State VR Connections with Apprenticeship Programs

PA OVR Apprenticeship Joint Collaboration with State Labor & Industry Office of Registered Apprenticeships (RA)
1\textsuperscript{st} step - Initial meeting between VR Business Services Staff the PA Labor & Industry Office of Registered Apprenticeships Director.

2\textsuperscript{nd} step - Identify key high priority occupations that use pre-apprenticeship and registered apprenticeships pathways that align with VR customer career goals and training.
PA occupations with rapid growth and high human capital demands include:

- **Construction Trades**: related to energy industry, highway, commercial and residential construction. High demands for welders, electricians, carpenters, equipment operators and general laborers.

- **Health Occupations**: including nursing, allied health, medical and dental assistants, and medical coding.

- **Service Sector**: including logistics, retailing, office support and food services.
3rd Step - Develop a Plan of action:

- Identify potential pre-apprenticeship pathways available for VR customers in secondary education
- Educate VR Counselors, customers and significant others on the benefits of apprenticeship pathways into a career or occupation
- Outreach to registered apprenticeship sponsors to explore and understand requirements for acceptance into their program
- Develop a model to actively support apprenticeship sponsors on apprenticeship wage and training costs for VR candidates
4th Step - Formalizing a collaborative for VR/RA relationship:

- Engage specific apprenticeship sponsors to create RA’s accessible to VR talent
- Build apprenticeship capacity of VR customers during secondary education career tech or through post secondary career tech institution training
5th Step - Implement a statewide plan for VR and RA collaboration with sponsors:

- Deliver statewide VR counselor training on RA
- Establish funding protocols for use of OJT and milestone payments to RA sponsors as VR customers progress through the RA
- Conduct outreach to RA sponsors and develop outreach materials
VR Outreach Materials

Help create a pool of talented youth interested in union trades by becoming a youth mentor.

Remember that first job you had when you were a teenager? It may not have been the type of work you’re doing now, but it helped develop your work ethic and started you down the career path that led you to where you are now.

We want to help youth make that vital connection with union trades, too.

The PA Office of Vocational Rehabilitation (OVR) is working to help youth with disabilities learn about exciting trade opportunities and valuable work skills by partnering with unions and businesses.

- PA OVR will pay for work opportunities such as:
  - Temporary work or seasonal work
  - Work study
  - Part of an apprenticeship

PA OVR’s On-the-Job Training (OJT) program can reimburse your union or business for a portion, or in some cases, all of the salary of youth for the duration of a short-term work experience.

PA OVR can reimburse for apprenticeships too, with reimbursements occurring at periodic intervals during the apprenticeship.

Contact your nearest OVR District Office at the following websites:
- http://www.dli.pa.gov/ovr
- www.dli.pa.gov

Or call our Central Office at 717-787-5244, (800) 442-6354, or (866) 830-7327 (TTY) and ask for Business Services.

Internship Opportunities for Pennsylvanians with Disabilities
Pennsylvania Office of Vocational Rehabilitation

Let’s Develop Talent for Today and Tomorrow
The Office of Vocational Rehabilitation understands the demand for qualified employees is tremendous. The Jobs for All OJT Internship initiative provides opportunities for qualified post-secondary trained OVR customers the ability to experience employment. OVR provides reimbursement of a percentage of an OVR customer’s wage during the course of the internship period.

www.dli.pa.gov/ovr
Challenges

• Focus on success and having a good match of potential VR customer to a specific RA program and sponsor.
• Start with one or two VR customers and build on successes.
• Educate VR counselors on the benefits of RAs and the high wages in these careers.
• Address best practices in monitoring customer progress throughout the experience that is similar to and not unlike college VR customer progress and milestones attainment.
How PA OVR & State RA Office Presented the Apprenticeship Career Training-ACT OJT Model to VR Counselors

- The following slides are excerpts from the Statewide video conference training launch a purposeful plan to make RA an option for VR customers.

- Since the launch we have enrolled VR customers in CVSHealth-facilitated retail sales, industry-based welding, and construction trades pre-apprenticeship certificate trainings at the OVR operated Commonwealth Technical Institute.

- ACT-OJT is acronym for Apprenticeship Career Training, On-the-Job Training. A wage and milestone reimbursement to apprenticeship sponsors for VR customers.
Apprenticeship and Training Office: A guide to Registered Apprenticeship
What is Registered Apprenticeship?

• A structured occupational training program that combines on-the-job training (OJT) and related instruction in which workers learn the practical and conceptual skills required for a skilled occupation, craft, or trade.
Apprenticeship and Training Office: What do we want to accomplish?

