



High Demand Apprenticeship Program (HDAP) & Public Service Apprenticeship Program Policy & Procedure Manual

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SECTION A - INTRODUCTION

Policy A.1 Development, Approval, and Review of Policies and Procedures

Effective Date: July 1, 2024

I. Policy

According to applicable state law, the State Board of the Technical College System of Georgia may establish and promulgate policies to administer the High Demand Apprenticeship Program (HDAP), Public Service Apprenticeship Program, in accordance with Senate Bill 497 as enacted. The State Board has delegated the authority to develop accompanying procedures to the Office of Workforce Development (OWD).

State Board policies will describe a course of action or a principle that ensure compliance with applicable federal and state laws. Policies shall be publicly displayed for comment before the State Board approves.

Procedures will provide guidelines for state policies and may prescribe other administrative and operational requirements to administer regulatory and statutory requirements. Procedures shall become effective only after the approval of the Deputy Commissioner of Workforce Development or their designee.

All policies and procedures shall be reviewed annually. The re-formatting of policies or other similar non-substantive changes shall not require approval by the State Board but shall be reported to the Chair of Adult Education and Workforce Development Committee of the State Board.

II. Related Authority

- Senate Bill 497 (O.C.G.A § 20-4-151(a), O.C.G.A § 20-4-151(b))

SECTION B - HIGH DEMAND APPRENTICESHIP PROGRAM (HDAP)

Policy B.1 High Demand Apprenticeship Program (HDAP) Governing Authority

Effective Date: July 1, 2024

I. Policy

The Office of Workforce Development (OWD), under the authority of the Technical College System of Georgia (TCSG) is responsible for the administration and oversight of state funding for the High Demand Apprenticeship Program (HDAP).

HDAP will be administered in alignment with the Georgia Department of Education (GaDOE), Georgia Department of Labor (GDOL), the Georgia Department of Economic Development (GDEcD), and the Office of Planning and Budget (OPB).

In 2024, the High Demand Apprenticeship Program (HDAP), formerly known as the High Demand Career Initiative (HDCI) Program, was authorized by Georgia Senate Bill 497, and signed into law by Governor Brian P. Kemp.

HDAP provides funding to Georgia employers to incentivize the creation and expansion of registered apprenticeship programs throughout the state. This program aims to both upskill Georgians and increase skilled talent within Georgia's high-demand industries. Subject to appropriations of funds by the General Assembly for this purpose, an employer sponsor may apply to the board for the opportunity to enter into a contract to perform the requirements of conducting an apprenticeship program.

II. Related Authority

- Senate Bill 497 (O.C.G.A § 20-4-151(a), O.C.G.A § 20-4-151(b))

Procedure B.1 High Demand Apprenticeship Program (HDAP) Governing Authority

To incentivize the creation and expansion of Registered Apprenticeship Programs (RAPs) throughout the State of Georgia, TCSG will administer contract completion awards (referred to as “awards”) to Georgia employers that have been successfully selected to participate in the program. Each selected employer is eligible to receive awards for up to ten (10) registered apprentices. Awards will provide up to \$5,000.00 per apprentice to the employer once the apprentice has successfully completed the RAP.

Policy B.2 Employer & Registered Apprentice Eligibility

Effective Date: July 1, 2024

I. Policy

The Office of Workforce Development will require the following eligibility guidelines to be met in order to participate in the High Demand Apprenticeship Program (HDAP) as an eligible employer and qualify as a Registered Apprentice:

Employer Eligibility

- Be located and operate in the State of Georgia
- Be operational for at least one (1) year
- Employ apprentices in a qualifying USDOL Registered Apprenticeship Program
- Be current on all state tax obligations

Apprentice Eligibility

- Be a first-year apprentice, defined as an apprentice in the first year of their registered apprenticeship program
- Be at least 15 years of age or older
- Be a resident of the State of Georgia
- Be employed/enrolled in an eligible apprenticeable occupation on the High Demand Career List
- Be eligible to receive a “public benefit”

II. Related Authority

- Senate Bill 497 - O.C.G.A § 20-4-154(2)(A), O.C.G.A § 20-4-160(1)(2)(3)

