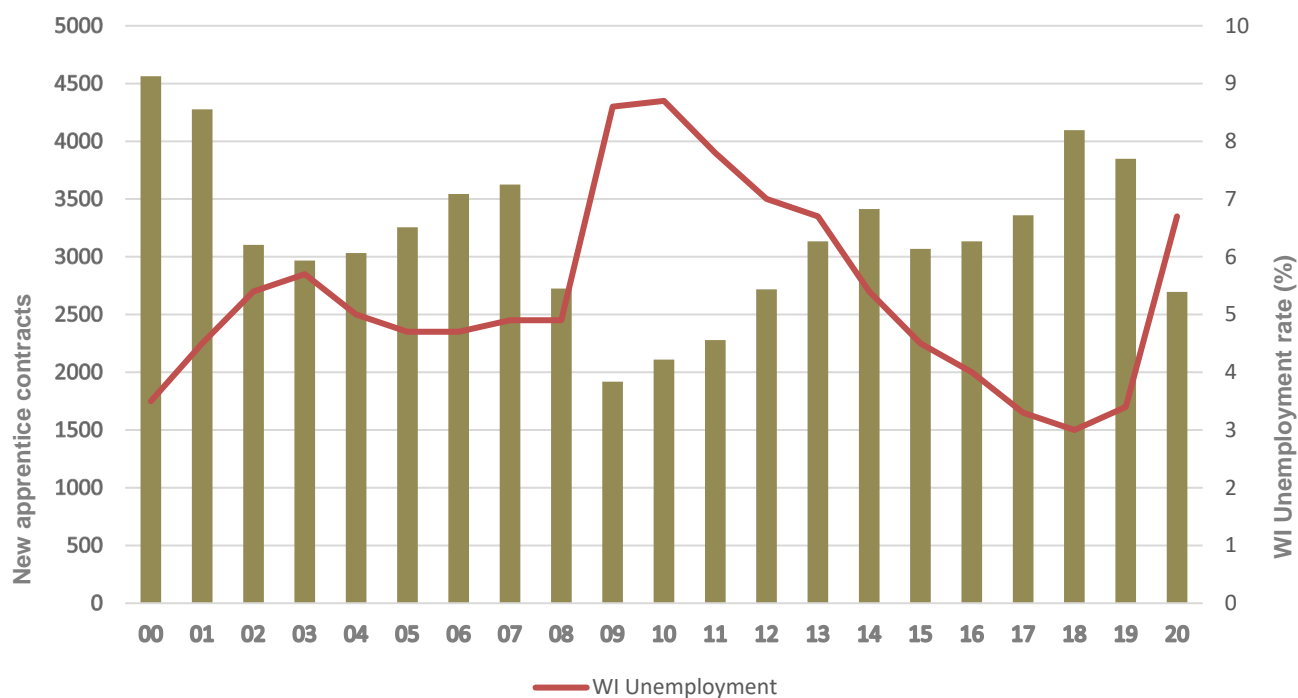
2020	14,224
2019.....	14,722
2018.....	13,715
20-year low (2012)	9,681
20-year high (2001)	15,767

2020 Benchmarks

Change from 2019	-3.3%
Change from 2018	3.7%
Change from 2012	47%

New Apprentice Contracts vs. Unemployment

In 2020, Wisconsin unemployment reached nearly 14 percent in April and remained in the double digits during May. As evidenced by the graph below, there is an inverse relationship between the state unemployment rate and participation in apprenticeship programs. Coincidentally, there were 1,200 fewer new apprentice contracts in 2020 compared to 2019. The precipitous decline in 2020 is almost certainly related to the COVID-19 pandemic and its impact on the economy and the state's unemployment. (Note: the Wisconsin 2020 unemployment rate is a preliminary estimate.)



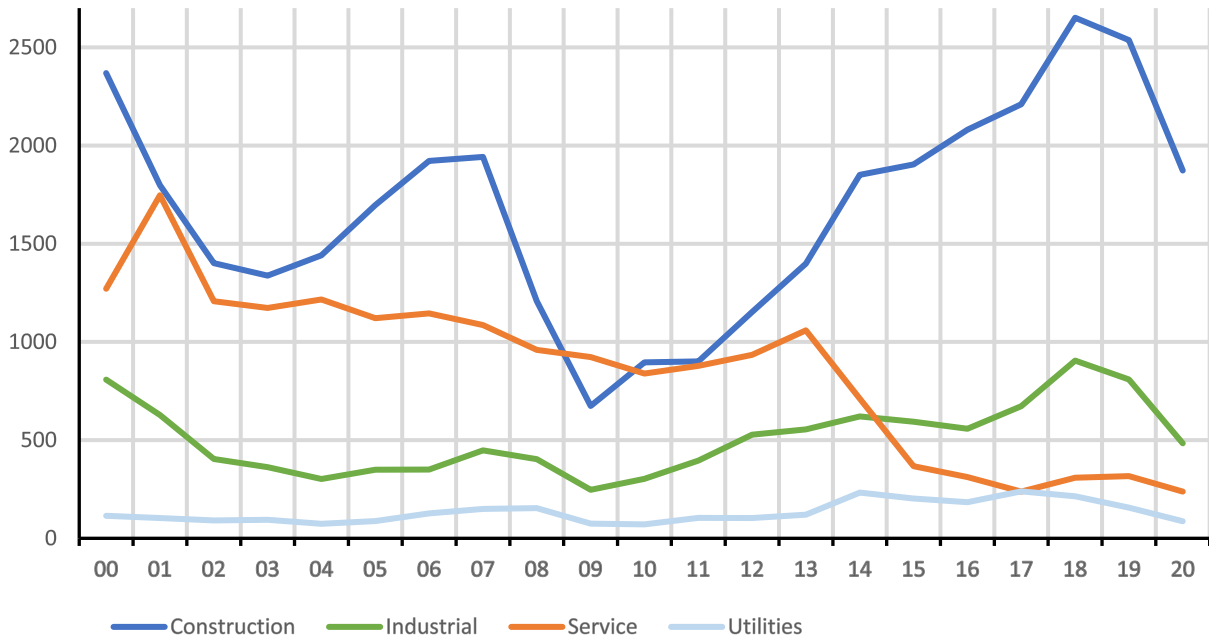
This table provides a snapshot of unemployment extremes in recent years and the corresponding number of new apprentices. The Wisconsin unemployment rate averaged nearly 7 percent in 2020, levels not seen since 2013. However, monthly unemployment began dropping in the latter half of the year, which may signal improved prospects for apprenticeship growth in 2021.

	1999	2000	...	2009	2010	...	2019	2020
New Apprentice Contracts	3,962	4,563	-	1,919	2,109	-	3,849	2,696
Wisconsin Unemployment	3.1	3.5	-	8.6	8.7	-	3.4	6.7

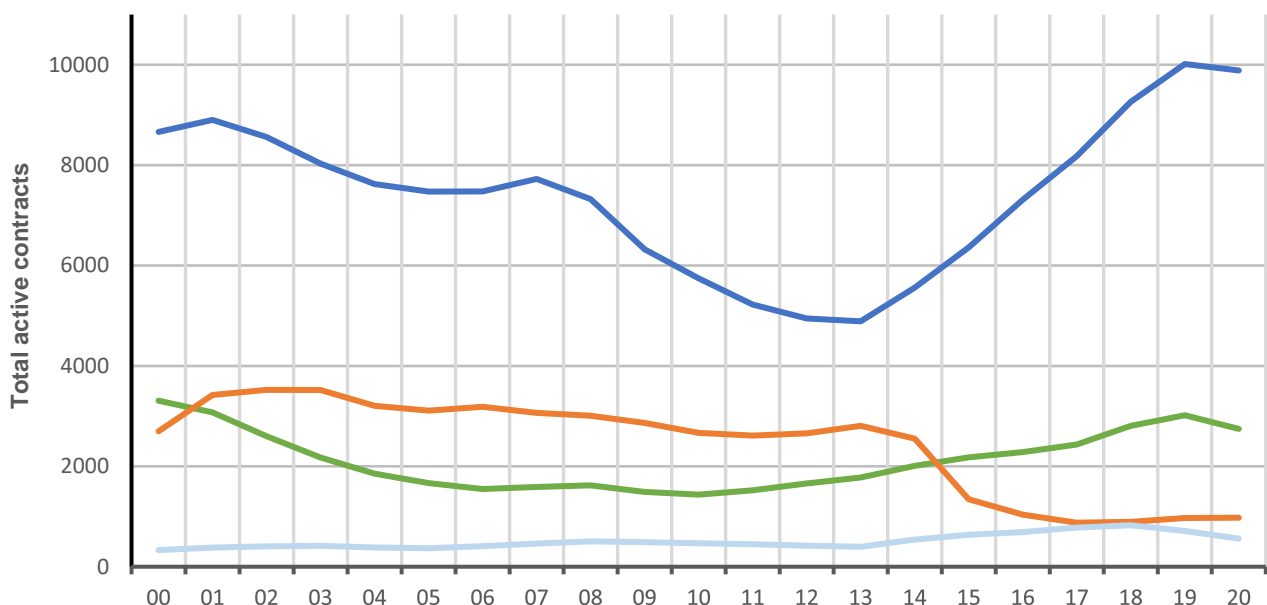
Sector Changes

The growth of state apprentice participation over the past ten years has been largely driven by gains in the construction and industrial sectors. However, the number of new apprentice contracts fell in all four primary apprenticeship sectors in 2020. The service sector was the only sector of the four to match its prior year's overall participation numbers. Meanwhile, the utility sector experienced its second consecutive year of shrinking participation and third consecutive year of falling growth in new contracts.

