



The Alliance for Working Together Foundation  
8980 Tyler Blvd.  
Mentor, OH 44060  
[thinkmfg.com/apprenticeships](http://thinkmfg.com/apprenticeships)

Thank you for your interest in the AWT Apprenticeship Program!

Attached are all the required forms to participate in our program. Please fill out each form carefully to the best of your ability. A description of each form and guidance on how to fill each out is included below.

1. **AWT Apprenticeship Application:** Please fill out each section, including your signature and the date.
2. **ODJFS Apprenticeship Agreement:** This document is required by the state of Ohio. Please only fill out Part A and leave Part B blank. **AWT will complete Part B.**
3. **OMA Participant Profile:** Please fill out the front and back of the Participant Profile form. **Leave the "Received by" section on the bottom of the first page blank. AWT will sign this.**
4. **FERPA Agreement:** This document gives AWT permission to release information such as grades and reports back to your employer. Fill in all blanks with the proper information and sign and date the document.
5. **Credit Voucher:** **OPTIONAL** Fill out only if you completed a pre-apprenticeship such as Auburn, Lakeshore Compact, A-Tech, etc. Please fill out the form with any previous credit, **leaving the sponsor's signature section blank. AWT will sign this.**
6. **Chromebook Agreement:** This document states that you will return the issued Chromebook after completing the program. Please print your name, then sign and date the bottom of the document. AWT will sign and date the program manager line.
7. **Intent to Sponsor / Employer Acceptance:** **FOR EMPLOYERS** Please fill out the front and back of this form, sign, and date both sides.
8. **Company Earn and Learn:** **FOR EMPLOYERS** Please Fill out the front and back and sign and date the bottom of this form.
9. **Pay Increase Schedule:** This shows the pay increase schedule by semester. You may keep this document for your records.
10. **TechCred Reimbursement Instructions:** **FOR EMPLOYERS** Instructions on how to register apprentices through TechCred through the state of Ohio. You may keep this document for your records.

Once AWT receives your packet of materials, staff will be in contact to set up a short interview. If any questions arise, please do not hesitate to reach out to us at [contact@thinkmfg.com](mailto:contact@thinkmfg.com).

The Alliance for Working Together Foundation  
[contact@thinkmfg.com](mailto:contact@thinkmfg.com) | 440.462.1995



# AWT Apprenticeship Application

Address  
City/State/Zip

Phone:  
Fax:

Application #

## Personal Information

Last	First	MI	SSN#	Email	
Street Address			City	ST	Zip
				Home Phone	Mobile Phone
Are you entitled to work in the United States?			Are you 18 or older?		If yes, Date of Birth
Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years?			If yes, please explain:		
Military Service?	Branch	Are you a veteran?		War	
How did you hear about this apprenticeship program?					

## Prior Work Experience

	Current or Most Recent		Prior		Prior	
Employer						
Address						
City, ST, ZIP						
Telephone						
Name of Immediate Supervisor						
Dates of Employment	From	To	From	To	From	To
Position/Job Title						
Pay						
Reason for Leaving						
May We Contact						

## Education

	Name/Location	Last Year Complete				Degree	Major or Emphasis
High School		9	10	11	12		
College/University		1	2	3	4		
Trade School							
Other							
List any applicable special skills, training or proficiencies.							

Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.

Signature

Date

## Ohio Department of Job and Family Services APPRENTICESHIP AGREEMENT

By authority of the Ohio State Apprenticeship Council in cooperation with the US Department of Labor, Office of Apprenticeship

Privacy Act Statement: The information requested herein is used for apprenticeship program statistical purposes and will only be disclosed in accordance with the provisions of the Privacy Act of 1974. (P.P.93-579)

**The under-signed sponsor and apprentice hereby agree to the terms stated by this form and inscribed therein, and to the terms of the standards and work process schedule of the related registered program.** In accordance with the equal opportunity provisions of 29 CFR Part 30.3, Executive Order 11246, and the apprenticeship rules of the State of Ohio (OAC 5101:11), the sponsor will not discriminate in the selection and training of the apprentice. This agreement may be terminated by either party that cites cause and notifies the Registration Agency in compliance with 29 CFR Part 29.6 and OAC 5101:11.