Policy B.2 Employer & Registered Apprentice Eligibility

The Office of Workforce Development (OWD) will require the following documents from employers to determine eligibility to participate in the High Demand Apprenticeship Program:

Required Eligibility Documents from the Employer

- Proof of Legal Operation in Georgia:
 - » Business License; or
 - » Copy of Secretary of State Registration; or
 - » Certificate of Authority from Secretary of State; or
 - » Certificate of Incorporation from Secretary of State.
- Proof of Worker's Compensation
 - » Copy of Workers' Compensation Certificate of Insurance
 - » Copy of online employer's Workers' Compensation Coverage Verification
- Proof of Current State Tax Status:
 - » Georgia Tax Clearance Letter; or
 - » Copy of Georgia Tax Account Statement; or
 - » Georgia Form 600 - Corporate Tax Return; or
 - » Georgia Tax Clearance Letter; or
 - » Certified Letter from Tax Accountant

Requirements of the Apprentice*

- Copy of State or Federally-issued Identification (ex: Driver's license, passport)
- SAVE Program Verification Secured and Verifiable Document
- Signed Verification of Eligibility for Public Benefit Affidavit

** Apprentice documents must be submitted within 60 days the employer being selected for the HDAP program*

Policy B.3 Program & Occupation Eligibility

Effective July 1, 2024

I. Policy

The Board shall only consider applications with a Registered Apprenticeship Program (RAP) that is registered and in good standing with the U.S. Department of Labor. Applicants must have an active RAP or be in the process of establishing a RAP (within 90 days) in order to be deemed eligible to participate in the High Demand Apprenticeship Program (HDAP).

The Office of Workforce Development (OWD) shall annually publish a list of high-demand apprenticeable occupations that identify those careers most critical to the state's current and future workforce needs.

II. Related Authority

- Senate Bill 497 - O.C.G.A § 20-4-152(a), O.C.G.A § 20-4-152(b)
- House Bill 982 - H.B. 982 § 34-14-3(a)

Procedure B.3 Program & Occupation Eligibility

The Office of Workforce Development (OWD) will review the current list of apprenticeable occupations, labor market information (LMI), and other employment data sources to determine which occupations merit inclusion on the high-demand occupations list.

OWD will make the [High Demand Career List](#) available through the TCSG website prior to the opening of the primary application window.

If an occupation is not listed, and an employer with an apprenticeship program finds it meets the criteria of a high-demand occupation, the employer may submit a written request to review the occupation for inclusion. The request must be supported with LMI data and demonstrate a demand beyond the individual employer's needs. The request must also demonstrate why an apprenticeship is warranted to meet the occupational needs. All requests must be sent to the OWD to be considered.

Policy B.4 Application Approval Process & Scoring Criteria

Effective July 1, 2024

I. Policy

The Office of Workforce Development (OWD) shall have at least one (1) application period per fiscal year. OWD may have additional application periods during a fiscal year based on availability of funds.

The primary application period must be open for at least 30 calendar days. Any secondary (additional) application periods must be open for at least 5 calendar days.

All application periods must be announced via the TCSG website, and all applications must only be submitted and accepted electronically. Hard copy application submissions are not permitted.

Once applications are received, OWD must establish a staff review and application approval process that includes but is not limited to due diligence and scoring of applications. Consideration of all applicants will be based on the application's contents, the minimum score necessary for contract approval, and the terms of agreement between an employer and the board.

All applications must be an active USDOL Registered Apprenticeship Program (or in the process of becoming registered) and possess an eligible high demand occupation to be considered.

Application scoring criteria must include the following scoring categories and provisions for priority designation:

- Rural Georgia Business, defined as employers located and employing apprentices on a Tier 1 or Tier II designated rural county, defined by the Georgia Department of Community Affairs.
- Georgia Small Business, defined employers operating in Georgia that have 300 or less employees or less than \$30 million in gross receipts per year (OCGA § 50-5-121)
- Focus on Youth Apprentices, defined as apprentices between 16 and 21 years of age; and enrollment in an adult education program or engaged in obtaining a high school diploma.