New Apprentices by Sector



Active Apprentices by Sector



2020 Activity by Sector

	Contracts at Start of Year		New Contracts		Completed Contracts		Cancelled Contracts		Contracts at End of Year		Change in 2020	
All Sectors	11,526		2,697		1,545		1,268		11,410		-116	-1%
Minorities	1,213	11%	301	11%	136	9%	193	15%	1,168	10%	-27	-2%
Women	640	6%	191	7%	70	5%	127	10%	634	6%	-6	-1%
Construction	8,011		1,873		1,016		848		8,020		9	<1%
Minorities	754	9%	194	10%	82	8%	139	16%	727	9%	-27	-4%
Women	225	3%	52	3%	23	2%	34	4%	220	3%	-5	-2%
Milwaukee Constr.	3,194		661		474		347		3,034		-160	-5%
Minorities	461	14%	108	16%	50	11%	80	23%	439	14%	-22	-5%
Black Males	168	5%	27	4%	15	3%	35	10%	145	5%	-23	-14%
Women	110	3%	23	3%	16	3%	13	4%	104	3%	-6	-5%
Industrial	2,261		484		363		267		2,116		-145	-6%
Minorities	211	9%	43	9%	30	8%	24	9%	200	9%	-11	-5%
Women	69	3%	26	5%	14	4%	17	6%	64	3%	-5	-7%
Service	739		239		45		116		817		78	11%
Minorities	207	28%	53	22%	9	20%	28	24%	223	27%	16	8%
Women	296	40%	106	44%	15	33%	74	64%	313	38%	17	6%
Utilities	471		87		103		34		421		-50	-11%
Minorities	18	4%	5	6%	5	5%	--	0%	18	4%	--	0%
Women	13	3%	--	0%	5	5%	1	3%	7	2%	-6	-46%

2020 Sponsor Activity

	Start of Year	End of Year	Change in 2020	
			#	%
All Sectors	1,026	1,021	-5	<1%
Construction	89	89	0	0%
Healthcare	1	3	0	200%
Industrial	562	545	-17	-3%
IT	6	3	-3	-50%
Service	296	300	4	1%
Utilities	85	91	6	7%

Sponsors w/ 5 or more apprentices
End of Year
215
88
1
104
0
12
11



Top Apprenticeship Occupations (3-Year Comparison)

The top seven occupations in Wisconsin apprenticeship have been dominated by the construction sector for the past three years or more. Remarkably, the top two occupations, construction electrician and plumber, managed to buck the downward trend, in construction and statewide, and notched another year of growth in 2020. The Service sector was able to crack the top 15 list of state occupations for the first time in three years with its firefighter apprenticeship, which also leapfrogged to the top of its own sector ranking. Actually, nearly all of the top service occupations grew in 2020 except cosmetologist.

Jan. 1, 2019		Jan. 1, 2020		Jan. 1, 2021	
Occupation	Contracts	Occupation	Contracts	Occupation	Contracts
Construction Electrician	1,674	Construction Electrician	1,861	Construction Electrician	2,009
Plumber	1,156	Plumber	1,329	Plumber	1,457
Carpenter (Construction)	961	Carpenter (Construction)	1,044	Carpenter (Construction)	973
Operating Engineer	668	Operating Engineer	701	Operating Engineer	637
Sheet Metal Worker	484	Sheet Metal Worker	512	Sheet Metal Worker	516
Construction Craft Laborer	361	Steamfitter (Construction)	426	Steamfitter (Construction)	451
Steamfitter (Construction)	361	Construction Craft Laborer	362	Construction Craft Laborer	331
Electric Line Worker	322	Industrial Electrician	287	Industrial Electrician	305
Iron Worker	308	Iron Worker	284	Maintenance Mechanic	265
Industrial Electrician	285	Tool and Die Maker	283	Maintenance Technician	256
Maintenance Mechanic	272	Maintenance Technician	276	Steamfitter (Service/Refrigeration)	249
Tool and Die Maker	269	Maintenance Mechanic	275	Tool and Die Maker	246
Maintenance Technician	240	Electric Line Worker	260	Electric Line Worker	244
Steamfitter (Service/Refrigeration)	208	Steamfitter (Service/Refrigeration)	233	Iron Worker	243
Machinist	200	Machinist	212	Firefighter	210



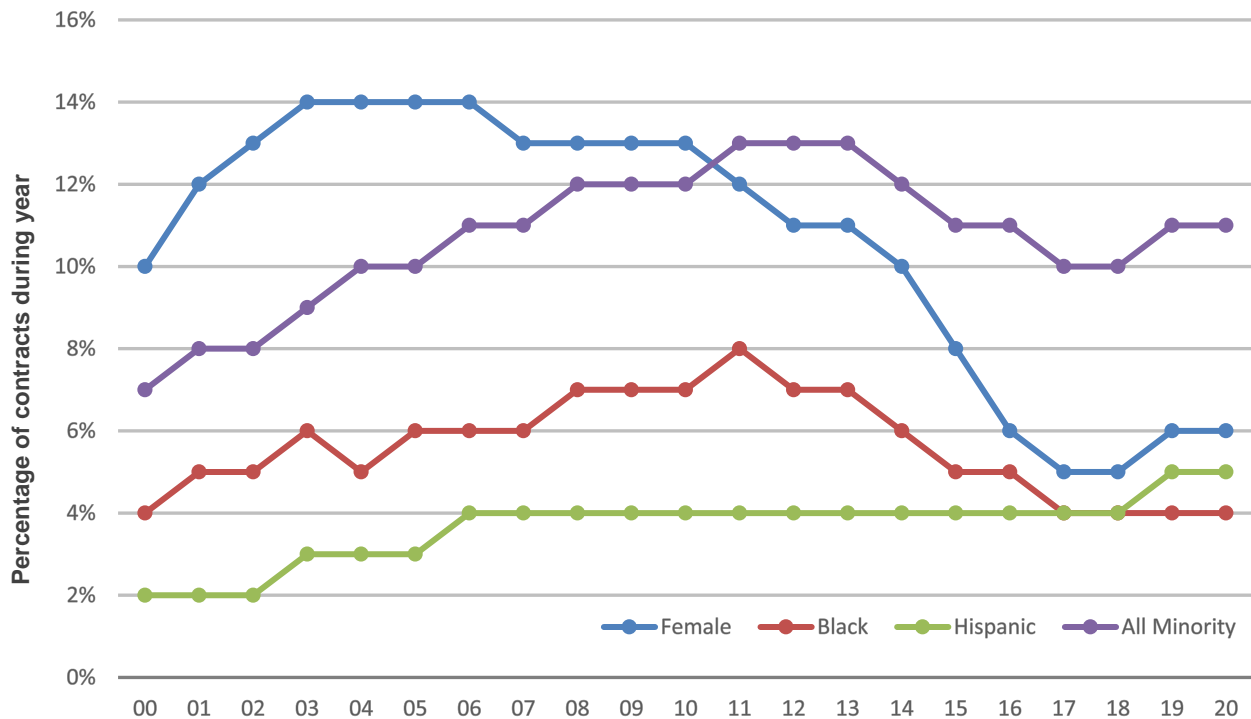
Top Occupations by Sector (3-Year Comparison)

Jan. 1, 2019		Jan. 1, 2020		Jan. 1, 2021	
Service					
Cosmetologist	184	Cosmetologist	179	Firefighter	210
Funeral Director	144	Funeral Director	162	Funeral Director	190
Firefighter	123	Firefighter	160	Cosmetologist	166
Firemedic	81	Firemedic	75	Firemedic	77
Arborist	39	Arborist	52	Arborist	56
Utilities					
Electric Line Worker	322	Electric Line Worker	260	Electric Line Worker	244
Designer Technician (Gas & Electric)	52	Line Technician	33	Electric Cable Splicer	21
Line Technician	30	Designer Technician (Gas & Electric)	30	Line Technician	20
Engineering Technician	26	Gas Distribution	18	Gas Distribution	18
Metering Technician	15	Engineering Technician	16	Metering Technician	15
Healthcare					
Medical Assistant	16	Medical Assistant	37	Medical Assistant	23
				Pharmacy Technician	7
Finance					
Financial Services Professional	3	Financial Services Professional	14	Financial Services Professional	14
Agriculture					
		Organic Vegetable Farm Manager	3	Organic Vegetable Farm Manager	3
Information Technology					
IT Service Desk Technician	2	IT Service Desk Technician	4	Data Analyst	3
Software Developer	1	Software Developer	2	Broadband Service Technician	1
		Broadband Service Technician	1	Direct Support Professional	1

Minority and Female Participation in Apprenticeship

After experiencing gains in female, Hispanic and minority participation in 2019, those demographics, as well as black apprentice participation, remained largely unchanged in 2020, neither growing nor shrinking. These demographics, especially female apprentices, continue to lag behind statewide census data, demonstrating that they are generally underrepresented in Wisconsin registered apprenticeship and less likely to become apprentices than their white male counterparts.