### Part A: To be completed by apprentice. (Note to Sponsor: Part A should only be filled out by the apprentice.)

<b>1. Apprentice identification (please print clearly)</b> Name of apprentice (first, middle, last)  Address (street address, city, state, zip code)  Phone number                      E-mail address		<b>4. Equal Opportunity Information</b> a. Race (mark one) <input type="checkbox"/> Am. Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Do not wish to answer b. Ethnic Group <input type="checkbox"/> of Hispanic or Latino origin <input type="checkbox"/> not of Hispanic or Latino origin <input type="checkbox"/> Do not wish to answer		<b>5. Veteran status</b> <input type="checkbox"/> Veteran <input type="checkbox"/> Non Veteran  <b>6. Highest education level attained</b> <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th through 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High school or Greater <input type="checkbox"/> Post Secondary or Technical Training	
<b>2. Date of birth (mo/day/yr)</b>		<b>3. Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>7. Was indenture arranged under a recognized pre-apprenticeship agreement?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>8. Signature of apprentice</b> _____ <b>Date</b> _____			<b>9. Signature of parent or guardian (if applicable)</b> _____ <b>Date</b> _____		

### Part B: To be completed by sponsor (Note to Sponsor: When Parts A & B are complete, please retain this form internally for five (5) years.)

<b>10. Occupation</b> a. Occupation title  b. RAPIDS code #		<b>11. Date apprenticeship begins</b> _____  <b>12. Probationary period -- specific number of hours</b> _____					
<b>13. Normal term of program -- specific number of hours</b> a. on-the-job training (OJT) _____ b. related instruction (RI) _____		<b>14. Prior training credit for this apprentice -- specific number of hours</b> OJT _____ RI _____		<b>15. Time remaining in program for this apprentice -- specific number of hours</b> OJT _____ RI _____			
<b>16. Related instruction (RI) -- a. Provider name</b> _____		b. Provider type <input type="checkbox"/> sponsor <input type="checkbox"/> USO <input type="checkbox"/> other		c. RI method <input type="checkbox"/> class <input type="checkbox"/> shop <input type="checkbox"/> correspondence		e. During RI, wages <input type="checkbox"/> will be paid <input type="checkbox"/> will not be paid	
<b>17. Apprentice wages: In sections a. through c., please list the standard schedule of pay, showing wage levels at each period of training.</b> Period :                      1            2            3            4            5            6            7            8            9            10 a. Length of period (specific # of hours)    _____ b. Apprentice wage: dollars or % of journey wage    _____ c. The program completion wage is \$ _____ per hour, as of this date: _____							
<b>18. This apprentice's starting wage in the program (based on advancement period in which he/she starts, if credit is awarded) is \$ _____ per hour.</b>				<b>19. This apprentice's wage just prior to starting the program, if known, was \$ _____ per hour.</b>			
<b>20. Sponsor identification</b> Name of organization                      RAPIDS Program ID #  Address (street address, city, state, zip code)				<b>21. Contact information for sponsor's designee to receive complaints</b> Name _____  Title _____                      Phone # _____			
<b>22. Signature of Joint Apprenticeship Cmte. representative (if any)</b> _____ <b>Date</b> _____				<b>23. Signature of authorized sponsor representative</b> _____ <b>Date</b> _____			

### Part C: To be completed by Registration Agency

New RAPIDS Apprentice Number
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## PARTICIPANT PROFILE FORM

This project was funded by a grant awarded under the H-1B grants, as implemented by the U.S. Department of Labor's Employment and Training Administration. The collection of this information helps to track the long-term success of this training program. Your personal information is kept confidential and secure and will not be shared with any outside agencies other than those involved with the support or oversight of the H-1B grant received by Ohio Manufacturing Workforce Partnership and issued by the U.S. Department of Labor. Your information will never be sold or shared with third party agencies through your participation in grant supported training activities. Please direct any additional questions concerning the use of your personal information to ohiotechnet@lorainccc.edu. In addition to requesting a range of information from project participants, including demographic information, the use of your Social Security Number is also requested in order to access wage and employment information through state databases. Although you cannot be denied service for failure to provide your Social Security Number, we strongly encourage you to do so in order to enable the project to quantify specific employment-related outcomes. Your personal information will be kept confidential.