Application scoring criteria must also include the following scoring categories and provisions:

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- Apprenticeship Expansion and Growth in Georgia, defined as a newly registered apprenticeship within two years of the application submission, or apprentice growth of at least 25% at an employer, or a new in-demand occupation added to a registered apprenticeship, or expansion of apprenticeship into a new geographic area of the state.
- Georgia Business of Opportunity, defined as Georgia certified veteran-owned, minority-owned, or women-owned business, or an employer who serves as its own RAP sponsor.
- Workforce Innovation, defined as engagement of Georgia strategic populations (returning citizens, veterans, homeless, individuals with disabilities, etc.), or workforce partnerships (with TCSG institutions, Local Workforce Development Board, apprenticeship intermediary, local public school system), or an innovative program design (youth-focused apprenticeship, connection to pre-apprenticeship, etc.)
- Georgia Impact, defined as a RAP with an ending wage of 150% of the lowest median county wage in Georgia, or alignment with a STEM-related occupation, or a RAP that has a notable impact on Georgia or the local community.
- If the primary application period is competitive, defined as more qualified applications received than funds available, a minimum ending wage requirement will be imposed for all application periods. This minimum ending wage is defined as the lowest median county wage in Georgia. For Fiscal Year 2025, the minimum wage is \$16.16.

All final selections will be decided and approved by the TCSG State Board based on the applications final scores and compliance with program requirements. The TCSG State Board reserves the right to approve or not approve an application at its discretion.

II. Related Authority

- Senate Bill 497 - O.C.G.A § 20-4-154 (2)(A), O.C.G.A § 20-4-154 (2)(B)

Procedure B.4 Application Approval Process & Scoring Criteria

The Office of Workforce Development (OWD) will require all applicants to apply during the application period to be considered for selection to participate in the program. For each application period, OWD will conduct a Due Diligence review to ensure accurate and truthful application submission.

Applications will be reviewed by a scoring committee to ensure a standardized process for evaluating and ensuring fairness and consistency. The scoring committee is responsible for evaluating the application based on the scoring rubric.

Once scoring and due diligence is complete, OWD will determine a proposed list of successful applicants that will be presented before the TCSG State Board through the Adult Education and Workforce Development Committee. The Board will review, deliberate, and approve applicants.

Once approved by the Board, OWD will proceed with initiating the contract award process with the selected employers.

HDAP Employer Scoring System

Fiscal Year 2025

Company Name:			
Category:		Total Available	Awarded
Active DOL Registered Apprenticeship		5	
Apprenticeship listed on High Demand List		5	
Priority Designation			
a) Rural Area business	Tier I or Tier II designated rural county	10	
b) Georgia Small Business	Defined as less than 300 employees	5	
c) Youth Apprentice (s) 16-21 yrs old		10	
d) Apprentices enrolled in Adult Education of obtaining HS Diploma or Equivalency.		10	
Apprenticeship Expansion & Growth			
a) Newly registered apprenticeship (within 2 years)		5	
b) Employer Apprentice Growth of 25%, Add new occupation to RAP, added geographic area (Existing apprenticeships)			
Employer as RA Sponsor		5	
Veteran/Disabled/Minority/Female Owned		5	
Workforce Innovation			
Strategic Population Engagement (ex-offenders, Veterans, homeless, individuals with disabilities)		10	
External Partnership (WorkSource, TCSG, Intermediary)		10	
Other (Female, Youth focused cohort, pre-apprenticeship)		10	
Georgia Impact			
a) STEM apprenticeship Alignment (science, technology, engineering, and mathematics)		5	
b) Journey Wages 150% of lowest average county wages (\$16.16)		5	
		Total	

Minimum score for consideration is 30 points on a 100 – point scale.

If the application round is competitive (defined as more qualified applicants than funding available), the following may be considered in addition to the final score: a minimum ending wage of the median average county wage in Georgia, availability of active apprentices, the ending wages of an apprenticeship program, and if all qualifying factors remain equal date and time of submission will be used to consider the award recipient.

