



TEMPORARY AEROSPACE APPRENTICESHIP FTE FUNDING

2020-21 GUIDELINES

Workforce Education Department
Washington State Board for Community and Technical Colleges
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SBCTC.edu

The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

Deadlines and Milestones

Milestone	Dates (subject to change)
Applications released in OGMS	April 9, 2020
Applications due in OGMS	May 7, 2020
Applicants notified of approval status	Prior to July 1, 2020
Final Approval Given	Prior to July 1, 2020
Allocations Begin	July 1, 2020

Program Contacts

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Overview

The 2008 Washington State Legislature designated funding for the design, development, training, and related expenses associated with a joint labor/management aerospace apprenticeship program (the Aerospace Machinists Joint Training Committee (AMJTC)).

Apprenticeship standards have been approved for aircraft mechanic (airframe), CNC Programmer, industrial maintenance/automation technician, industrial manufacturing technician, machinist, machinist (aircraft oriented), manufacturing precision metal fabricator, plastics process technician, and tool and die maker. Two youth occupations are also available: production technician and maintenance/automation technician.

Applicant Guidelines

Who May Apply

Any community or technical college in Washington State who is working in conjunction with the Aerospace Joint Apprenticeship Committee (AJAC) apprenticeship program may apply for these funds.

NOTE: AJAC is continuously developing apprenticeship programs as identified by aerospace and advanced manufacturing industry demands. AJAC uses industry feedback to identify which programs to develop and where to develop them; i.e., what college is logistically feasible for the employer.

AJAC partners with community and technical colleges in Washington State to provide college credit for the Related Supplemental Instruction (RSI)/classroom training and the potential sharing of facilities to conduct RSI training.

To receive funding you need:

- A partnership with Aerospace Joint Apprenticeship Committee (AJAC).
- Sufficient local aerospace and/or advanced manufacturing industry demand to participate in an apprenticeship program at your college; and
- Establish a consistently applied policy for processing AJAC student registration documents and applying tuition payments received from either the student or sponsoring employer.

Note: If your college receives funding through the permanent portion of Aerospace Apprenticeship funding any funding through this proposal will be in addition to the target you are responsible for annually.

How Does the Provider Apply

Access the 2020-21 Application through the Online Grant Management System ([OGMS](#)).

If you do not have an account, contact your organization's [Security Contact](#) for access; you will also need your Security Contact to give you permission for FY21.

Submit completed grant applications for continuation of funding to the SBCTC through OGMS no later than May 7, 2020 at 11:55 p.m. SBCTC staff is available for assistance until 4:00 p.m. on May 7, 2020.

Applications submitted after the deadline will not be accepted.

Application Process

- Colleges applying for Aerospace Apprenticeship FTE funding upload a signed original “Attachment A” document. Funding (number of FTE’s) is determined by agreement with the college, previous performance, and identified industry demand.
- Submit responses to the questions found in OGMS.

Proposal Requirements

The following is a list of areas that need to be addressed in the proposal:

1. Confirm your partnership with the Aerospace Joint Apprenticeship Committee (AJAC), local industry demand and delivery of this apprenticeship program. Certified through having all required signatures on “Attachment A”. Attachment A must be uploaded into OGMS as an attachment. ***Failure to upload Attachment A will result in an incomplete proposal.***
2. Program approval: Is the program currently on the college’s inventory? If not, what process would the college use to review AJAC curriculum and award credit for RSI training.
3. Describe whether the instruction is contracted (trust provided) or on-campus (college provided) in “Attachment A”.
4. Employer Engagement: Identify approved and potential employers in the college local area and describe strategies to promote and expand apprenticeship in partnership with AJAC.
5. Student success: Describe what strategies will be used to ensure successful completion (student retention strategies).

Disclaimer

SBCTC reserves the right to refrain from granting to any or all applicants. Additionally, SBCTC reserves the right to add additional grant requirements to applicants meeting minimum criteria to receive funds but that are deemed to be higher risk grantees. Additional requirements may include, but are not limited to, additional reporting requirements or additional monitoring to assess the applicant’s ability to adhere to grant requirements. Any additional requirements will be outlined for individual applicants prior to applicants accepting any resulting grant funding.

Application Review Process

Applications meeting minimum criteria (see Attachment B) will be reviewed by SBCTC and AJAC staff. If needed, an in-person or telephone conversation between the panel and college personnel will occur to more fully explore the strengths of the application or assist in the overall prioritization of projects.

Funding

Funding Available and Allowable Costs

In total, 130 FTES are allocated and are available to support related and supplemental instruction and/or related administrative expenses at community and technical colleges who are working with AMJTC.

Of the 130 FTES 55 have been permanently allocated. The remaining 75 FTES are temporary FTES. The 75 temporary FTES are valued at \$6,021 and allocated on an annual basis. Quarterly enrollment data and industry demand will be considered in determining FY21 allocations. Based on an agreement reached with the apprenticeship community, the temporary FTES funding will be split as follows:

Contracted (trust provided instruction): 30% (or \$1,806) may be used by the college; 70% (or \$4,215) goes to the trust.

On-campus (college provided instruction): 90% (or \$5,419) may be used by the college; 10% (or \$602) goes to the trust.

Allocation of Funds

Funding for approved applications will be allocated to colleges. Funding becomes available July 1, 2020 and expires June 30, 2021. Funds do not extend beyond the end of the fiscal year (June 30, 2021). Work with your college's business office to access these funds.

Coding

Legacy Coding

Students are coded with INTENT of "H".

Apprenticeship FTES are identified through the approved EPC and CIP Code on the course. For additional information, please refer to the [SBCTC Coding and Reporting Guidelines](#).

ctcLink Coding

Students must have a term-activated active plan stack with the Student Attribute "SAPR" with a value of SAPRAAJAC. The plan stack must be term-activated during the quarter being reported as the student attributes are coded on the plan stack. The effective date for the program and the student attribute must be the same. For additional information, please refer to the [SBCTC Coding and Reporting Guidelines](#).

Accountability Policy

Colleges receiving aerospace apprenticeship FTES will be held accountable for enrollment capacity increase. Enrollment capacity increase for programs will be established by comparing a baseline calculated from the prior-to-award year FTES program enrollments (CIP codes and all associated courses) to program growth calculated in the same way over a two year monitoring period.

1. Quarterly reports: Colleges shall review and assess enrollment progress using quarterly allocation monitoring reports available to colleges through SBCTC's website. The reports are located at: <https://www.sbctc.edu/colleges-staff/research/annual-reports-archive/enrollment.aspx>. From that page, expand "Allocation Monitoring Reports (College Access Only), and select the most recent report to download (Excel file). Once the Excel file is downloaded and opened, find the tab (worksheet) called "Aero Appr." This is where you'll find enrollment monitoring.
2. Colleges are responsible to cross-check enrollment records with AJAC records to ensure correct student coding. SBCTC will receive a quarterly accounting from the AJAC records to evaluate against the SBCTC quarterly allocation monitoring report.
3. Colleges are to provide bi-annual progress reports in January (for July-December) and July (for January-June) that detail the colleges' efforts in:
 - A. Partnering with AJAC.
 - B. Registering students in the AJAC program.
 - C. Employer demand in participating in an apprenticeship program at your college.

Please upload those reports to the allocation "grant package" in OGMS.

4. Reviews will be conducted at the end of each academic year.



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