### IDENTIFYING INFORMATION

Date: \_\_\_\_\_ Student ID: (if applicable) \_\_\_\_\_  
 First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Region: \_\_\_\_\_

### DEMOGRAPHICS

<b>Sex</b>	<b>Individual with a Disability</b>	<b>Eligible Veteran Status</b>
<input type="radio"/> Male	<input type="radio"/> Yes	<input type="radio"/> Yes <=180 Days
<input type="radio"/> Female	<input type="radio"/> No	<input type="radio"/> Yes, Other Eligible Person
		<input type="radio"/> Yes, Eligible Veteran
		<input type="radio"/> No
<b>Ethnicity: Hispanic/Latino</b>	<b>Asian</b>	<b>American Indian/Alaska Native</b>
<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No
<b>Black/African American</b>	<b>Native Hawaiian/Pacific Islander</b>	<b>White</b>
<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No

### RESIDENCE ADDRESS

Residence Address: \_\_\_\_\_  
 Residence City: \_\_\_\_\_ Residence State: \_\_\_\_\_ Residence ZIP Code: \_\_\_\_\_

### CONTACT INFORMATION

Mailing Address: \_\_\_\_\_  
 Mailing City: \_\_\_\_\_ Mailing State: \_\_\_\_\_ Mailing ZIP Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Participant Signature: \_\_\_\_\_ Received By: \_\_\_\_\_

**Highest School Grade Completed****English as a Second Language**

- Yes
- No

**Benefits Received**

- SNAP/Food Stamps
- TANF
- SSI
- Other Form of Public Assistance
- None

**Highest Education Level Completed**

- Attained High School Diploma
- Attained High School Equivalency (such as GED)
- Participant with Disability, completed Individualized Education Program (IEP)
- Completed one or more years of post-secondary education
- Attained a post-secondary technical or vocational certificate (non-degree)
- Attained Associates Degree
- Attained Bachelor's Degree
- Attained Degree beyond bachelor's degree
- No Educational Level Completed

**Ex-Offender Status**

- Yes
- No

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*The Ohio Manufacturing Workforce Partnership (OMWP) is a collaboration of The Ohio Manufacturers' Association (OMA) and Ohio TechNet (OTN). Established to address Ohio's manufacturing workforce shortage, the OMWP works directly with a statewide network of manufacturing industry sector partnerships, and is focused on meeting local employment and skill needs.*

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## DEFINITIONS

**Eligible Veteran:** the participant served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167(a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.

**Eligible for Veterans Benefits:** (a) the spouse of any person who died on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

**Individual with a Disability:** defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities.

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## AWT Foundation FERPA Release Form

### Student Information

<b>Name</b>			
	<i>First</i>	<i>Middle Initial</i>	<i>Last</i>
<b>Mailing Address</b>			
<b>Phone Number</b>		<b>Email Address</b>	

I permit the Alliance for Working Together (AWT) Foundation to release selected information to the recipient(s) listed for the purpose of:

<input checked="" type="checkbox"/>	To aid in making present and future educational decisions.
<input type="checkbox"/>	Other:.....

### Types of Information to Release

<input checked="" type="checkbox"/>	<b>All Records</b>	
<input type="checkbox"/>	<b>Accounting</b>	Includes tuition and fee balances, mailing and billing addresses, payment plans, accounting statements, collections, and debt information.
<input type="checkbox"/>	<b>Admission</b>	Includes dates of application, program selected, documents received, documents pending, dates of Admission, admission status, and conditions of admission.
<input type="checkbox"/>	<b>Registration</b>	Includes current enrollment, dates of enrollment activity, enrollment status, courses/modules attended, and mailing address information.
<input type="checkbox"/>	<b>Academic Records</b>	Includes courses taken, grades received, GPA, academic progress, attendance, Records and certifications awarded.
<input type="checkbox"/>	<b>Financial Records</b>	Includes all general financial aid information.