Policy B.5 Contract Award Process

Effective Date: July 1, 2024

I. Policy

The Technical College System of Georgia will enter into contracts with all successfully selected applicants of the High Demand Apprenticeship Program (HDAP). An applicant is successfully selected once approved by the TCSG State Board.

The TCSG State Board authorizes TCSG through the TCSG Commissioner to enter into contracts with selected applicants. Contracts must be fully executed, and terms must be met in order for an employer to receive HDAP funds.

Full compliance with the contract is required to receive HDAP funds.

Each selected employer is may receive awards for up to ten (10) employed registered apprentices. Awards will be provided for up to \$5,000 per apprentice regardless of the length of the RAP.

OWD is responsible for determining the number of approved apprentices for selected employers based on the application, availability of funds, and the employer's capacity to hire and enroll apprentices.

Procedure B.5(A) Contract Award Process

Effective Date: July 1, 2024

Once the Board has approved selected applicants, OWD will notify the applicants within two (2) business days. The selected applicants will have seven (7) calendar days after notification to accept selection into the program. If an applicant accepts, they will then enter into a Memorandum of Understanding (MOU) with the Technical College System of Georgia (TCSG).

The applicant will have sixty (60) calendar days from the anticipated start of the Registered Apprentice Program to employ, enroll apprentices into the program, and provide the following apprentice information to the Office of Workforce Development (OWD):

- Employment & Training Administration (ETA) Form 671
- Wage Verification Form
- SAVE Documentation and signed Affidavit, per Procedure B.5(B)

Procedure B.5(B) Apprenticeship Verification through SAVE Program

Effective Date: July 1, 2024

All apprentices supported through the High Demand Apprenticeship Program (HDAP) must be eligible to receive public benefits and verified through the federal Systematic Alien Verification for Entitlements (SAVE) Program.

Federal Systematic Alien Verification for Entitlements (SAVE) Program

In accordance with Georgia law (O.C.G.A § 50-36-1), the Office of Workforce Development (OWD) will require apprentices whose employer receives funds from the High Demand Apprenticeship Program to provide the following documents as verification of an apprentice's lawful presence in the U.S.:

- **At least one (1) Secure and Verifiable document (for each apprentice)**
 - » Driver's License/State ID
 - » U.S. Passport
 - » Military ID
 - » U.S. Permanent Resident Card (Green card), etc.

- **Signed Verification of Eligibility for Public Benefit Affidavit w/ One of the Three Categories Selected (for each apprentice)**
 - » U.S. Citizen
 - » Legal permanent resident of the U.S
 - » Qualified Alien or Non-immigrant under the Federal Immigration & Nationality Act

Apprentices who identify themselves as Qualified Aliens/Non-immigrants on the affidavit must be verified through the federal Systematic Alien Verification for Entitlements program (SAVE).

The contract award agreement will be issued to the employer contingent on the apprentices' documents being submitted to OWD and successfully passing SAVE verification. Any apprentice that fails to provide documentation or fails to pass verification will be ineligible to participate in the HDAP on behalf of the employer.

Once the contract agreement has been finalized and all apprentices have been verified, the employer is permitted to participate in the HDAP and receive associated funding per the contract agreement award terms and conditions.

**Technical College System of Georgia
Office of Workforce Development – Apprentice Georgia**

Verification of Eligibility for Public Benefit Affidavit (VOEPB)

Directions

Last updated July 12, 2024

In accordance with Georgia law (O.C.G.A. § 50-36-1), High Demand Apprenticeship Program (HDAP) grantees receiving state funds must require every apprentice (ages 18 and over) to provide a secure and verifiable document and execute a signed and sworn affidavit verifying his or her lawful presence in the United States in order to be eligible to receive the public benefit. Apprentices who identify themselves as Qualified Aliens/Non-immigrants on the affidavit must be verified through the federal Systematic Alien Verification for Entitlements program (SAVE). Employers, Registered Apprentices, and Office of Workforce Development (OWD) each have responsibilities in this process, which are detailed below.

