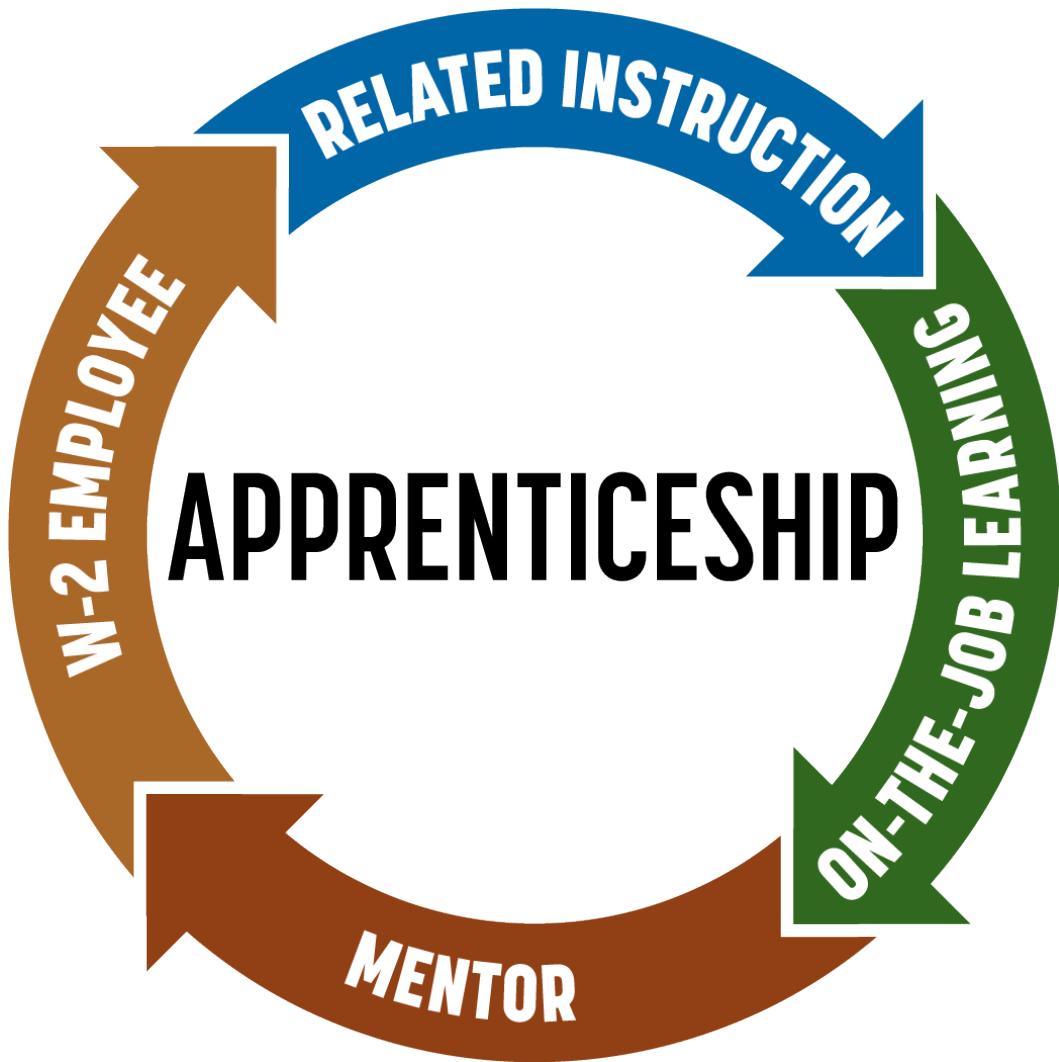


# Apprenticeship

## Guidelines



Apprenticeship Oklahoma

**Effective Date:** July 1, 2025 – June 30, 2026

**Revision Date:** January 23, 2026

Apprenticeships should be industry-driven and developed with employer partners to meet specific workforce needs. Programs may be either DOL Registered Apprenticeship (RAP – Type 02) or CareerTech Apprenticeship (CTA – Type 03), and both are eligible for WED-AT Formula Funding. Technology centers are funded at **\$15 per Related Instruction (RI) hour**, with tiered funding used if needed.

For compliance, **DOL (Type 02) programs must document RI**, while **CTA (Type 03) programs must document both RI and On-the-Job Learning (OJL)**.

### **Type 02 U.S. Department of Labor (DOL) Registered Apprenticeship Program (RAP)**

A formal, employer-driven workforce training model registered with the U.S. Department of Labor that combines paid, on-the-job learning, related instruction, and mentorship to develop a skilled workforce while meeting national quality and compliance standards.