Release to	Releasee	Relationship
<input checked="" type="checkbox"/>	List Employer Here	Employer
<input checked="" type="checkbox"/>	<b>AWT Partners</b> <ul style="list-style-type: none"> <li>- Ohio Department of Job &amp; Family Services</li> <li>- Ohio Department of Higher Education</li> <li>- Lorain Community College</li> <li>- Lakeland Community College</li> <li>- Manufacturing Works</li> <li>- United States Department of Labor</li> <li>- <i>Other Partners can be requested to Teresa Simons, AWT Executive Director</i></li> </ul>	Grant Reporting/Education Partners
<input type="checkbox"/>		

Signature of Student/Parent Guardian\*

Date

*\*Students under the age of 18 must have this consent form signed by the student's parent or guardian.*

## GENERAL INFORMATION

The Family Educational Rights and Privacy Act (FERPA) deals specifically with the education records of students, affording parents/students certain rights with respect to those records.

For purposes of definition, "education records" are generally those records that:

1. Contain information directly related to a student; and
2. Are maintained by an educational agency or institution or a party acting for the agency or institution.

To learn more about FERPA, visit <https://studentprivacy.ed.gov/>.





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## Chromebook Usage Agreement

This letter serves as a formal agreement between the Alliance for Working Together and the Student “Apprentice” participating in the AWT Apprenticeship Program.

The AWT is dedicated to temporarily providing a Chromebook to each apprentice that goes through the AWT Apprenticeship Program. This will allow the students to access their online curriculum and give them the necessary materials for success in the program.

I, \_\_\_\_\_ (Student Name), hereby agree that I will **not intentionally damage the Chromebook, use it for destructive purposes, and will return it once I complete the apprenticeship program or if I can no longer continue.**

If any damage occurs or the apprentice fails to return the Chromebook, the student (or their company) will be responsible for paying for repairs or the replacement of the Chromebook.

By signing this form, I hereby agree to all the above terms.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AWT Program Manager: \_\_\_\_\_ Date: \_\_\_\_\_

## VOUCHER OF CREDIT FOR APPRENTICE'S PREVIOUS EXPERIENCE

Sponsor Organization	Program ID #
Apprentice's Name	Occupation

### **ON-THE-JOB TRAINING (O.J.T.) CREDIT**

Credit for previous work or job skill must not equal more than 75% of the normal term of OJT, and the remaining amount of OJT in the program must be no less than 2,000 hours. Any amount of OJT credit will require submittal of a completed voucher and is subject to the approval of the ApprenticeOhio administrator.

<b><u>Employment:</u></b> For each job where the apprentice obtained qualifying work experience, please list the employer and the amount of OJT credit earned.	<b><u>Credit Hours</u></b>
<b><u>Remaining OJT:</u></b> Please calculate the following.	<b><u>Total Hours</u></b>
Hours of the normal OJT term	
Total OJT hours credited (above) to this apprentice	
Normal OJT term hours <i>minus</i> credit	

### **RELATED INSTRUCTION (RI) CREDIT**

Credit for previous related instruction may equal up to 100% of the program's RI requirement. Any amount of RI credit will require submittal of a completed voucher, and is subject to the approval of the ApprenticeOhio administrator. *Attached to the voucher there must be documentation* (e.g., a transcript) of the course work on which credit is based.

<b><u>Instruction:</u></b> Please list each institution that provided the apprentice with qualifying instruction, as well as the amount of credit earned through that institution.	<b><u>Credit Hours</u></b>
<b><u>Remaining RI:</u></b> Please calculate the following.	<b><u>Total Hours</u></b>
Hours of the normal RI term	
Total RI hours credited (above) to this apprentice	
Normal RI term hours <i>minus</i> credit	

### **SIGNATURES**

Sponsor Representative's Signature	Date
Apprentice's Signature	Date

# INTENT TO SPONSOR

It is our Intent to Sponsor \_\_\_\_\_ as an  
(Applicant name)  
apprentice in the Registered Apprenticeship Program for the Alliance for Working  
Together (AWT) Foundation.