To enroll in a state-funded High Demand Apprenticeship Program, the apprentice must:

- Provide at least one **secure and verifiable document**
- Complete the VOEPB affidavit and select one of three categories:
 1. United States citizen
 2. Legal permanent resident of the United States
 3. Qualified Alien or Non-immigrant under the Federal immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency
- Provide **supporting documentation** if presenting a foreign passport or if selecting Qualified Alien/Non-immigrant
- Have the affidavit notarized

Secure and Verifiable Documents

A secure and verifiable document is an approved form of identification that is current and valid. Only certain types of identifying documents are approved by the state of Georgia. The list of secure and verifiable documents from the Georgia Attorney General’s office is provided as page two of the affidavit. For a more detailed list, including citations, refer to the “List of Secure and Verifiable Documents” posted at <http://law.ga.gov/immigration-reports>. Some examples of secure and verifiable documents include, but are not limited to:

- | | |
|--|---|
| 1. Driver’s license or ID issued by a state or territory | 4. U.S. Military ID |
| 2. U.S. Permanent Resident card | 5. Employment Authorization Card (I-766) |
| 3. U.S. Passport | 6. Foreign passport with I-94, I-94A or I-94W |
| | 7. Foreign passport with U.S. Visa |

Supporting Documentation

Supporting documentation can be any passport, card, or document that is issued by the **United States Department of Homeland Security, Department of State or other federal institution** that provides information to support the category of qualified alien or non-immigrant. Some examples of supporting documentation include, but are not limited to:

1. Foreign passport with I-94, I-94A, or I-94W (Retrieval website: <https://i94.cbp.dhs.gov/>)
2. Foreign passport with U.S. Visa
3. Employment Authorization Card (I-766)
4. J-1 visa form (DS-2019)

The High Demand Apprenticeship Program must:

- Have the list of secure and verifiable documents available for review. Distribute the affidavit to all apprentices ages 18 and over at the time of intake or within 30 days after his/her 18th birthday
- Collect a copy of the secure and verifiable document from **ALL apprentices**
- Collect a copy of the supporting documentation from **each** apprentice who selects the status of Qualified Alien/Non-immigrant
- Review affidavits and submit all Qualified Alien/Non-immigrant affidavits with copies of the secure and verifiable document and the supporting documentation to OWD Enter information from ALL affidavits into GALIS under current data deadlines
- Retain the original affidavit and copies of documents in the apprentice permanent record

Registered Apprentices will complete the affidavit only once, during his or her initial registration into the apprenticeship program or upon turning 18 years old. Current apprentices who turn 18 during the fiscal year must complete the affidavit within 30 days after their 18th birthday. In compliance with record retention rules, affidavits, photocopies of the secure and verifiable document, and other supporting documentation must be maintained securely in the students' permanent records.

According to state law, as long as the apprentice has completed the affidavit, supplied a secure and verifiable document and supporting documentation, the affidavit may be presumed to be proof of lawful presence until eligibility verification is made by OAE and the local program is told to withhold the public benefit.

Submission Guidelines for Qualified Alien/Non-Immigrant Affidavits

1. For each apprentice, a copy of the affidavit, secure and verifiable document, and supporting documentation must be submitted to OWD by the Employer within 60 days of acceptance into the program.
2. Affidavits are accepted via email: tharris@tcsge.edu

Appeals Process for Apprentices

If the apprentice cannot be verified, the apprentice is given the opportunity to submit additional documentation for submission. If the apprentice does not submit any new documentation that can be verified, the employer will not receive the incentive.

The Office of Workforce Development will:

- Review all affidavits and copies that are submitted
- Notify employers if there are errors that need to be corrected
- Enter required information from Qualified Alien/Non-immigrant affidavits into the Systematic Alien Verification for Entitlements program (SAVE)
- Notify employers of verification status
- Provide training and technical assistance

Prior Year VOEPB Affidavits

Affidavits completed in prior years may be pulled forward into the current apprentice permanent record. They do not have to be resubmitted.