WI Apprentice Demographics

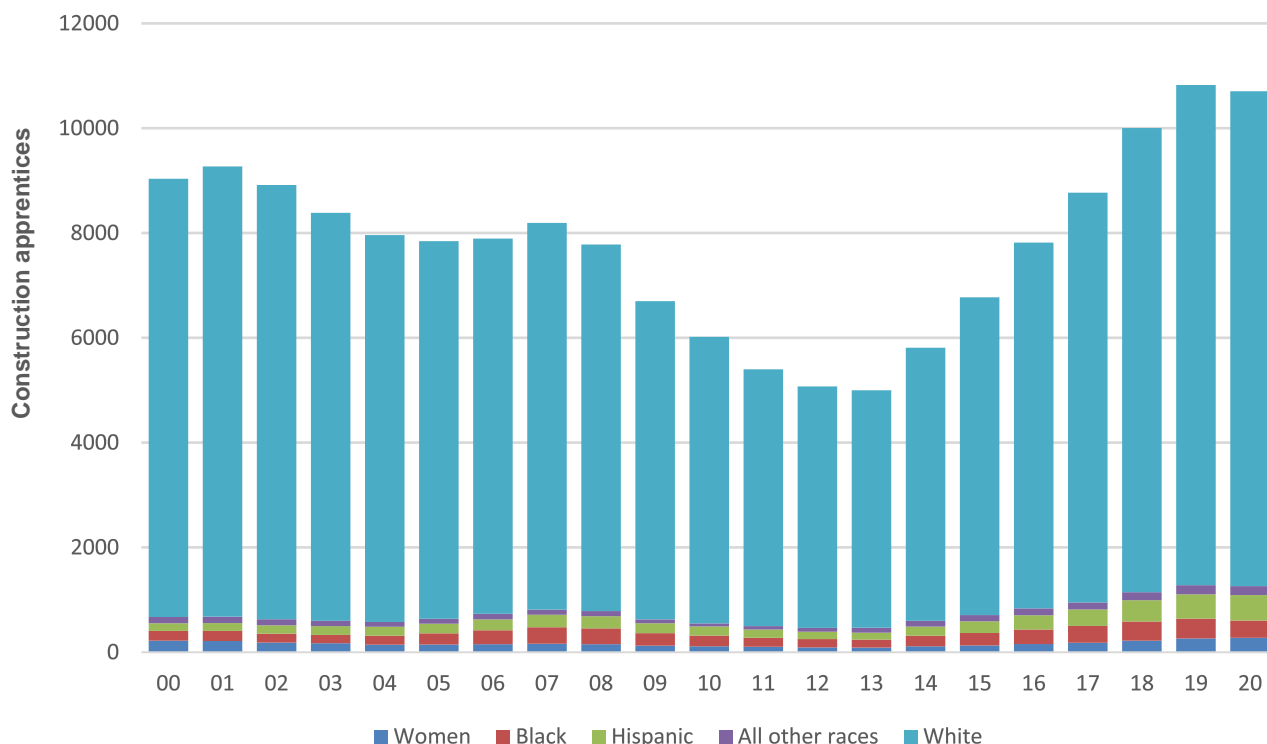


Statewide - All Sectors	2020 Apprentices		Apprenticeship 20-Year High		Wisconsin Census Data
Female	6%	-	14% (2003-06)	-	50%
Black	4%	-	8% (2011)	-	6.7%
Hispanic	5%	-	5% (2019-20)	-	7.1%

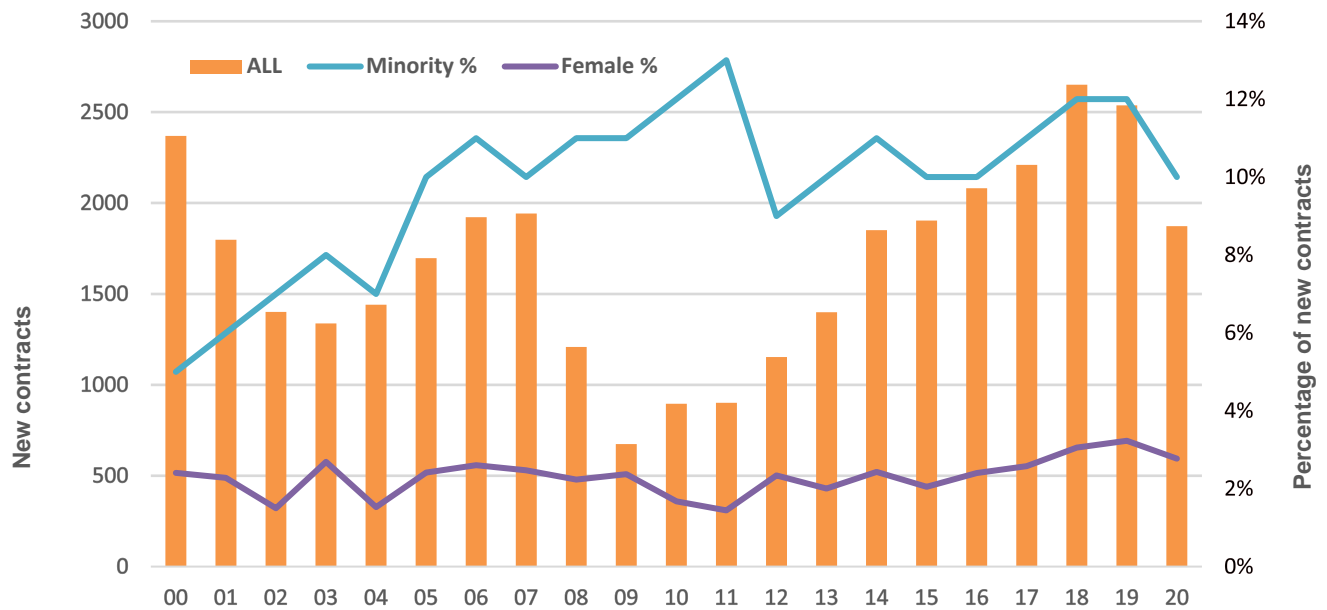
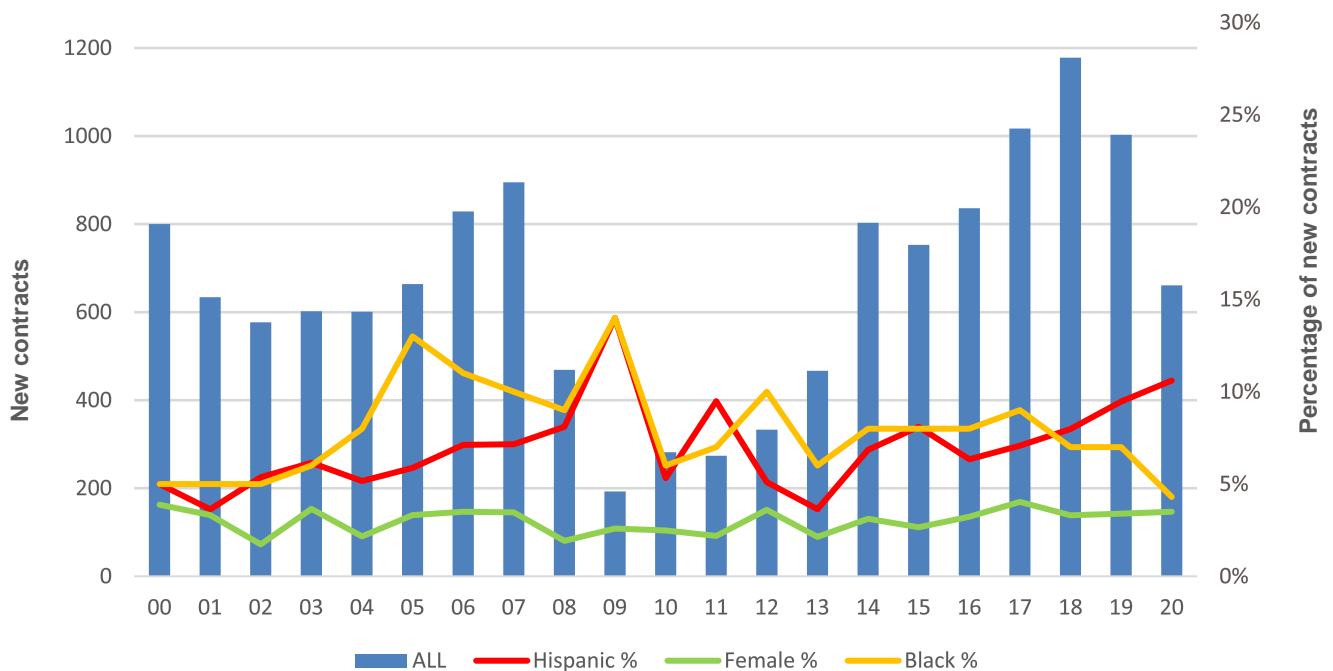
Minorities and Women in Construction

African American participation in construction had remained relatively constant at around 4 percent since 2006, before falling to 3 percent in 2020. Notably, the representation of African Americans among Milwaukee construction committees' new contracts fell to 4 percent in 2020, its lowest in two decades. On the other hand, statewide Hispanic participation in the construction sector held steady in 2020 and jumped to 11 percent of new construction contracts among Milwaukee committees last year. Women attained 3 percent participation statewide in construction in 2019, for the first time in nearly two decades, and held that ground in 2020.

Demographics of Construction Apprentices



Statewide - Construction	2020 Apprentices		Apprenticeship 20-Year High		Wisconsin Census Data
Female	3%	-	3% ('00 & '19)	-	50%
Black	3%	-	4% (2006-19)	-	6.7%
Hispanic	5%	-	5% (2019-20)	-	7.1%

New *Wisconsin* Construction ContractsNew *Milwaukee* Construction Contracts

2020 Highlights



Culinary Arts

Reemergence of the Culinary Arts Line Cook apprenticeship. Three apprentices registered with Aurora Health Care in December 2020. Wisconsin formerly had an abundance of culinary apprentices but has not had a contract registered in the private sector since 2014 (though it has maintained a successful culinary program through the Department of Corrections). About a decade ago, in any given calendar year, Wisconsin had more than 100 culinary registered apprentices.