According to the Approved Standards the Alliance for Working Together (AWT)  
Foundation, in cooperation with the Ohio State Apprenticeship Council staff office  
(OSAC), all apprenticeship records will be maintained by the AWT Foundation and  
any notifications regarding the program will be sent to  
\_\_\_\_\_ Company.

Name of authorizing person: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ALLIANCE FOR WORKING TOGETHER (AWT) FOUNDATION

## *Employer Acceptance Agreement*

The employer has been furnished a copy of the approved program Standards, has read and understands them. On-the-job, apprentices will be assigned to a skilled and competent mentor. The registered apprentice will work to satisfactorily complete their term of apprenticeship. Additionally, apprentices will be rotated amongst work assignments to allow completion of all phases of work, as prescribed by the Work Process Schedule.

The employer shall provide the sponsor with apprentice records, to include: Intent-to-Sponsor Letters; hours of on-the-job training hours logged by Work Process Schedule; notification of apprentice wage increases; and results of apprentice progress evaluations. The required information is necessary for the sponsor to maintain compliant records management in accordance with OAC 51010:11.

All correspondence and compliance with the state is the responsibility of the sponsor. A nationally recognized portable certificate indicating the individual's journey-status will be executed; the employer is under no further obligation to offer any additional records pertaining to the employment of the individual once this occurs.

All registered apprentices must be paid, at minimum, the wages set forth in the approved program Standards. Registered apprentices may be paid more than the Progression Steps/Journey Wages outlined within.

Total Workforce: \_\_\_\_\_

Total Journey-level Workers Employed:        *Female:*        *Minority:*

Projected total number of apprentices to be employed this calendar year:

This form must be signed by the employer and returned to the Community College prior to accepting any individual into employment as a Registered Apprentice.

Name of Employer Representative:

Signature: \_\_\_\_\_

Date:

Title:

Name of Company:

Address:

City/State/Zip Code:

Phone Number:

Email:

## Company Earn-and-Learn Identification Form

Thank you for participating in the Ohio Manufacturing Workforce Partnership training program. This form provides verification that the training provided within this Earn-and-Learn program satisfies all HALLMARKS OF PROGRAM QUALITY as required by the U.S. Department of Labor for the Scaling Apprenticeship grant.

**COMPANY NAME** \_\_\_\_\_

**MANUFACTURING OCCUPATION** \_\_\_\_\_  
(e.g. Machinist, Tool & Die, Industrial Maintenance, etc.)

**PROGRAM NAME** (if any) \_\_\_\_\_

**Please indicate program type:**

- Registered Apprenticeship Program  
*If checking this option, scroll to bottom and sign. Please attach OJT and RTI descriptions.*
- Non-Registered Earn-And-Learn Program designed to meet all Hallmarks identified below.  
*If checking this option, please complete the remainder of this form.*

**For Non-Registered Earn-and-Learn Programs:** please check each box below to verify that this program will achieve ALL Hallmarks of Program Quality.

**Paid work-based learning delivered by this company.** Earn-and-Learn programs must pay participant(s) at least the applicable Federal, state, or local minimum wage or a Federally-approved stipend under Federal wage requirements if otherwise applicable, and must describe wage progression requirements.

**Earn-and-Learn program provides participant(s) the opportunity to gain upward mobility in the industry.** Examples of upward mobility include opportunities for pay increase, or a new position which will ultimately result in future advancement along a career pathway.

**On-the-Job Training (OJT).** Participant(s) will have the opportunity to apply what he/she is learning in their RTI to his/her work through well-designed and structured work experiences.

**Required for Registered and Non-Registered:** OJT Description or Checklist attached

**Mentorship.** While learning on the job, the program will provide a mentor to support participant(s) and provide guidance on an industry or company culture, and industry or workplace policies and procedures.

Check box if the participant will have a rotational mentor.

**Related Technical Instruction (RTI) that advances participant(s) along a career pathway.** Educational and Instructional Component: Work-and-Learn program includes classroom or related instruction that is high-quality and adequate to help participant(s) achieve proficiency goals or earn credentials or certifications. As an important indication of quality, program must lead to an industry-recognized, nationally portable credential, and may also be designed to ensure that participant(s) receive college credit for classroom or related instruction.