Verification of Eligibility for Public Benefit Affidavit

Technical College System of Georgia
Office of Workforce Development
Last reviewed July 12, 2024 – Complete the form in ink

Last Name: _____ First Name: _____ Age: _____

By executing this affidavit under oath, as an applicant for Office of Workforce Development, as referenced in O.C.G.A. § 50-36-1, from the Technical College System of Georgia Office of Workforce Development (OWD), the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My Alien Registration Number (A-number), I-94 (Arrival-Departure Record) number, or other immigration number issued by the U.S. Department of Homeland Security or other federal immigration agency is: _____ . (For verification through the SAVE program, a front and back copy of the secure and verifiable document and the supporting documentation must be attached.)

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document*, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), Georgia.

Signature of Applicant (in ink)

Printed Name of Applicant

*The "List of Secure and Verifiable Documents" can be found at <http://law.ga.gov/immigration-reports>.

*Complete if seal/stamp does not have this info

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____

Notary Seal or Stamp:

*PRINTED NAME OF NOTARY PUBLIC: _____

_____ DAY OF _____, 20____

SIGNATURE OF NOTARY PUBLIC (in ink): _____

*My Commission Expires: _____

Local Program POC initials:	OAE Reviewer:			Date:	SAVE Date:
	<input type="checkbox"/> Complete and SAVE Ready	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Restricted Visa		
Date:	SV _____	<input type="checkbox"/> SV Doc	<input type="checkbox"/> Supporting Doc	_____	Results:
	SD _____				<input type="checkbox"/> Verified
					<input type="checkbox"/> Unverified

Secure and Verifiable Documents under O.C.G.A. § 50-36-2

Issued February 20, 2018 by the Office of the Attorney General, Georgia

“Secure and verifiable document” means a document issued by a state or federal jurisdiction or recognized by the United States government and that is verifiable by federal or state law enforcement, intelligence, or homeland security agencies. **The term “secure and verifiable document” SHALL NOT INCLUDE:**

- **any foreign passport (unless the passport is submitted with a valid United States Homeland Security Form I-94, I-94A, or I-94W, or other federal document specifying an alien’s lawful immigration status, or other proof of lawful presence in the United States under federal immigration law);**
- **a Matricula Consular de Alta Seguridad, matricula consular card, consular matriculation card, consular identification card, or similar identification card issued by a foreign government regardless of the holder’s immigration status.**

Only those documents approved and posted by the Georgia Attorney General pursuant to subsection (g) of the Code section shall be considered secure and verifiable documents. [O.C.G.A. § 50-36-2 (b)(3)]

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- **An unexpired United States passport or passport card**
- **An unexpired United States military identification card**
- **An unexpired driver’s license or identification card** issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer
- **An unexpired tribal identification card** of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer.
- **An unexpired United States Permanent Resident Card or Alien Registration Receipt Card**
- **An unexpired Employment Authorization Document** that contains a photograph of the bearer
- **An unexpired passport issued by a foreign government**, provided that such passport is accompanied by a **US Department of Homeland Security Form I-94, I-94A, or I-94W, or other federal form** specifying an individual’s lawful immigration status or other proof of lawful presence under federal immigration law
- **An unexpired Merchant Mariner Document or Merchant Mariner Credential** issued by the US Coast Guard
- **An unexpired FAST card, NEXUS card, or SENTRI card**
- **An unexpired driver’s license issued by a Canadian government authority**
- A **Certificate of Citizenship** (Form N-560 or Form N-561) or a **Certificate of Naturalization** (Form N-550 or Form N-570) issued by the United States Department of Citizenship and Immigration Services (USCIS)
- **Certification of Report of Birth** (Form DS-1350), a **Certification of Birth Abroad** (Form FS-545), or a **Consular Report of Birth Abroad** (Form FS-240) issued by the United States Department of State
- **An original or certified copy of a birth certificate** issued by a State, county, municipal authority, or territory of the United States bearing an official seal

For a more detailed listing of these secure and verifiable documents, including citations, refer to the “List of Secure and Verifiable Documents” posted on the Attorney General of Georgia website at <http://law.ga.gov/immigration-reports>.

Policy B.6 Award Amounts

Effective Date: July 1, 2024

I. Policy

The contract completion award amount is up to \$10,000.00 per apprentice for contracts entered into before July 1, 2024; and \$5,000.00 per apprentice for contracts entered into on or after July 1, 2024.