Healthcare Sector

Wisconsin had nearly 50 active apprentices last year in the healthcare sector, between Pharmacy Technician and the Medical Assistant programs. In 2020, among the Medical Assistant apprentices, 14 completed and none were cancelled, which is exceptional for an apprenticeship program. Moreover, of the active Medical Assistant apprentice last year, more than 90 percent were women and 50 percent were minorities.



Plumbers & Construction Electricians

Construction Electricians and plumbers represent the two largest occupations in Wisconsin registered apprenticeship. Construction Electrician as an apprentice occupation has grown every year since 2012, and in 2020 reached nearly 2,300 active apprentices, beating its previous record of about 2,200 apprentices, set in 2001.

Similarly, there were approximately 1,650 Plumber apprentices in the state last year, surpassing the occupation's previous high-water mark of just over 1,600, set in 2001. Together, the two occupations accounted for 28 percent of all the state's registered apprentices in 2020.



Workforce Integration

Seventeen registered apprenticeship sponsors representing nearly 30 apprenticeship program occupations were added to the Wisconsin Eligible Training Provider List (ETPL), which grants them and their apprentices access to federal training funds through the Workforce Innovation and Opportunity Act (WIOA). Last year, marked the first year that Wisconsin registered apprenticeship sponsors were included on the list.





Filters - Fiscal Year: 19/20

Youth Apprenticeship Enrollees:	6,101	Active Employers:	4,290
Active Local Consortia:	38	Number of Schools for Enrollees:	406
Gender profile of Enrollees:	41% Female	Number of Districts for Enrollees:	326
Racial profile of Enrollees:	11% Minority	Estimated Wages Earned:	\$29,214,861.26

Year	Expected Completers	Completers To Date	Completion Rate
19/20	4,908	4,034	82.2%

Enrolled Youth Apprentices by Career Cluster Area





Filters - Fiscal Year: 19/20

Youth Apprenticeship Enrollees:	6,101	Active Employers:	4,290
Active Local Consortia:	38	Number of Schools for Enrollees:	406
Gender profile of Enrollees:	41% Female	Number of Districts for Enrollees:	326
Racial profile of Enrollees:	11% Minority	Average GPA:	2.51
Average wage:	\$10.64	At-Risk GPA:	1.97

Enrolled Student Breakdown by Program Area

Program Area Name	Student Count	Average Wage	Female	Minority
Agriculture, Food & Natural Resources	786	\$10.03	36% Female	2% Minority
Architecture & Construction	544	\$11.67	4% Female	6% Minority
Arts, AV Tech. & Comm.	18	\$9.89	77% Female	27% Minority
Finance	368	\$10.5	61% Female	11% Minority
Health Science	1,051	\$11.99	90% Female	16% Minority
Hospitality, Lodging & Tourism	944	\$9.18	57% Female	15% Minority
Information Technology	151	\$9.38	14% Female	8% Minority
Manufacturing	1,050	\$11	8% Female	11% Minority
Marketing	448	\$9.8	61% Female	16% Minority
Science, Technology, Engineering & Math (STEM)	159	\$11.52	23% Female	15% Minority
Transportation, Distribution & Logistics	570	\$10.5	8% Female	7% Minority

Post Program Completion Information

	Expected Completers	Total Completers	Completion Rate	Employment Offer Rate*
Two-Year	1,036	848	81.9%	74.8%*
One-Year	3,872	3,186	82.3%	62.6%*
All Programs	4,908	4,034	82.2%	63.2%*



JOIN THE ELIGIBLE TRAINING PROGRAM LIST

ACCESS BENEFITS

FOR YOUR CERTIFIED PRE-APPRENTICESHIP PROGRAM PARTICIPANTS

WHAT IS THE ELIGIBLE TRAINING PROGRAM LIST (ETPL)?

The ETPL is a list of quality training programs used in Wisconsin's job centers. Eligible individuals who participate in training programs on the ETPL may qualify for financial assistance from certain job center programs to help cover the costs of their classroom training.

WHY ARE YOU CONTACTING ME?

Your certified pre-apprenticeship program would be a great addition to the ETPL, potentially benefiting you and your program participants.

WHY WOULD I WANT TO JOIN THE ETPL?

Joining the ETPL is FREE and gives you access to a talent pipeline through Wisconsin's job centers. By joining, your program participants may also qualify for assistance with tuition, books, tools, uniforms, and licensing fees.

DO I HAVE TO ADHERE TO DIFFERENT PROGRAM REQUIREMENTS?

No, you set your own program application requirements.

HOW DO I JOIN?

You may apply at: dwd.wisconsin.gov/etpl

VISIT dwd.wisconsin.gov/wioa/etpl/help.htm FOR MORE INFORMATION



DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Division of Employment and Training at 888-258-9966 and press 6 to request information in an alternate format, including translated to another language.

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DET-18866-E-P (N. 11/2020)



JOIN THE ELIGIBLE TRAINING PROGRAM LIST

ACCESS BENEFITS

FOR YOUR REGISTERED APPRENTICESHIP PROGRAM AND APPRENTICES

WHAT IS THE ELIGIBLE TRAINING PROGRAM LIST (ETPL)?

The ETPL is a list of quality training programs used in Wisconsin's job centers. Eligible individuals who participate in training programs on the ETPL may qualify for financial assistance from certain job center programs to help cover the costs of their related instruction.

WHY ARE YOU CONTACTING ME?

Your registered apprenticeship program would be a great addition to the ETPL, potentially benefiting you and your apprentices.

WHY WOULD I WANT TO JOIN THE ETPL?

Joining the ETPL is FREE and gives you access to a talent pipeline through Wisconsin's job centers. By joining, your eligible apprentices may qualify for assistance towards tuition, books, tools, uniforms, and licensing fees associated with the related instruction portion of their registered apprenticeship program.

DO I HAVE TO ADHERE TO DIFFERENT PROGRAM REQUIREMENTS?

No, you set your own program application requirements such as requiring applicants to already be an apprentice or company employee or requiring applicants to pass competency tests, interviews, or physical requirements.

HOW DO I JOIN?

You may email DETETPL@dwd.wisconsin.gov with the name of the program you would like added OR apply at dwd.wisconsin.gov/etpl, select "Registered Apprenticeship" for "Institution Type," and respond to the confirmation email.



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Grant cheat sheet

ASE Round 3 July 1 2019-June 30 2022

Goals:

800 new registered apprentices supported by grant efforts

Enroll 50 new YA to RA apprentices in each year of the grant-Goal 150 End June 2022

Activities:

WDB conduct pre-apprenticeship activities-EMI, SC and Southeast

On the job learning reimbursements- \$1,000 per apprentice End June 2022

Employers in new sectors-IT, BioTech, Healthcare, Transportation, Ag, Financial Services

Employers who hire CPA completers (all sectors)

Related instruction reimbursement-\$400 per apprentice End June 2022

Provide Supportive services for apprentices through SC and EMI WDB's End June 2022

Develop and implement at least 4 new occupations

Transportation Sector

Diesel Mechanic

Auto Mechanic

Auto Collision

Estimator

Highway Maintenance Technician

End June 2022

Conduct 4 industry roundtables End June 2022

Support 6 targeted pre-apprenticeship programs End June 2022

Conduct 10 meetings to educate DVR staff about apprenticeship End Dec 2021

Host 4 YA to RA Bridge events End Jan 2021

Create 4 new RA programs in the correctional system End June 2022

Create 3 new certified pre-apprenticeship programs in the corr. system End June 2022

Create 2 apprenticeship navigator positions

Create 1 DOC navigator position

Create 1 Apprenticeship navigator position at SC WDB

Update ASSET to meet grant requirements

Collaborate with dislocated worker program End June 2020

Participate in rapid response events

Prepare RA tool kit for local Rapid Response teams to share with dislocated workers

Distribute packets to RA sponsors informing them of the benefits of hiring dislocated workers

Identify 50 dislocated workers interested in RA, determine eligibility and refer to appropriate service (RA, CPA) connect to RA sponsor for registration

Update DPI webpage

Attend CTE teacher's convention

Prepare 3 email blasts for educators regarding apprentices

Reconvene apprentice consortia

Integrate apprenticeship sponsors and CPA providers with the WIOA ETPL

Conduct a joint communication to reach all RA sponsors and CPA providers

Create one sheeter (toolkit) for ATR's to present to RA sponsors about the benefits and info for the ETPL

SUPPORTIVE SERVICES GUIDE

Apprenticeship Grants

Apprenticeship Grants

Supportive Services Guidelines

General Guidelines

The Department of Workforce Development (DWD) through the ASE & SAE apprenticeship grants will provide financial assistance through Supportive Services. DWD will provide funding up to an annual maximum amount of **\$600 per individual for supportive services based on the fiscal year 07/01/19-06/30/20; 07/01/20-06/30/21; or 07/01/21-06/30/22**. DWD has specific guidelines to be followed for financial support being requested. All supporting documentation must be submitted along with the proper forms to our partners, Workforce Development Board of South Central Wisconsin, Inc. (WDBSCW) or Employ Milwaukee (EM) for approval. All paperwork should be submitted in a timely manner to allow for processing. WDBSCW and EM can take up to four weeks for a payment to be processed. Funding is not guaranteed.

Extenuating Circumstances

Extenuating circumstances can be presented for consideration to the WDBSCW or EM Executive Director (or WDBSCW or EM appointed staff for the project) and/or the DWD Grant Manager. Approvals of extenuating circumstances are at the sole discretion of the WDBSCW or EM Executive Director and/or the DWD Grant Manager and will be considered individually.