- Minimum of 2000 hours of OJL
- Require a minimum of 144 hours of RI
- RAPs must be registered and certified with US-DOL Office of Apprenticeship prior to beginning training.
- [ODCTE Apprenticeship Team](#) will assist in this process
- Employers should serve as the sponsor of RAP
- Technology Center may report RI provided in support of the RAP
- Appendix A & [Student Acceptance Letter](#) sent to ODCTE
- Apprenticeships are designed to build a sustainable workforce pipeline. Apprentices are expected to remain employed with the sponsor after successfully completing the apprenticeship program. The apprenticeship occupation is expected to continue to be filled as apprentices complete the program.
- After an apprenticeship is approved and training has begun, submit the [Sponsor Data Sheet](#) and the [Sponsor Banner Request Form](#).

### **Type 03 - Oklahoma CareerTech Apprenticeships (CTA)**

Approved and supported by Oklahoma CareerTech, CareerTech Apprenticeships (CTAs) provide a flexible, efficient pathway to develop skilled talent in Oklahoma's high-demand occupations. These programs help employers grow their own workforce while upholding the high standards of education and training that define the CareerTech system.

- Require a minimum of 510 hours of OJL
- Required a minimum of 90 hours of RI.
- The large majority of apprenticeship training is intended to be **on-the-job learning (OJL)**. A common model is approximately **15% Related Instruction (RI) and 85% OJL**; however, the exact ratio may vary based on industry standards and occupation requirements.
- The sponsor should be the technology center.

- A completed [CareerTech Apprenticeship Agreement](#) must be maintained and approved by ODCTE prior to beginning a CTA.
  - Includes Start/Dates
  - RI to be provided by the Technology Center
  - OJL Schedule & Targeted Learning Objectives
  - Apprentice, Employer, ODCTE & Technology Center Signatures
- After an apprenticeship is approved and training has begun, submit the [Sponsor Data Sheet](#) and the [Sponsor Banner Request Form](#).
- Once the apprenticeship has been completed
  - Mark the apprentices as complete in CTIMS
  - [Request a CTA certificate](#) (until CTIMS issues directly)
  - ODCTE will then issue a CTA Certificate (until CTIMS issues directly)
  - ODCTE will send the student a digital badge (quarterly)
- Follow-up will need to be reported 6-12 months after completion

## **WED-AT Related Instruction Reimbursement Eligibility & Requirements**

- **Reimbursable Hours:** Up to a maximum of **200 Related Instruction (RI) hours per student, per year** for **multi-year programs**, and **144 RI hours per student** for **single-year programs**, delivered by the technology center. Technology centers are funded at **\$15 per Related Instruction (RI) hour**, with tiered funding used if needed.
  - RI hours that exceed the **144- or 200-hour limits** must still be reported.
- **Delivery Methods:** RI may be delivered in person, virtually, or through a hybrid model, provided the technology center is actively facilitating, monitoring, and documenting student learning.
  - If a short-term program is approved as Pell/Title IV eligible and instruction is delivered via Distance Education (DE), DE approval is also required.
- **Technology Center Role:** The technology center must have **material participation** in facilitating or supporting apprenticeship RI in order to claim WED-AT funds.
- **Reporting Requirements:**
  - All apprenticeship RI training must be reported in CTIMS.
  - Refer to the [Apprenticeship Reporting Guidebook](#) for detailed reporting instructions.
- **Reimbursement Timeline:** WED-AT reimbursement is **disbursed quarterly, in arrears**.
- **Eligible Hours:**
  - Only RI hours completed during the apprenticeship period are eligible for WED-AT reimbursement.
  - Prior training hours do not qualify, even if the employer or a third-party credentialing entity grants credit or advanced standing.
  - **Lunch breaks must not be included** in reported OJL or RI hours.
- **Training Alignment:** RI in a WED apprenticeship must be **new, additional training aligned to employer-specific workforce needs**.

## Apprenticeship Follow-Up Reporting Requirements

Technology Centers accepting WED-AT funding agree to providing follow-up data in CTIMS 6 – 12 months after the completion of the apprenticeship, documenting outcomes.