- Increase the number of Pennsylvania Registered Apprenticeship opportunities
- Educate the uninformed (employers and job seekers) about the benefits of registered apprenticeship
- Expand apprenticeship into non-traditional occupations
Steps to Establishing a Program

1. Identify an objective and engage the interested parties
2. Contact the ATO and/or US DoL Apprenticeship
3. Develop Work Processes for the On-the-Job Training (OJT)
4. Identify Sources for Related Instruction
5. Develop Selection Procedure/Requirements
6. Institute Affirmative Action Plan when necessary
7. Submit the Program to the reviewing Agency (State or Federal ATO)
8. Submit the Program to the Pennsylvania State Apprenticeship and Training Council
9. Register Program and Apprentice with PA Apprenticeship and Training Office
<table>
<thead>
<tr>
<th>Core Components of Registered Apprenticeship</th>
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<tbody>
<tr>
<td><strong>Employer Involvement Is Integral</strong></td>
</tr>
<tr>
<td>Employer is the foundation for the RA</td>
</tr>
<tr>
<td>program and must be directly involved and</td>
</tr>
<tr>
<td>provider of OJT</td>
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<tr>
<td>**Structured On-the-Job Training with</td>
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<tr>
<td>Mentoring**</td>
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<tr>
<td>Minimum of 2,000 hours</td>
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<tr>
<td>Structured and Supervised</td>
</tr>
<tr>
<td><strong>Related Training and Instruction</strong></td>
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<tr>
<td>144 hours recommended per year</td>
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<tr>
<td>Parallel</td>
</tr>
<tr>
<td>Options</td>
</tr>
<tr>
<td><strong>Rewards for Skill Gains</strong></td>
</tr>
<tr>
<td>Increases in skills brings about</td>
</tr>
<tr>
<td>increases in earnings</td>
</tr>
<tr>
<td><strong>National Occupational Credential</strong></td>
</tr>
<tr>
<td>Nationally recognized credential showing</td>
</tr>
<tr>
<td>job proficiency. Sponsor certifies</td>
</tr>
<tr>
<td>individual is fully competent for career.</td>
</tr>
</tbody>
</table>
Each Registered Apprenticeship Program must have...

• **2,000 hours of on-the-job training (OJT)**
  • Most programs last about 4 years, but can range from 1 to 6 years.

• **A minimum of 144 related instruction hours**
  • **Types of Related instruction:**
    • Technical or Academic High Schools
    • Adult Night School
    • Community College
    • Universities
    • Correspondence Courses
    • Online Courses
What are the benefits of Registered Apprenticeship: Sponsors?

Benefits for the Sponsor…

• Highly-skilled workforce
• Reduced turnover rate
• More productive employees
• More diverse workforce
What are the benefits of Registered Apprenticeship: Workers?

Benefits for the Workers...

• Increased skills

• Higher wages – a built-in wage increase or step

• National credential – It’s portable

• Career advancement – Career pathways
What are employers looking for?

Soft Skills

• Your best abilities are availability and reliability

• Customer service – External and Internal

• A willingness to learn

• How well will you represent their company?
Registered Apprenticeship is more than only construction.
EXAMPLES OF OFFICIALLY RECOGNIZED APPRENTICE-ABLE OCCUPATIONS…..

- BIO-MEDICAL EQUIPMENT TECHNICIAN
- BUTCHER
- CABLE SPlicer
- DAIRY TECHNOLOGIST
- TOOL AND DIE MAKER
- ELECTRICIAN
- CARPENTER
- FLORAL DESIGNER
- GLAZIER
- LABORATORY ASSISTANT
- MACHINIST
- ENGRAVER
Key Roles within Registered Apprenticeships

**Employers (OJT)**
- Must have employer(s)
- Must Drive Program Design / RTI
- Provider of OJT/Work-Based Learning

**Sponsors (Administrators)**
- Responsible for Administering the Program
- Can be Employer, Consortia of Employers, Industry Associations, Joint Labor-Management Organizations, Educational or Training Providers, CBOs, or Other Workforce Intermediaries!

**Public Workforce System**
- Provide basic skills/pre-apprenticeship
- Provide training funds (through OJT contracts, ITAs, customized training)
- Provide support services
- Can provide up-front screening, referrals

**Educational (RTI) Provider**
- Can be employer/industry-based
- Can be Joint Labor-Management Orgs
- Community Colleges
- Others
Registered Apprenticeship can work with multiple or single employers.
Apprenticeship is a combination of OJT and related instruction.

Apprenticeship is beneficial to the employer and the employee.

Employers are looking for soft skills.

There are over 1,000 apprentice-able occupations.
Apprenticeship and Training Office: Contact Information

Contact Information

Eric Ramsay, Director
Apprenticeship and Training Office
651 Boas Street| 12th floor
Harrisburg PA 17121
Email: eramsay@pa.gov
OVR Apprenticeship OJT

After acceptance in a PA registered apprenticeship program reimbursement must adhere to the following process:

- Upon start of Apprenticeship a 30 day 100 % ACT-OJT applies with the case in status 18.
- Upon progression in Apprenticeship from entrance to journeyman, (i.e., mid-point skill level) with a milestone lump sum payment $1000 to the employer. Case remains in status 18.
- Upon last 30 days of Apprenticeship a 100 % ACT-OJT applies with the case moved into status 20.
- Upon hire into fully integrated competitive closure after 90 days. Case placed in status 26.
OJT Fee and Fund codes apply as described below:

- Fee Schedule number and Fund Codes:
  - Fee Schedule Apprenticeship – 59507A
  - Fund Code for BBVS – A FFY 20__ or A.A FFY 20__
  - Fund Code for BVRS – 1 FFY 20__ or 1.1 FFY 20__

- Lump sum mid-point Fee Schedule number and Fund Codes:
  - Fee Schedule Apprenticeship – 59507M
  - Fund Code for BBVS – A FFY 20__ or A.A FFY 20__
  - Fund Code for BVRS – 1 FFY 20__ or 1.1 FFY 20__
All provisions in the OJT Policy Memo apply when using ACT-OJT. The Financial Needs Test (FNT) will not be applied to the use of any OJT.
## Purchase Order Information

**Service Authorization ID:** 64765331  
**Purchase Order Number:** 1280564  
**Closed Purchase Order:**  
**MOD Number:**  
**Purchase Order Date:** 12/06/2016  
**Rolled-Over To Purchase Order:**  
**Provider Name:** SURTECH INDUSTRIES, INC.  
**Provider Address:** 915 BOROM RD, YORK, PA, 17404  
**Provider Phone:** (717) 767 - 6808  
**Provider Fax:** (717) 764 - 6271

**Participant Name:** TAYLOR, PRECIOUS D  
**Participant ID:** 1846054  
**Participant Address:** 607 W KING ST YORK, PA, 17401  
**Participant Phone:** (717) 848 - 1849  
**Participant Email:** cwds.test@gmail.com  
**Case status at Creation:** 18  
**VR Participant Type:**

### Purchase Order Details

<table>
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<tr>
<th>Line Item</th>
<th>Units</th>
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<th>Unit Cost $</th>
<th>Actual Cost $</th>
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<th>Service Name</th>
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<th>Amended Date</th>
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<th>Authorized Amount $</th>
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<td>0.00</td>
<td>0.00</td>
<td>16.00</td>
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<td>3840.00</td>
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### Special Instructions

This PO is for payment of initial 30 days of OJT Contract
**CWDS Snapshot: Mid-Point Lump Sum**

### Purchase Order Information

- **Service Authorization ID:** 64765330
- **Purchase Order Number:** 1280565
- **Closed Purchase Order:**
- **MOD Number:**
- **Rolled-Over To Purchase Order:** HGAC
- **Purchase Order Date:** 12/06/2016
- **Provider Name:** SURTECH INDUSTRIES, INC.
- **Legal Name:** SURTECH INDUSTRIES, INC.
- **Attn:**
- **SAP Vendor #:** 600000
- **Provider Address:** 915 BOROM RD, YORK, PA, 17404
- **Provider Phone:** (717) 767 - 6808
- **Provider Fax:** (717) 764 - 6271

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<td>1000.00</td>
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### Special Instructions

Mid-point lump sum payment to employer for participant's progression from entrance to journeyman.
### CWDS Snapshot: Final 30 Days

**Purchase Order Information**

- **Service Authorization ID:** 64765329
- **Purchase Order Number:** 1280566
- **Closed Purchase Order #:**
- **MOD Number:**
- **Purchase Order Date:** 12/06/2016
- **Provider Name:** SURTECH INDUSTRIES, INC.
- **Legal Name:** SURTECH INDUSTRIES, INC.
- **Address:** 915 BOROM RD, YORK, PA, 17404
- **Provider Phone:** (717) 767 - 6808
- **Provider Fax:** (717) 764 - 6271
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- **Participant Email:** cwds.test@gmail.com
- **Case status at Creation:** 18
- **VR Participant Type:**

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<td>3840.00</td>
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**Total:**
- **Cancelled Amount $:** 0.00
- **Authorized Amount $:** 3,840.00
- **Remaining To Expense $:** 3,840.00

**Special Instructions**

Payment for final 30 days of OJT Contract.
• Student must be in Status 02 or above
• Need to educate parents & school staff
• Vo-tech and pre-apprenticeship work experiences can help
• HGAC is developing stackable skills and micro credentials
Apprenticeship Planning

• Western PA Pilot with the Construction Guild

• Eastern Pilot with SEPTA and CVS Health
• T-Drive File: Apprenticeship-OVR OJT Initiative File. Information including Frequently Asked Questions (FAQ) document will be added.

• Western (Rob), Central (Jameson) and Eastern (Vondol) Specialists will be available for in-person meeting with District Offices upon request.

• Non piloted Apprenticeships in other districts offices can use model and should connect the employer/sponsor with Eric Ramsey.
Let’s Talk!

- Questions
- Discussion
- Next Steps
- How Can We Help?
Contact Information

• **Geri Scott**, Director, Jobs for the Future: gscott@jff.org

• **Ralph Roach**, Division Chief, Office of Vocational Rehabilitation, Pennsylvania Department of Labor and Industry: rroach@pa.gov

• **Eric Ramsay**, Director, Apprenticeship and Training Office, Pennsylvania Department of Labor and Industry: eramsay@pa.gov

• **Tom Hooper**, Assistant Director, Jobs for the Future: thooper@jff.org

• **Katie Allen**, Knowledge Translation, Institute for Community Inclusion: katie.allen@umb.edu