**Required for Registered and Non-Registered:** RTI Description attached

**Obtainment of a Nationally-Portable Industry Recognized Credential.** Upon completion of the Work-and-Learn program, participant(s) will earn industry recognized credential(s) and the credential(s) will be portable.

**CHECK TYPE OF INDUSTRY CREDENTIAL**

- CERTIFICATION:** Earned by individuals who pass a standardized assessment that recognizes an individual's knowledge, skill, or competency in a particular specialty in awarding a nationally-portable industry recognized credential. (examples: NIMS, AWS, MSSC)
- NATIONALLY PORTABLE INDUSTRY RECOGNIZED CERTIFICATE** Issued by a Credentialing Entity Requiring Faculty Training Specific to the Certificate: e.g., SACA credential; NC3 credential; Advanced Manufacturing Certificates, such as FANUC
- REGISTERED APPRENTICESHIP CERTIFICATE**

**CHECK TYPE OF EDUCATIONAL CREDENTIAL**

**CREDIT BEARING SHORT-TERM / ONE-YEAR ACADEMIC CERTIFICATE:** Manufacturing certificate programs are a form of postsecondary education that usually require full-time, six-month to one-year of required courses or their part-time equivalent. Credit bearing certificates are granted after completion of study for specific occupations.

Academic technical certificates that have been approved by the Ohio Department of Higher Education (ODHE) and academic certificates that lead to a longer term academic pathway are suitable.

- AA OR AS DEGREE**
- BA OR BS DEGREE**

**Name of the Credential** the individual will earn:

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**Employment meets standards for safety, supervision, and equal opportunity.** This Earn-and-Learn program has policies and procedures in place to ensure a safe working environment that adheres to all applicable Federal, state, and local safety, employment, and equal opportunity laws and regulations.

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EMPLOYER SIGNATURE

DATE

Download form and open in Adobe to sign.

## Apprentice Pay Schedule

Alliance for Working Together Foundation

Hours	Pay Increase	After
1000 hours	\$.50	Semester 1
1000 hours	\$.50	Semester 2
1000 hours	\$.50	Semester 3
1000 hours	\$.50	Semester 4
1000 hours	\$.50	Semester 5
1000 hours	\$.50	Semester 6
1000 hours	\$.50	Semester 7
1000 hours	\$.50	Semester 8

# TechCred Instructions

**AWT APPRENTICESHIP:** Instructions for the application through reimbursement process.


Ohio's TechCred Program allows businesses to upskill current and future employees to help them qualify for promotions in today's tech-infused economy. Businesses that submit successful applications will be reimbursed up to \$2000 per credential when current or prospective employees complete technology-focused credentials. TechCred helps Ohioans learn new skills and helps employers build a stronger workforce with the skills needed in a technology-infused economy. These technology-focused credentials take a year or less to complete and prepare current and future employees for the technology jobs Ohio employers need. Learn more about TechCred at [techcred.ohio.gov](https://techcred.ohio.gov)

## APPLYING FOR TECHCRED

1. Ensure that the TechCred Application period is open. Be sure to fill out your application during this application period.
2. Go to the TechCred website: <https://techcred.ohio.gov/apply>.
3. Click on the yellow "Apply" button in the web page's "TechCred Application" section.
4. To complete the TechCred application, you must have an OH-ID account. Please check with your HR Manager or company leadership to see if you have a pre-existing OH-ID account; if you do not have an OH-ID account, please create an "OH-ID" account for your company/organization now.
5. Once you log into your OH-ID account, the screen will prompt you to enter your Federal tax ID number to proceed to the main application page.
6. Once you reach the main application page, scroll to the bottom, where you will see a red "New Application" button. Click the button to start the application.
7. Complete the business information portion of the application.
8. Save and go back up to "Upload a copy of the Ohio Secretary of State's (SOS) Business Detail Report, "click the link to the right: "[Go to the Secretary of State's Office website.](#)" Type the business name and click on Show Details. Once you find your business, click Print Details at the bottom of the page. The document will automatically download. Now go back to the Techcred application and upload the downloaded business details (Should be located in your downloads folder)
9. Save and click next to the Training Plan.
10. Once you get to the "Training Plan" portion of the application, click the "Add Credential" button
11. Once a box pops up, click the "Select credential" button. The credential category will be manufacturing technology, and scroll down to select :
  - a. AWT Apprenticeship (Occupation)- Year
    - i. "AWT Apprenticeship Mold Maker - Year One" or
    - ii. "AWT Apprenticeship Precision Machinist - Year One" or
    - iii. "AWT Apprenticeship Tool Programmer / Numerical Control - Year One"
    - iv. "AWT Apprenticeship Mold Maker - Year Two,"
    - v. "AWT Apprenticeship Inspector - Year One," Etc...