Each employer sponsor shall only be eligible to enter into contracts under this article for up to:

- Five (5) apprentices per year until June 30, 2024
- Ten (10) apprentices per year beginning July 1, 2024 and continuing each fiscal year thereafter.

OWD is responsible for determining the number of apprentices awarded to employers to ensure proper management of state funds.

Beginning July 1, 2024, and continuing thereafter, the Office of Workforce Development shall be authorized to:

- Provide initial award of \$2,500.00 per apprentice to employers selected to participate in the HDAP program.
- Provide a final award of \$2,500.00 per apprentice after 1 year of completion.

II. Related Authority

- Senate Bill 497 - O.C.G.A § 20-4-151(d), O.C.G.A § 20-4-151(e), O.C.G.A § 20-4-151(g)

Procedure B.6 Award Amounts

In order for contracts to be awarded, executed, and funds disbursed, the applicant must have submitted to the Technical College System Office of Workforce Development (OWD) the following required documents:

- Signed Memorandum of Understanding (MOU) Agreement
- Signed Contract Award Agreement
- Supplier Change Request (SCR)/Vendor Management form
- IRS Form W-9
- Employment & Training Administration (ETA) Form 671 (for each apprentice)
- Wage Verification form (for each apprentice)
- SAVE Program Secured and Verifiable document
- Signed Verification of Eligibility for Public Benefit Affidavit

Disbursement of funds are contingent on all documents provided to OWD in a timely manner. OWD will issue to the employer an initial payment of \$2,500.00 per apprentice. A final payment of \$2,500.00 per apprentice will be issued to the employer after twelve (12) months of enrollment in the RAP and employment with the employer.

Program Length	Total Award Amount	Initial Payment	Final Payment (after 1 year)
One or more Year(s)	\$5,000.00	\$2,500.00	\$2,500.00

Policy B.7 Annual Publication & Reporting Requirements

Effective Date: July 1, 2024

I. Policy

The Office of Workforce Development (OWD) shall annually report on its public website the following information:

- The total number of compensations awarded
- The total number of contracts entered into, and the number of contracts completed
- The total number of apprentices who attended an institution of the Technical College System of Georgia during the course of his or her apprenticeship program
- The total number of apprentices who did not attend an institution of the Technical College System of Georgia during the course of his or her apprenticeship program

All employers, apprentices, and apprenticeship sponsors supported through the High Demand Apprenticeship Program (HDAP) must cooperate with providing information to the Board for reporting purposes.

The Board, through TCSG, will transmit this information from the prior fiscal year to the General Assembly and the Governor upon the start of the legislative session.

II. Related Authority

- Senate Bill 497 - O.C.G.A § 20-4-152(a), O.C.G.A § 20-4-152(b)
- House Bill 982 - H.B. 982 § 34-14-3(a)

Procedure B.7 Annual Publication & Reporting Requirements

The Office of Workforce Development (OWD) will select a vendor to produce an annual report. This report will be printed and published on the Technical College System of Georgia's website. The report will highlight the fiscal year's selected employers, registered apprenticeship sponsors, and registered apprentices who received HDAP Awards. The annual report will include at a minimum:

- The total number of compensations awarded
- The total number of contracts entered into, and the number of contracts completed
- The total number of apprentices who attended an institution of the Technical College System of Georgia during the course of his or her apprenticeship program
- The total number of apprentices who did not attend an institution of the Technical College System of Georgia during the course of his or her apprenticeship program

Policy B.8 Tracking Applicants for Completion Award

Effective Date: July 1, 2024

I. Policy

Upon successful completion of the requirements of a contract under this article, the board shall provide a contract completion award to the employer sponsor. The contract completion award amount shall be determined based on the number of hours of education and training required for the successful completion of the apprenticeship.

II. Related Authority

- Senate Bill 497 - O.C.G.A § 20-4-151(d)

Procedure B.8 Tracking Applicants for Completion Award

The Office of Workforce Development (OWD) will use a spreadsheet as a tracking mechanism to document the progress of each apprentice under an employer / sponsor.

