



Apprenticeship Network Grant Paperwork Process

Overview:

Employer Reimbursements are intended to incent manufacturers located in the 14-county Greater Oh-Penn region to participate in registered apprenticeships. The reimbursement schedule uses staggered rates to encourage early adoption, rewarding those companies that are willing to work with project staff in the early stages of the grant period to provide guidance, test the new program design, and provide information to develop a Return on Investment (ROI) model.

Reimbursements amounts are one time only and per apprentice.

	Year 1		Year 2		Year 3		Year 4 – 5	
	Oct 1, 2015 – Nov 1, 2016		Nov 2, 2016 – Sept 30, 2017		Oct 1, 2017 – Sept 30, 2018		Oct 1, 2018 – March 31, 2020	
	New	Existing	New	Existing	New	Existing	First 75 Apprentices	Final 75 Apprentices
Employer Subsidy for Apprentice	\$6,000	\$3,000	\$5,000	\$2,500	\$4,000	\$2,000	\$3,000	\$2,000

The following process provides information on the set of paperwork required for participation in the reimbursement process. This set of paperwork is for your reimbursement for apprentices. This is called the Apprenticeship Network Grant paperwork.

Apprenticeship Network Grant Paperwork and Reimbursement Process:

Step 1:

Employer reviews the Employer Reimbursement Policy.

Greater Oh-Penn Manufacturing Apprenticeship Network
Ashtabula, Columbiana, Geauga, Mahoning, Portage and Trumbull Counties in Ohio
 Clarion, Crawford, Erie, Forest, Lawrence, Mercer, Venango and Warren Counties in Pennsylvania

Employer Reimbursement Policy

Overview

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Stipulations:

Manufacturers must contribute to the overall success of the grant program in order to qualify for reimbursement. This includes, but is not limited to:

1. Providing input and feedback on program design (Existing programs only)
2. Contributing to the Return On Investment model (Existing programs only)




Greater Oh-Penn Manufacturing Apprenticeship Network

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Step 4:

When an apprentice is registered via RAPIDS (either through an individual company apprenticeship or the group sponsored model apprenticeship), the employer will submit a copy of the **Apprenticeship Agreement's Addendum** per apprentice.


Ohio Apprenticeship Agreement Addendum

Employer of Record:
Employee Name: _____ SSN#: _____

Individual with Disability: Yes No


Employment Status: New Employee Existing Employee/Incumbent Worker

If Incumbent Worker:
Occupation Code of most recent employment prior to apprenticeship: _____

Number of weeks worked in previous 12-month period prior to apprenticeship: _____

Earnings in 12-month period: \$0 \$1-\$9,999 \$10,000-\$19,999 \$20,000-\$29,999
 \$30,000-\$39,999 \$40,000-\$49,000 \$50,000 or more

Ohio Addendum


Pennsylvania Apprenticeship Agreement Addendum

Employer of Record:
Employee Name: _____

Employee Phone Email: _____ Employer Phone Number: _____

Individual with Disability: Yes No

Employment Status: New Employee Existing Employee/Incumbent Worker

If Incumbent Worker:
Occupation Code of most recent employment prior to apprenticeship: _____

Number of weeks worked in previous 12-month period prior to apprenticeship: _____

Wage prior to Apprenticeship, if known:
Earnings in 12-month period: \$0 \$1-\$9,999 \$10,000-\$19,999 \$20,000-\$29,999
 \$30,000-\$39,999 \$40,000-\$49,000 \$50,000 or more

Apprentice's Starting Wage: _____

PA Addendum

Step 4a:

If participating in a Group Sponsored Model, completion of the **Employer Acceptance Agreement** is necessary.

EMPLOYER ACCEPTANCE AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Mahoning Valley Manufacturers Coalition (Sponsor), _____ agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled, voluntarily or revoked, by the Sponsor or the Ohio State Apprenticeship Council. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journeyworker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work. Employer shall indemnify and hold harmless Sponsor for failure to meet said Standards. Employer holds all financial responsibility for costs associated with apprenticeship and training.

Signed: _____ Date: _____
Title: _____

Name of Company: _____
Address: _____
City/State/Zip Code: _____
Phone Number: _____



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Step 7:

The Employer is responsible for invoicing the West Central Job Partnership at agreed upon reimbursement periods. An invoice template will be provided by West Central Job Partnership.

Eric Karney
West Central Job Partnership
217 West State Street, Third Floor
Sharon, PA 16146

RE: Greater Oh-Penn Manufacturing Apprenticeship Network Funding

INVOICE

Invoice Period (select one):

- Six Months – Date Range: _____
- Twelve Months – Date Range: _____

Direct Costs Incurred during above Invoice Period:

Job-Related Technical Instruction (RTI)

Course/Program Development Costs	\$ _____
Apprenticeship Tuition and Educational Fees	\$ _____
Delivery of Instruction requirements (classroom instructors, virtual learning delivery, etc.)	\$ _____
Costs for training facilities	\$ _____
Certifications	\$ _____
TOTAL RTI COSTS	\$ _____

On-the-Job Training (OJT)

Direct instruction provided by apprentice's Supervisor(s)/Mentor(s) during OJT (calculated based on actual supervisor/mentor instruction hours during OJT in accordance with the Standards of Apprenticeship using wage/benefit rate of supervisor/mentor instructor only)	\$ _____
TOTAL OJT COSTS	\$ _____

TOTAL DIRECT COSTS (RTI + OJT) \$ _____