If Occupation and Year are not listed, please follow the instructions on the troubleshooting portion of this instruction sheet.



<p style="text-align: center;"><b>APPLYING FOR TECHCRED, CON'T</b></p>	<ol style="list-style-type: none"> <li>12. Under the “Will this credential be completed:” section, pick the “Combination of online/In-person”</li> <li>13. Under the “Training Costs per Person (May include tuition, lab fees, manuals, and textbooks), write \$2,800 (this is the cost of the AWT Apprenticeship training for one year with books).</li> <li>14. Under the full name of the Training Provider section, put “The Alliance for Working Together Foundation.” Type of Training Provider (TechCred will not reimburse employers for internally-provided training or credentialing programs unless the same program is offered to the public and the cost is verifiable.)” Select “Other.”</li> <li>15. Under Reimbursement Amount Requested per Person write \$2,000</li> <li>16. Fill out the Trainee Information section and select “Save and close.”</li> <li>17. If you have multiple apprentices going into the start of different years, you will return to the “Training Plan” portion of the application and click the “Add Credential” button to input the different years. Example: one apprentice is starting Precision Machining Year 2 of training, and another apprentice is starting Precision Machining Year 1 of training. Follow steps 11 through 16 twice.</li> <li>18. Review the application carefully and then click submit at the bottom of the web page.</li> </ol>
<p style="text-align: center;"><b>ACCEPTING AND SIGNING THE GRANT AGREEMENT</b></p>	<p>After applying for TechCred, you will receive an email from the Ohio Department of Development indicating that your application was approved and next steps. Below is an example of the content of the email.</p> <p>Congratulations! Your TechCred application has been reviewed and approved for funding. To see which credential(s) have been approved, please visit your application at <a href="https://techcred.ohio.gov/wps/portal/gov/techcred/apply">https://techcred.ohio.gov/wps/portal/gov/techcred/apply</a>. If a credential has been deemed ineligible, the reason why it is ineligible can be found in your application on the Training Plan tab directly below the credential in the comments section.</p> <p>To accept this award, please log back into your application, click on the Grant Agreement tab, review the Grantee information, the Training Plan, sign and date the agreement, and click Submit Agreement. This must be completed within the next 10 business days.</p> <p>Once you have accepted the award by submitting the Grant Agreement, you may begin submitting Reimbursement Requests and/or Status Reports. The instructions to submit a Reimbursement Request of Status Report can be found by clicking on the Reimbursement Request or Status Report buttons located in your application.</p>
<p style="text-align: center;"><b>SUBMITTING FOR REIMBURSEMENT</b></p>	<ol style="list-style-type: none"> <li>1. This can be completed any time after your employee <u>successfully completes a year of the apprenticeship program.</u></li> <li>2. Go to the TechCred website: <a href="https://techcred.ohio.gov/apply">https://techcred.ohio.gov/apply</a>.</li> <li>3. Click on the yellow “Log in to OH-ID” button in the web page’s “Submit for Reimbursement” section.</li> <li>4. Once you log into your OH-ID account, the screen will prompt you to enter your Federal tax ID number to proceed to the main application page.</li> <li>5. Once you get to the main applications page, identify the correct application round that you are submitting reimbursement for and click the view/edit  button all the way to the right of the application.</li> <li>6. This button will take you to the application page, where you will click on the “Reimbursement Request” button located at the top of the screen.</li> <li>7. For each credential obtained, click the “Add Employee” button, enter all of the required fields, and click the “Save Trainee” button.</li> </ol>