## Financial Aid Information and Guidelines

The timing of a student's withdrawal in relation to the next payment period is a critical factor in determining **federal student** aid repayment obligations, and possibly the student's continued eligibility for additional aid later. To ensure compliance with federal regulations and proper aid distribution, schools must work closely with their local financial aid officer when determining program packaging and payment schedules. **The IDEAL time for a funded student to leave a fulltime program is near the end of a payment period – and before they start the next payment period.**

- Determining the End of the Payment Period
  - The end of a payment period varies depending on how the school structures a student's program. Payment periods are often  $\frac{1}{2}$  of a 1-year fulltime program. Longer programs will have 3 – 4 payment periods.
- Factors that influence the payment period include:
  - Total program hours
  - The Pell academic year for that program, (often — but not always — 900 hrs.)

Because each institution may package programs differently, confirming payment period dates with the financial aid office is essential before processing any withdrawals or payments.

- Impact of Withdrawal on Pell Funding

Students who complete 60.1% or more of their payment period generally should not be required to repay Pell Grant funds. However, depending on the timing and packaging of aid, the school may be responsible for repaying a portion of the disbursed funds.

This underscores the importance of maintaining open communication with local financial aid officer to:

- Accurately track student progress and completion rates
- Ensure correct calculations for return of funds (if applicable)
- Avoid institutional repayment liabilities

The training may be delivered in person, virtually (distance education (DE), or in combination as long as the technology center is facilitating, monitoring and documenting student learning. If related instruction is going to be approved as Pell/Title IV eligible – and wants to instruction to be delivered via Distance Education – **would also need Distance Education approval.**

To protect both the student and the institution, all program withdrawals and payment schedules must be reviewed and coordinated with the school's financial aid office before finalizing any action. While there are always preferred timelines, financial aid processes exist to deal with withdrawals whenever they happen.

## Apprenticeships Should Consist of the Following:

- **Paid Job:** Apprentices are paid, W-2 employees of the company. Independent contractor (1099) arrangements are not eligible.
- **On-the-Job Learning (OJL):** Apprenticeships provide structured, on-the-job learning with targeted learning objectives outlined in either the RAP or CTA Agreement.
- **Related Instruction (RI):** Apprenticeships include guided learning that may be delivered in person, virtually, through a hybrid model, or asynchronously. If Short-Term Pell funding is used, additional guidance and requirements apply; please see the Financial Aid Information and Guidelines section for more details.
- **Mentorships:** Apprentices should be assigned an at-work mentor to guide workplace learning. Mentor training resources are available through the Registered Apprenticeship Academy: <https://www.apprenticeship.gov/registered-apprenticeship-academy/registered-apprenticeship-sponsors>
- **Credentials:** Apprenticeships should align with and support attainment of industry-recognized credentials or certifications.
- **Long-Term Workforce Development:** Apprenticeships are designed to build a sustainable workforce pipeline. Apprentices are expected to remain employed with the sponsor after successfully completing the apprenticeship program. For a U.S. Department of Labor (DOL) Registered Apprenticeship, the apprenticeship position is expected to continue to be filled as apprentices complete the program. For Oklahoma CareerTech Apprenticeships (CTA), this is optional.