Support Services Funding

Uniforms and Related Work Clothing Items

DWD will fund uniforms for a participant as long as all qualifications are met and all supporting documentation is completed and submitted to the WDBSCW or EM with the Reservation of Funds Request. Costs for items will be evaluated based on industry catalogs and current vendor pricing that can be dictated by either WDBSCW or EM.

- DWD will pay for uniforms or work related clothing items and/or prescription safety glasses that are required by the training institution or employer. For example: work boots, safety shirts, etc.
- DWD will only pay for uniforms or work related clothing items and/or prescription safety glasses up to the maximum allowable amount of \$600. The cost of work boots will be limited to a maximum of \$200.
- If the uniforms or work related clothing items and/or prescription safety glasses are for school, the WDBSCW or EM will need a syllabus stating that they are a requirement for the course.
- If the uniforms or work related clothing items and/or prescription safety glasses are employment related, then the WDBSCW or EM will need a signed letter from the employer stating the items are required for the position.

Tools

DWD will fund tools for a participant for work or training as long as all proper documentation is provided.

- DWD will only pay for tools that are required by the training institution or employer.
- If the tools are for school, the WDBSCW or EM will need a syllabus stating that they are a requirement for the course.

- If the tools are for work, the WDBSCW or EM will need a signed letter from the employer stating they are required for the position.
- The WDBSCW or EM will need a detailed list of items and pricing sent in with the reservation.
- When sending in the Payment Request, staff must also send in all receipts proving that the participant did purchase the tools if requesting direct reimbursement to the participant.

Required Physicals

DWD will fund a required physical for a participant as long as all qualifications are met and all supporting documentation is completed and submitted to the WDBSCW or EM with the Reservation of Funds Request. **Individual and/or employer payments must be applied before BAS funds.**

- The Reservation of Funds Request will need to specify the reason for the physical and the amount of the physical.
- If the physical is a requirement of the training course, the WDBSCW or EM will need a copy of the syllabus.
- If the physical is needed for employment, the WDBSCW or EM will need a letter from the place of employment stating that it is required.
- WDBSCW or EM will need a copy of the receipt showing proof of payment in order for the participant to be reimbursed directly.

Books

DWD will fund the cost of books for a participant as long as all qualifications are met and all supporting documentation is completed and submitted to the WDBSCW or EM with the Reservation of Funds Request.

- The WDBSCW or EM prefers to pay the institution directly for book costs whenever possible.
- The WDBSCW or EM will only fund the cost of books required by the training provider.

Test Fees

DWD will fund the cost of testing fees for a participant as long as all qualifications are met and all supporting documentation is completed and submitted to the WDBSCW or EM with the Reservation of Funds Request.

- The WDBSCW or EM will need a copy of the materials detailing the test requirement and costs associated.
- Test costs being covered may result in a credential/certification which meets requirements and is directly connected to industry standards but a credential is not required.

Mileage

DWD will reimburse participants for mileage to and from school, job search or work. The current reimbursement rate is 40 cents per mile. The total amount requested from all submitted Payment Requests cannot exceed the approved mileage amount on the Reservation of Funds Request.

- The Reservation of Funds Addendum will need to indicate the number of miles the participant will be traveling per week.
- The driver must have and maintain a valid Wisconsin driver's license.
- The participant must fill out the Mileage form and have it signed by program staff. This form is required to be submitted with the Payment Request.
- If a group of participants are carpooling together, only the driver can be reimbursed for mileage. DWD will not reimburse the driver for extra miles driven out of their way to pick up another participant.
- DWD will not reimburse another driver.
- Only one round trip per day per training, job search or employment location will be eligible for

mileage reimbursement.

Bus Passes

WDBSCW or EM will purchase bus passes for program participants where public transportation is available. Bus passes may be used by participants for transportation associated with school, job search and/or work. UBER/LIFT/Taxi/Other will be allowed for areas with no bus service available due to not available routes/hours of operation or distance to pick up or drop off is greater than .5 miles.

- The Reservation of Funds Addendum will need to indicate the number of passes requested.

Parking Permits/Passes

WDBSCW or EM will purchase parking permits/passess for program participants when necessary. Parking permits/passess must be necessary to participate in school or work activities.

Childcare

DWD will fund childcare for a participant as long as all proper documentation is completed and submitted to the WDBSCW or EM. Every effort should be made to reimburse the childcare provider directly rather than the participant. Requests to reimburse the participant may be made with proper extenuating circumstances should the provider require a payment schedule that does not coincide with the WDBSCW or EM funding structure. The amount requested from all submitted Payment Requests cannot exceed the amount requested on the Reservation of Funds Request.

- Staff must verify that the participant is not eligible for full childcare assistance through other eligible programs. Documentation must be provided with the reservation verifying that the customer is not eligible for other childcare assistance programs or is receiving less assistance than the total cost of childcare. If this documentation is not available at the time the reservation is prepared, it must be attached to the first Dependent Care Voucher.
- Cost information must be provided in the childcare section of the Reservation of Funds Addendum and must be submitted with the Reservation of Funds Request.
- Childcare must be provided by **a licensed/certified childcare provider**. Provider name, address, license number/certification number and Federal ID number/social security number must be recorded on the Reservation of Funds Addendum and Dependent Care Voucher.
 - *Note: If the childcare provider is part of a school, no license or certification number is required to be recorded on the Reservation of Funds Addendum or Dependent Care Voucher. Program staff, however, must communicate that the childcare provider is part of a school and provide the Federal ID number or social security number.*
- Participant must complete a Dependent Care Voucher (DCV), signed by the childcare provider, and submit the DCV with the Payment Request.
- Staff must specify on the Payment Request the name and address of the childcare provider that the check should be sent to.

Rent/Housing Assistance

DWD will fund rent for a participant funding one-time throughout the project as long as all qualifications are met and all supporting documentation is completed and submitted to the WDBSCW or EM with the Reservation of Funds Request.

- DWD will need a copy of the participant's lease.
- DWD will only pay for rent if an eviction notice has been issued or if the request is to address a homeless situation.
- DWD will only cover participant's portion of the rent.
- Housing assistance should only be requested when no other funding option is available.
- Payment will only be granted if there is a plan to pay the subsequent payments without DWD assistance.

- DWD will not pay for security deposits.
- The amount of the Payment Request or invoice must match the amount approved for rent on the Reservation of Funds Request.
- Payment will be made directly to the landlord.

EXTENUATING CIRCUMSTANCES CAN BE PRESENTED WITH PROPER JUSTIFICATION.

Reservation Process and Required Forms

The reservation process allows staff to reserve program funds to support a participant's employment and education. This guidance covers what forms need to be completed and how to complete them.

Requesting Funding

It is the responsibility of the program staff to determine the appropriate use of support funds. Staff should only send in a Reservation of Funds Request if it is an appropriate request.

Forms

There are six main forms used to reserve and provide support funds for participants:

1. **Reservation of Funds Request:** This form is used to reserve funds for a participant.
2. **Reservation of Funds Addendum:** This is an attachment to the Reservation of Funds Request form that provides additional information for select requests made. The items requiring additional information are noted with an asterisk (*).
3. **Justification for Funding Request/Extenuating Circumstances Form:** This form provides information and details as to why the funds being reserved are needed.
4. **Contract Request:** This form indicates that a contract needs to be sent to a vendor based on the approved Reservation of Funds Request to indicate to the vendor that payment will be made on behalf of the participant.
5. **Payment Request:** This form is used to initiate payment from the funds that were reserved by the Reservation of Funds Request.
6. **Reservation of Funds Amendment:** This form is used to change the amount of funding reserved from the amount that was initially approved on the Reservation of Funds Request form. This change can reflect either an increase or decrease in the amount of funding.

All the above forms and supporting documentation are stored on the Google Drive as individual PDFs or combined into one Excel workbook.

Submitting Paperwork

- Reservations must be sent to the WDBSCW or EM in a timely manner to allow time for consideration and processing. Three weeks prior to the date supportive services will be needed is the recommended amount of lead time to ensure the reservation is reviewed and approved to allow for any follow up documentation to be processed.
- Paperwork should be submitted via US mail or hand delivery. Fax is also acceptable. Documents that **do not** contain personally identifiable information of the participant may be emailed to the Fiscal Assistant.

Please see [Attachment 1](#) for more detail and guidance.

1. Reservation of Funds Request

This form serves as the means for reserving program funds to support a participant's employment and education.

- DWD strongly recommends that no items are purchased until after the Reservation of Funds Request is completed and signed by program staff and the participant.
- If the participant is requesting assistance for any other supportive service that is not directly required for class (e.g. transportation or childcare assistance), the Reservation of Funds Request may be signed after class begins, however, the amount of funding that may be requested will be limited.
 - *Funding may only be requested for costs that will be incurred beginning on the date the Reservation of Funds Request was signed. Expenses incurred between the training start date and the date the Reservation of Funds Request was signed are not eligible for reimbursement.*

Section A: Participant Information

- Name: Last, first, middle initial
- User ID: Refers to the participant's social security number. Record **only the last four digits** of the social security number.
- PIN: Record the participant's *ASSET PIN*.
- Address, County and Home Phone Number: Participant's current residential information.
- Change of Address: Check the change of address box to notify the Fiscal Assistant if the participant's address has changed since submitting prior paperwork.
- Currently Employed: If the participant is employed, check the employed box.