<p style="text-align: center;"><b>SUBMITTING FOR REIMBURSEMENT</b></p>	<ol style="list-style-type: none"> <li>8. Upload the supporting documentation as a single PDF to include the following information: <ol style="list-style-type: none"> <li>a. A copy of the credential earned (certificate or certification).</li> <li>b. An itemized invoice that clearly identifies the cost of the credential.</li> <li>c. Proof of payment which may include either a cleared check, a credit card statement, or a bank statement. The document must identify the training provider, the amount paid, and the date paid and must clearly show that the payor is the TechCred Grantee.</li> <li>d. A copy of the TechCred Employment Verification form for each employee is included in the request.</li> </ol> </li> <li>9. Click the "Submit Request" button. Both the Grantee and Development will receive an email confirmation.</li> <li>10. Once the reimbursement request has been reviewed and approved, payment is typically made within 30 days.</li> </ol>
<p style="text-align: center;"><b>TROUBLESHOOTING: THE PROGRAM IS NOT LISTED</b></p>	<ol style="list-style-type: none"> <li>1. If the credential you seek is not listed, please follow the outlined steps immediately after Step 11 in the application process.</li> <li>2. Once a box pops up, click the "Select credential" button and scroll down to select "Other." Another box will pop up; click on the box labeled "The credential is not listed. I wish to submit a credential for review."</li> <li>3. Under the "Will this credential be completed:" section, pick the "Combination of online/In-person"</li> <li>4. Under the "Credential completion is indicated by (select from below)" section, pick the "Documentation proving successful completion of a training, a course, or a series of courses (a certificate program)"</li> <li>5. Under "Name of Certificate," write out the following "AWT Apprenticeship [Insert Occupation] [Insert Apprenticeship Year]." For example, if your employee is completing the Precision Machinist apprenticeship, and it is your employee's second year of the apprenticeship, you would write "AWT Precision Machinist Year Three" and so on.</li> <li>6. Under the "Provide evidence, using examples from the curriculum, that the competencies and/or skills taught in the program are technology focused," copy and paste the following: "The AWT Apprenticeship program is technology focused. AWT apprentices will learn and demonstrate competencies in advanced manufacturing technology including Computer Numerical Control (CNC) technology, CAD, Auto Desk, Fusion 360, precision machining technology, and SolidWorks."</li> <li>7. Under the "Will individuals in this program earn college credit?" section, select "No"</li> <li>8. Under the "How many clock hours is the certificate," select the button on the right-hand side that states, "Program is self-paced and individual will complete in 12 months."</li> <li>9. Under the "Provide evidence that the credential provides value beyond your organization," copy and paste the following: The AWT Foundation apprenticeship program was created under the direction of over 200 manufacturing companies in order to give the apprentice a solid foundation for any manufacturing company. The technical skills this apprenticeship training provides align with the nation's in-demand jobs list.</li> <li>10. Under the "Link to credential website," click the blue "Upload files" arrow and upload the AWT Apprenticeship packet corresponding to your apprentice's year. Contact AWT for the corresponding file.</li> <li>11. Go back to application instructions and follow steps 13 through 18.</li> </ol>
<p style="text-align: center;"><b>ADDITIONAL INFORMATION</b></p>	<ol style="list-style-type: none"> <li>1. For any questions or if you need additional documentation or proof of paid invoice, feel free to reach out to AWT's at <a href="mailto:contact@thinkmfg.com">contact@thinkmfg.com</a></li> <li>2. TechCred questions can be addressed to our contact at the Department of Development for the State of Ohio, Shannon Vanderpool (<a href="mailto:Shannon.Vanderpool@development.ohio.gov">Shannon.Vanderpool@development.ohio.gov</a>). Let her know you are doing apprenticeship training through AWT's Apprenticeship programs, and feel free to cc AWT in your correspondence.</li> </ol>