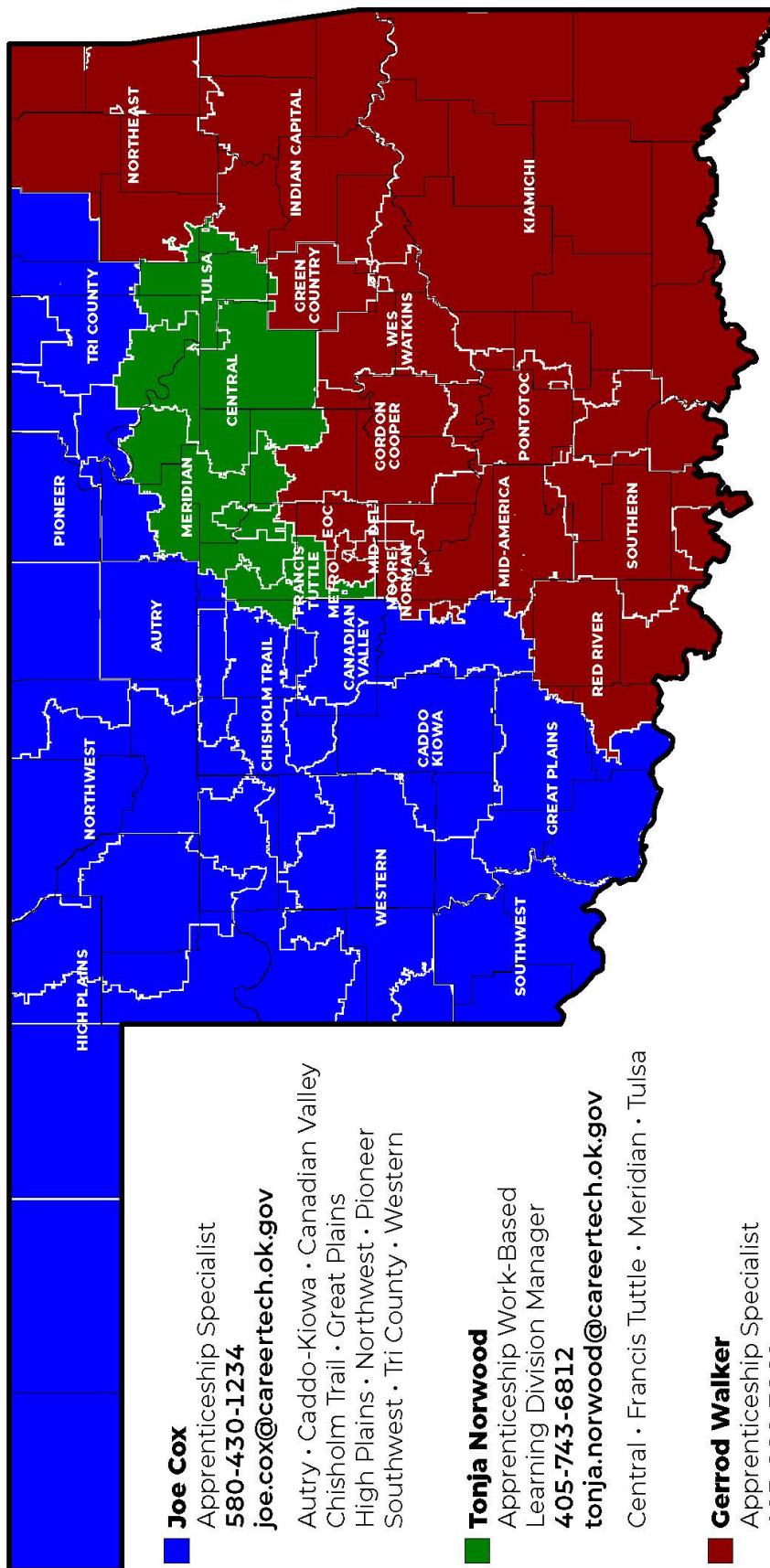
## Student Eligibility

- **Eligibility:** Adult & Secondary students 16 years old or above are eligible.
- **Transition from Full-time Program:**
  - Full-time Technology Center students may be transitioned from a full-time program and enrolled into a **WED apprenticeship**.
  - The student becomes a **course concentrator**.
  - Related Instruction (RI) for the apprenticeship must be **new, additional training aligned to employer-specific needs**.
- **Dual Enrollment:** A full-time student can be enrolled in a Tech Center Program and a WED Apprenticeship only if:
  - The RI for the apprenticeship is above and beyond the coursework in the full-time program and is completed outside of and in addition to full-time program hours.
  - Prior full-time program hours do not qualify for WED-AT reimbursement.
- **Advanced Standing:** In certain cases, advanced standing from prior learning may be granted toward completion of an apprenticeship, as approved by ODCTE.



# APPRENTICESHIP OKLAHOMA REGIONS AND DISTRICTS

APPRENTICESHIP OKLAHOMA  
CareerTech



## **Joe Cox**

Apprenticeship Specialist  
**580-430-1234**  
[joe.cox@careertech.ok.gov](mailto:joe.cox@careertech.ok.gov)

Autry • Caddo-Kiowa • Canadian Valley  
Chisholm Trail • Great Plains  
High Plains • Northwest • Pioneer  
Southwest • Tri County • Western



## **Tonja Norwood**

Apprenticeship Work-Based  
Learning Division Manager  
**405-743-6812**  
[tonja.norwood@careertech.ok.gov](mailto:tonja.norwood@careertech.ok.gov)

Central • Francis Tuttle • Meridian • Tulsa



## **Cerrod Walker**

Apprenticeship Specialist  
**405-880-3860**  
[cerrod.walker@careertech.ok.gov](mailto:cerrod.walker@careertech.ok.gov)

Eastern Oklahoma County • Gordon Cooper  
Green Country • Indian Capital • Kiamichi  
Metro • Mid-America • Mid-Del  
Moore Norman • Northeast • Ponotoc  
Red River • Southern • Wes Watkins