Section B: Reservation Information

- Reservation Period: Select the appropriate reservation period for the requested support funds from the dropdown menu.
 - The reservation period is determined by the support start date.
Only one reservation period should be selected per Reservation of Funds Request.
 - There are four reservation periods within the program year:
 - Summer (July 1 – August 31)
 - Fall (September 1 – December 31)
 - Winter (January 1 – April 30)
 - Mid-term (May 1 – June 30)

Please see [Attachment 2](#) for more detail and guidance on requests that will extend over the program year end of June 30th.

- Program: Choose the appropriate funding source from the dropdown menu. This will be the Apprenticeship Grants.
- Participant Type: Check either "New" or "Continuing."
 - A participant is considered "New" **only** if they have **never** received funding through a

reservation **previously**.

Section C: Training Fund Reservation Information

- Books: Only the cost of **required** books may be requested.
- Test/Exam Fees: Requests for test, exam, certification or permit costs.
- Uniforms and Related Work Clothing Items: A maximum of \$600 may be requested for uniforms and work related clothing items. Footwear is limited to a maximum amount of \$200.
- *Childcare: Childcare costs can only be requested for care provided by a licensed childcare facility.
- *Mileage: Mileage must be calculated based on the number of days and miles.
- *Bus Passes: Calculate based on type of pass and number of bus passes requested.
- Housing/Rent Assistance: The Rent/Housing Assistance Request Checklist needs to be submitted with the Reservation of Funds Request form and is located on the Google Drive.
- Other Support Services: Must specify each item and cost per item.

Section E: Participant and Staff Acknowledgements

- All Reservation of Fund Request forms require the signature of the participant and staff along with the date signed.
- The printed name of the program staff and his or her fax number, phone number and email must also be provided.

Section F: WDBSCW or EM Fiscal Use Only

- The bottom section is for the WDBSCW or EM use only.

Reservation of Funds Request: Required Documentation

The following documentation is required for all reservations regardless of what specific costs are requested:

- Justification for Funding Request/Extenuating Circumstances Form

Books

List of required books and their prices.

Uniforms and Related Work Clothing

Document stating that uniforms or other work related clothing are required.

Required School Supplies, Tools, Boots or Other Clothing Items

Syllabus or other document showing supplies are required. Printout of supplies cost. Purchase Order section of the Reservation of Funds Addendum completed if a purchase order is needed.

The following documentation is required for all reservations requesting the following supportive services:

Tests

Document of general information and cost of test.

Childcare

Childcare Information section on the Reservation of Funds Addendum.

- *See the Training and Supportive Services Guidelines document for guidance on additional documentation that must be sent.*

Mileage

Mileage information section on the Reservation of Funds Addendum.

- The mileage reimbursement calculation is: round trip mileage x number of days x .40 = reimbursement.

Bus Passes

Bus pass information section on the Reservation of Funds Addendum.

Rent/Housing Assistance

See *Rent/Housing Assistance Request Checklist* and the *Training and Supportive Services Guidelines* on additional necessary documentation.

Other Supportive Services

The Other Supportive Services fund information section on the Reservation of Funds Addendum. Employer verification that the cost is required for employment and documentation of cost.

Books

Estimate the amount of funding that will be needed on the Reservation of Funds Request based on best estimates if actual costs are not available.

Note

The use of reasonable estimations should only be provided if required amounts and documentation are not available in a timely manner. Keep in mind that once actual costs can be determined, those costs need to be articulated and submitted with the correct required documentation in order to complete the paperwork process.

2. Reservation of Funds Addendum

This form serves as a worksheet once the *Reservation of Funds Request: Section D* has been completed and should accompany the Reservation of Funds Request if the following apply:

Section A: Participant Information

- Name: Last, first, middle initial
- PIN: Record the participant's ASSET PIN

Section B through F

The respective sections should be completed only if any of the following support services are being requested on the Reservation of Funds Request form:

- Childcare
- Mileage
- Bus pass(es)
- Parking costs
- Other support services (*as approved*)

Section G: Purchase Order Request

- If the participant needs a purchase order sent out on their behalf, the purchase order section of the Reservation of Funds Addendum needs to be completed.

Please see [Attachment 7](#) for more detail and guidance.

Section H: Staff Acknowledgements

- Staff must complete this section before submitting.

3. Justification for Funding Request/Extenuating Circumstances Form

This form serves as the justification for why support is needed and **must** accompany every Reservation of Funds Request form regardless of whether it is a new or continuing participant.

- Date and PIN: Enter date and the participant's *ASSET PIN*

Section A: Participant Information

- Participant Name: Enter participant name.
- Authorized Program Staff and Contractor Agency: Enter the name and agency of the staff completing the form.
- Program: Choose the appropriate funding source.

Section B: Employment and Economic Self-Sufficiency (ESS)

- Answer the questions appropriately within the section. *Make sure that requested documentation referenced is attached.* If applicable, complete the Extenuating Circumstances Justification section.

Section C: Extenuating Circumstances Justification

- The Extenuating Circumstances Justification section allows for making a case on behalf of their participant as to why funding should be approved when a program criteria is not met.
 - Identify what training criteria is not met and then justify why funding should still be granted. If there are multiple criteria that are not met, identify and provide justification for all of them.
 - Example: *Participant is requesting funding that exceeds the limits set, training program is not financial aid eligible, currently unemployed and does not have the financial means to pay the additional tuition.*

Section D: Funding Request

- Complete the individual line items with best current information and submit documents verifying amounts requested.
 - Note: *For participants in long-term training, these dates should correspond to the start and end dates of the current semester.*

Section E: Attainment

- Complete based on requested information.

Section F: Participant and Staff Statements

- Participant and staff signatures and date signed are required.
 - Note: **Authorized Manager Signature required only if the Extenuating Circumstances Justification section is completed**

4. Contract Request

A Contract Request is generally used for supportive services purchased from an outside vendor. A Contract Request generates a contract to a vendor for an approved Reservation of Funds Request. The contract sent to the vendor is the WDBSCW's or EM's agreement to pay the vendor up to the amount specified on the contract.

Please see [Attachment 8](#) for more detail and guidance.

- *This form should be completed once information is made available to accurately reflect costs reserved regarding supportive service costs and program staff have been notified of an approved Reservation of Funds Request or Reservation of Funds Amendment.*
- *Any additional documentation gathered after submitting the Reservation of Funds Request should be submitted with the Contract Request form.*

Section A: Participant Information

- Name: Last, first, middle initial
- PIN: Record the participant's ASSET PIN (WIOA-enrolled participants)

Section B: Reservation Information

- Reservation Period: Select the appropriate reservation period for the requested support funds from the dropdown menu.
- Program: Choose the appropriate funding source from the dropdown menu.
- Course/Program/Field of Study: The name of the training program that the participant is attending.
 - Note: The Contract Request and Reservation of Funds Request must have the same information covered in this section on the respective forms.

Section C: Contract Request Information

- Vendor Name: The contract should be issued to the institution or vendor in which the participant will be needing items from.
 - *Separate Contract Request forms must be submitted if the items are needed from different institutions or vendors.*
- Vendor Address: The complete address must be recorded to ensure the contract is sent to the correct address.
- Vendor Fax: Optional, but list if available and requesting that the contract be faxed to the vendor.
- Contract Amounts: The amount of needed funding must be requested on the respective contract amount detail lines and should reflect the most current information available.
 - *If multiple items are needed for the same institution or vendor, all of the items may be requested on one Contract Request form.*

Section D: Staff Information

- Program staff must complete this section before submitting.

Once the contract has been processed, the Fiscal Assistant will make three copies. One will be kept at the WDBSCW or EM, one will be sent to the vendor and the other copy will be sent to staff.

Contract Request: REQUIRED DOCUMENTATION

The following guidance only applies to items requested on the Reservation of Funds Request or Reservation of Funds Amendment, which will require a contract to be sent to the respective vendor. The Contract Request amounts must reflect the most current billing or cost information available.

- If the amount(s) requested on the Reservation of Funds Request or Reservation of Funds Amendment were not estimated at the time the request was submitted and the current amount of needed assistance has not changed since, only the Contract Request form needs to be submitted for those particular item(s). No other documentation needs to be sent.
- If the amount(s) requested on the Reservation of Funds were not estimated at the time the request was submitted but the current amount of needed assistance has changed since (e.g. the participant added a class and the amount of needed tuition assistance has increased), the updated supporting documentation must be submitted with the Contract Request. A Reservation of Funds Amendment must also be submitted to correct for the funding difference.
- If the amount(s) requested on the Reservation of Funds Request were estimated due to a lack of documentation at the time the Reservation of Funds Request was completed, wait until the required documentation is available and actual amounts can be calculated before submitting a Contract Request. See below for additional guidance regarding next steps once this documentation is made available:

Books Cost Documentation

Once the list of required textbooks has been determined, add up the actual costs of these books. Compare this figure against the estimated amount on the Reservation of Funds Request and submit a Reservation of Funds Amendment to correct for any differences.

Note: *If documentation proving an item's cost and/or requirement for class was not previously submitted with the Reservation of Funds Request or the Reservation of Funds Amendment, it must be attached to the Contract Request. Contract Requests will not be processed if this documentation is missing from the participant's paperwork.*

5. Payment Request

A Payment Request is used to reimburse the participant directly but can also be used to directly pay other organizations. A Payment Request is used to notify the WDBSCW or EM that payment needs to be sent against an approved Reservation of Funds Request.

- The WDBSCW or EM may take up to four weeks to process payments.
- **Note:** *If documentation proving an item's cost was not previously submitted with the Reservation of Funds Request or the Reservation of Funds Amendment, this documentation must be included with the Payment Request. Payment Requests will not be processed if this documentation is missing from the participant's paperwork.*

Section A: Participant Information

- **Name:** Last, first, middle initial
- **User ID:** Refers to the participant's social security number. Record ***only the last four digits*** of the social security number.
- **PIN:** Record the participant's ASSET PIN.
- **Address, County and Home Phone Number:** Participant's most current residential information.

- Change of Address: Check the change of address box to notify the Fiscal Assistant if the participant's address has changed since submitting prior paperwork.

Section B: Payment Request Information

- Payment Period: Select the appropriate reservation period for the requested training and/or support funds from the dropdown menu.
- Program: Choose the appropriate funding source from the dropdown menu.
 - **Note:** *The Payment Request and Reservation of Funds Request must have the same information covered in this section on the respective forms.*
- Alternate Check Address: Check this box if the check needs to be sent to an address other than the participant's and then complete the Name and Address section.

Section C: Training Payment Information and Section D: Support Service Payment Information

It is the program staff responsibility to verify that the participant has enough funding reserved for each specific detail item before submitting a Payment Request.

- Payment amount requested should be written on the appropriate detail line. Indicate which month(s) funds are being requested for supportive services. The respective **Totals** must be entered appropriately.
 - **Note:** *The item's classification must match that of the Reservation of Funds Request.*
- If program staff have already submitted a Contract Request or Reservation of Funds Addendum – Purchase Order request for an item, a Payment Request **must not** be submitted for that same item.
- The WDBSCW and EM is a tax exempt 501(c)(3) organization and is not subject to reimbursing for sales tax incurred. Also, under federal regulations and guidelines, any form of penalties, late fees or fines are disallowed and will not be reimbursed. These amounts should be deducted before requesting payment.

Section E: Participant and Staff Acknowledgements

- Program staff need to complete this section requiring name, signature, date, phone, fax and email.
- Participant name, signature and date are required on the Payment Request form when:
 - Seeking direct reimbursement for an approved out-of-pocket expense that was directly paid by the participant **only** and proper proof of payment can be established.
 - When submitting a Payment Request along with any application or invoice required to be submitted on behalf of the participant with payment.
- **Note:** *Participant must pay for their own expenses when seeking reimbursement for costs. A purchase cannot be made on behalf of the participant and then the participant request reimbursement from the WDBSCW or EM on behalf of another party or for another party.*

6. Reservation of Funds Amendment

This form is used when the amount of funding requested on a previously submitted and/or approved Reservation of Funds Request or Reservation of Funds Amendment needs to be changed and the change relates to the same reservation period as that of the original Reservation of Funds Request.

Section A: Participant Information

- Name: Last, first, middle initial
- PIN: Record the participant's ASSET PIN.

- Address and County: Participant's most current residential information.
- Change of Address: Check the change of address box to notify the Fiscal Assistant if the participant's address has changed since submitting prior paperwork.

Section B: Payment Request Information

- Reservation Period: Select the appropriate reservation period for the requested training and/or support funds from the dropdown menu.
- Program: Choose the appropriate funding source from the dropdown menu.
 - **Note:** *The Reservation of Funds Amendment and Reservation of Funds Request must have the same information covered in this section on the respective forms.*

Section C: Training Fund Reservation Amendment and Section D: Support Service Fund Reservation Amendment

- Request to Add or Request to De-Obligate Funds: Check the appropriate box or boxes in either section as it applies.
 - If requesting additional funds: Write the amount(s) on the respective training and/or support detail line(s) in the add funds column.
 - If funds are no longer needed: Write the amount(s) on the respective training and/or support detail line(s) in the de-obligate funds column.
- The amount(s) need to be totaled on the respective "Total Additional Amount" and "Total De-Obligated Amount" lines.
- Total Net Fund Change: This amount should be calculated by program staff and the total change entered in both the Training and Support Service Section as it applies:
 - *Additional Funds Needed: Positive number should be entered*
 - *Decrease in Funds Needed: Negative number should be entered*
- **Note:**
 - *If the entire remaining balance of the Reservation of Funds Request is being de-obligated for the end of a reservation period only, the total remaining balance may be recorded on the "Total De-Obligated Amount" line in each respective section. The detail lines do not need to be completed.*
 - *Amendments do not need to be completed if the remaining balance that needs to be de-obligated is \$10 or less.*

Section E: Reason for Amendment Request

- A description of why a change in funds is being requested should be provided if the request is being made for anything other than an end-of-period de-obligation.
- When requesting additional funding, backup documentation to support the additional cost must be attached to the Reservation of Funds Amendment.
 - *The Reservation of Funds Addendum must also be submitted when requesting to add or transfer funds for **childcare, mileage, bus pass(es) and parking** showing the revised calculations. The Reservation of Funds Addendum must be completed if a purchase order needs to be sent.*

Section F: Staff Acknowledgements

- Staff must complete this section before submitting.

Section G: WDBSCW or EM Fiscal Use Only

The bottom section is for the Fiscal Staff use only

Personally Identifiable Information

"Personally Identifiable Information" means an individual's last name and the individual's first name or first initial, in combination with and linked to any of the following elements, if the element is not publicly available information and is not encrypted, redacted or altered in any manner that renders the element unreadable:

1. The individual's Social Security Number;
2. The individual's driver's license number or State identification number;
3. The number of the individual's financial account, including a credit or debit card account number, or any security code, access code or password that would permit access to the individual's financial account;
4. The individual's DNA profile; or

The individual's unique biometric data, including fingerprint, voice print, retina or iris image, or any other unique physical representation, and any other information protected by State or Federal law.

Reservation Request

It does not matter if a training begins in one *reservation period* and ends in another, so long as the training is contained within the same program year.

Supportive Services: Transportation and Childcare Services

If the training begins in the Mid-term reservation period (May 1 – June 30) and extends into the summer reservation period (July 1 – August 31) and these supportive services are needed over the entire duration of the training, the support services **must** be requested on separate Reservation of Funds Requests for the respective reservation period.

- For example: Requesting mileage: Staff would request an amount in mileage for only the time period between the training start date and June 30th and include that amount on the Mid-term reservation. Mileage needed during the period beginning July 1 through the training end date would be requested on the Summer Reservation of Funds Request.
 - If transportation and/or childcare support services are being requested only on the Summer Reservation of Funds Request, the following documentation must be included with the Summer Reservation of Funds Request:
 - A copy of the Mid-term Justification for Funding and Extenuating Circumstances form.
 - If the Summer request is an extenuating circumstance while the Mid-term request is not, then a new Justification for Funding Request and Extenuating Circumstances form must be completed for the Summer period with the Extenuating Circumstances Justification section completed.
 - A summer period Reservation of Funds Addendum.
 - A copy of the class schedule.

Requesting Tuition and Books

Other – Materials, Tests, Etc.

These costs of materials, or certification exams, should be requested in Section D on the respective Reservation of Funds Request detail line.

- Costs that do not relate to the existing detail line items in Section D should be requested in the “other Support Service” detail line on the Reservation of Funds Request form.

Requesting Books

If the participant's textbook summary is available at the time the Reservation of Funds Request is being completed, the new book price rather than the used book price should be used as the requested amount.

Payment Methods and Processes

Payment Methods

Did the participant pay, or will they pay out of pocket for the item?

If yes, a Payment Request will be used.

If no, a Contract Request or purchase order will be used.

Three Payment Methods

<i>Contract Request</i>	<i>Payment Request</i>	<i>Purchase Order</i>
Books*	Books	Boots
Uniforms & Work Related Clothing*	Uniforms & Work Related Clothing*	Uniforms & Work Related Clothing*
Tools*	Test fees	Tools
	Tools	
	Mileage	
	Parking	
	Housing	
	Childcare	

*Use of a Contract Request instead of the Payment Request is preferred for these items where possible. It is the WDBSCW's or EM's preference to send a contract or a PO before providing participant reimbursement.

Only one type of payment method may be used per item. For instance, if a Contract Request was already submitted for a book's cost, a Payment Request should not be submitted for that same book.

Purchase Orders

If a purchase order needs to be sent on behalf of a participant, the funds need to be requested on the *Reservation of Funds Request* or the *Reservation of Funds Amendment*.

Section G of the *Reservation of Funds Addendum* needs to be completed and submitted with the *Reservation of Funds Request* or the *Reservation of Funds Amendment*. A detailed document from the vendor should reflect requested items and their respective costs and **must** be submitted with the request.

Upon approval, the Fiscal Assistant will send a purchase order to the vendor and will notify staff when this is done.

- No Contract Request or Payment Request should be submitted to the WDBSCW or EM for items that will be picked up under a purchase order. The vendor will bill the WDBSCW or EM directly.

Purchase orders will not be sent to WDBSCW or EM unapproved vendors. Contact the Fiscal Assistant with any questions or inquiries regarding vendors.

Bus Passes

Bus Depot Staff

The Fiscal Assistant will email staff once a participant's Reservation of Funds Request is approved for a bus pass(es) and will also include Fiscal Director at bus depot to the email so that they are aware of the approval.

- *It will then be the program staff's responsibility to contact the bus depot to pick up a bus pass at least one week in advance of when the participant needs the pass for each approval.*
- No Payment Request or invoice is needed for Reservation of Funds Requests with bus depots.

All Staff

If a participant does not end up using a bus pass after staff have picked it up, staff **must** notify the Fiscal Assistant immediately and identify which participant and Reservation of Funds Request the bus pass was originally for.

- Staff should hold onto the bus pass until receiving further instruction from the WDBSCW or EM.

Concentra

This vendor is used when physicals are needed by participants. Staff should contact Concentra to find out the cost of the needed services and provide written documentation when possible. Staff should use this cost when reserving funds. Staff must include the participant's birth date in the *Reservation of Funds Addendum, Section F* under *Other Support Services*. Also request in this section that the WDBSCW or EM send an *Authorization for Treatment Form* to Concentra.

Upon approval of the Reservation of Funds Request, the Fiscal Assistant will complete the Authorization for Treatment form and send it to Concentra for each participant. The Fiscal Assistant will notify program staff when the form is sent, and in turn, staff may direct their participant to call the clinic to set up their appointment.

- The participant will need to bring a photo ID with them to their appointment.
- No Payment Request needs to be submitted. Concentra will bill the WDBSCW or EM directly for the cost rather than bill the participant.

Contract Request Process

A Contract Request generates a contract to a vendor against an approved reservation. A Contract Request is generally used for tuition, books, uniforms and supplies purchased from an outside vendor. The contract sent to the vendor is the WDBSCW's or EM's agreement to pay the vendor up to the amount specified on the contract. Contracts are convenient because participants do not have to pay out of pocket for the items and the vendor will bill the WDBSCW or EM directly for the costs.

This Contract Request form should only be filled out once program staff have been notified of an approved Reservation of Funds Request or Reservation of Funds Amendment.

The Fiscal Assistant will review all incoming Contract Requests for completeness and appropriateness. If any issues are found that prevent the Contract Request from being processed, the Fiscal Assistant will work with staff to correct those issues. Once the Fiscal Assistant processes the Contract Request, a contract will be sent to the appropriate vendor. A copy of the contract will be mailed or delivered to staff once generated. Staff should file this copy in the participant's physical file.

It's against WDBSCW and EM's policy to pay for general school supplies.

- If the WDBSCW or EM is charged for items that were not approved on the Reservation of Funds Request, the participant will be required to reimburse the WDBSCW or EM for the cost of those items. *The WDBSCW or EM will also put a hold on granting any more funding for that participant until reimbursement is received.*
- Once the Fiscal Assistant sends the uniforms contract to the vendor, the participant may pick up their items that same day.
 - Participants should not attempt to pick up items at a vendor until notified by staff.

Contract Changes

- If a participant requires more funding than what is currently available under a contract for a specific item, an additional Contract Request must be submitted to the WDBSCW or EM along with supporting documentation and a Reservation of Funds Amendment if needed. *Only the amount of additional funding that is needed should be requested on this Contract Request.*
- If a participant's situation changes so that they no longer require any of the funding under a previously generated contract, notify the Fiscal Assistant via email which contract(s) should be voided.
 - Voided contracts will only apply to "all-or-nothing" situations.
 - A voided contract will be sent to the vendor and a copy of the voided contract will be delivered to staff.

Grant cheat sheet
SAE 2020 July 1 2020-June 30 2023

Goals:

Increase registered apprenticeship by 25% (about 3,000 new apprentices)
Bridge 150 students from YA into RA
Increase number of YA/RA dual employers by 25%

Activities:

Create 5-year State plan positioning registered apprenticeship as the primary workforce training solution in the state

YA Curriculum modernization

Cover cost of dual enrollment for YA students

Reimbursement for YA consortia for new employers and bridged apprentices

On the job learning reimbursement-\$1,000 per apprentice

Related instruction reimbursement-\$400 per apprentice

Hire compliance staff to conduct backlog of compliance reviews-

Hire by 3/2021 Complete tasks by June 2023

- Develop TA and training guides

- Orchestrate compliance outreach

- Train field staff on compliance requirements

- Upgrade IT systems to assist in compliance reviews, quality assessments, outreach, complaints and appeals

Create 2 new healthcare occupations that have Tech Diploma or AAS in RA curriculum

Alignment of 2 existing RA occupations with TD or AAS

Industry survey Due 9/2020

Contract with vendor for program creation and alignment Due 9/2020

Provide classroom instruction for 4 cohorts (one in each curriculum developed or realigned under this grant)

PIRL integration

- Geocoding validation for employers, sponsors and apprentices

- Online job books

- Increased data collection and data integrity on public facing portals

Multimedia outreach campaign

Toolkit for multimedia outreach for statewide and regional for use by apprenticeship or workforce community

- Targeted campaign for new sectors

- Sponsor/employer campaign

- Job seeker campaign

JCW job posting and BASERS integration

Create 3 new healthcare occupations with integrated degree attainment

Classroom instruction delivery for 20 CPA cohorts within WTCS

Develop new IT programs

Increase participation in IT Service Desk within non-IT sectors

Implement mentorship program online and in person

Realign pre-apprenticeship programming in high demand sectors

Integrate WIOA service provision and apprentice support

Train JS E&T Specs on apprenticeship

- Provide outreach materials

- Ongoing support to increase job seeker and employer awareness of apprenticeship

Develop and hire 4 AOR positions to increase new sector employer outreach

Continue Apprenticeship Navigator role

Dear Wisconsin Apprentices:

Wisconsin Apprenticeship has federal grant funds available to provide supportive services to registered apprentices. Up to \$600 may be available to each Wisconsin registered apprentice to assist with the following apprenticeship-related costs:

- Uniforms or work clothing
- Tools
- Required physicals
- Books
- Test fees
- Mileage
- Bus passes
- Parking permits
- Childcare
- Rent & housing costs

Apprentices who began their apprenticeship between July 1, 2019 and March 31, 2022 are eligible. Reimbursements will be awarded to applicants through March 31, 2022, or until the funding runs out. Apprentices must contact the following organizations, according to location, to determine if they qualify:

**Milwaukee, Racine, Kenosha, Walworth,
Washington, Waukesha and Ozaukee
counties**

Employ Milwaukee
Jose Galvan
Jose.galvan@employmilwaukee.org
2342 North 27th Street
Milwaukee, WI 53210

Office 414-270-1743
Cell 414-852-1914

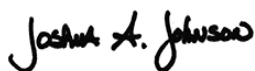
All other Wisconsin counties

South Central Workforce Development Board
Jeff Kennedy
jkennedy@wdbscw.org
3513 Anderson Street Ste 104
Madison, WI 53704

Office 608-249-9001 Ext. 230

Thank you for being valued Wisconsin apprentice.

Sincerely,



Joshua Johnson, State Director
Wisconsin Apprenticeship



WTCS System-Wide Activity Update February 2021

2021 WTCS-BAS Apprenticeship Completion Report

The 2021 WTCS-BAS Apprenticeship Completer Report is now available online. The report contains employment, wage and training satisfaction outcomes for apprentices completing their programs in 2018-19. It can be found here: [2021 WTCS-BAS Apprentice Completer Report](#)

- Of the 1,195 completers surveyed, 365 (31%) responded. In the prior year report, 1143 completers were surveyed and response rate was 43%.
- Respondents reported a 95% satisfaction rate for on-the-job training and 97% for classroom instruction.
- Median salary across all trades increased to \$81,072, an increase of approximately \$800 more than the prior year.
- Respondents indicating an interest in continuing education beyond apprenticeship decreased from 44% last year to 35% this year.

MyWTCS Website Re-Design and Launch: New Apprenticeship Resources for [Preparing to Teach Transition to Trainer \(PT2TT2T\)](#)

MyWTCS is an intranet site for the Wisconsin Technical College System and stakeholders. Launched in February 2021, the newly re-designed site includes a new look and improved functionality and features, including additional apprenticeship resources such as the administrative guidance and teacher trainer course offerings for the Transition to Trainer course. The site can be found at: <https://mywtcs.wtcsystem.edu/>

New Proactive Approach to Revisions of Apprenticeship Related Instruction offered through the WTCS

Starting in 2021, the WTCS and BAS have adopted a 5-year cyclical revision framework for all systemwide apprenticeship curriculum where related instruction is offered at more than one WTCS college. Approximately sixty systemwide apprenticeship programs have a documented curriculum standard model that will form the foundation for review of program and course outcomes and competencies. Apprenticeship faculty, industry sponsors and State Apprenticeship Trade Advisory Committees will be engaged in the review process. This proactive approach will ensure that learning remains current with industry needs and technological advancements. Program assignment within the 5-year cycle will remain fluid.

2020-21	2021-22
<ul style="list-style-type: none">• Carpentry (All)• Wastewater Treatment• Electrical (All)• Industrial Manufacturing Technician• IT-Service Desk• IT-Software Developer	<ul style="list-style-type: none">• HVAC (ABC)• Industrial Pipefitter• Mechatronics• Barber/Cosmetology• Bricklaying/Masonry• IT Cybersecurity• IT Data Analyst• Broadband Technician

Apprenticeship in New Sectors: Snapshot of Program Growth Past Five and Current Years

New Wisconsin Apprenticeship Programs in New Industries

2016	Arborist MILW MSTC	Mechatronics Tech WCTC BTC GTC LTC MILW SWTC MPTC CVTC	IT-Software Developer MSTC CVTC NTC MPTC MDSN	
2017				
2018	Organic Vegetable Farm Manager NWTC	Data Analyst CVTC NTC MILW MDSN MPTC	IT-Service Desk Technician WCTC CVTC NTC MDSN MPTC	Financial Services Representative MILW CVTC MPTC
2019	Broadband Technician WITC	Medical Assistant NTC	Biotechnology Lab Support Assistant MDSN	
2020	Facilities Maintenance Technician MILW	Cybersecurity Analyst MDSN	Pharmacy Technician MILW	
2021	Roadway Maintenance Technician CVTC	Industrial Metrology Technician FVTC	Culinary Apprenticeship MILW	