Employer / Applicant tracking to include:

- Apprentice name/ Apprentice Identification Number
- Registered Apprentice Program (RAP) Number
- Program Occupation/Industry
- Wages (Entry / Journey Worker)
- Start/End Date of the RAP
- Length of Program
- Six-Month Follow Up (in intervals for each apprentice)
- Qualifying Events

Every employer / sponsor that has been selected for the potential award must provide updates on the status of completion including the following:

Qualifying Events

- Interim Credentials Attainment
- Early Exit of Apprentice
 - » Completion
 - » Failure to Meet Progression/Performance
 - » Termination
- Apprenticeship or Employer Closure

Report on Apprentices at Six Months

- Progress of apprentice
- Wage Verification

Report on Apprentices at 1 Year Completion

- Providing Certificate of Completion (if applicable)
- Final Wage Verification

Changes in Apprentice

If an apprentice separates from the company or ends their participation in the RAP prior to successful completion of the program, the Employer must notify TCSG, in writing and will have 90 days to enroll another apprentice in the RAP and submit a letter on company

letterhead to TCSG in writing with the updated information listed above along with a completed ETA Form 671 for the new apprentice.

Upon approval by the TCSG Commissioner or his/her designee, an addendum to the agreement will be executed. If the employer fails to submit another apprentice's information and documentation, the award is forfeited. The employer is only permitted to change or replace apprentice(s) once upon which any additional changes or replacements would forfeit the award. Change(s) must occur prior to 3rd quarter of the fiscal year the contract was awarded. Replacement of apprentice does not constitute the disbursement of a new award; the new apprentice will only be eligible to receive the remaining balance of the award received.

Failure to meet all requirements may result in forfeiture of the award. In the event the award has been paid out without meeting the conditions of the agreement, TCSG shall request repayment of the award in writing to the employer. Repayment must be received within 45 days from the employer.

Length of RAP	1 Year	2 Year	3+ Year
# of hours OJL (On the Job Learning)	2,000	4,000	6,000
# of hours RTI (Related Training & Instruction) at minimum)	144	288	432

SECTION C - PUBLIC SERVICE APPRENTICESHIP PROGRAM

I. [RESERVED]

II. Related Authority

- Senate Bill 497 - O.C.G.A § 20-4-161

SECTION D - APPENDICES

A: High Demand Apprenticeship Program (HDAP) Sample Application



High Demand Apprenticeship Program (HDAP) Contract Completion Award Application

All employers seeking to apply for the Technical College System of Georgia's High Demand Apprenticeship Program Contract Completion Award must complete the following application with all requested information and documentation. Please ensure that the information provided is correct and documentation is valid prior to submitting. Apprenticeship sponsors may assist with the completion of this application on behalf of the employer.

- Section 1: Employer Information
- Section 2: Apprenticeship & Apprentice Information
- Section 3: Anticipated Impact of Apprenticeship
- Section 4: Application Checklist and Supporting Documentation
- Section 5: Authorization & Certification

Section 1: Employer Information

Enter employer information as it would appear on contract:

Employer Name:	
Worksite Address:	
Mailing Address:	
<input type="checkbox"/> Same as Worksite Address	
City & State:	County:
Employer Phone:	Website:

Provide the following information about the employer:

FEIN #:	Industry Sector:
GA UI #:	NAICS Code:
Legal Structure of Employer: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Partnership <input type="checkbox"/> Private Not-for-Profit
<input type="checkbox"/> For Profit	<input type="checkbox"/> Non-Profit
Business Designation: <input type="checkbox"/> Veteran Owned <input type="checkbox"/> Disability Owned <input type="checkbox"/> Minority Owned	Years in operation in Georgia: <input type="checkbox"/> Female Owned <input type="checkbox"/> Certified Small Business
Description of Employer Products or Services:	

1

Is this employer a subsidiary of another employer or affiliated with a parent employer?

<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parent Employer Name:	
Parent Employer Address:	
City & State:	Parent Employer Phone:

Provide Employer Representative Contact Information:

First Name:	Last Name:
Title:	Department:
Phone:	Email:

Provide Alternate Employer Representative Contact Information:

First Name:	Last Name:
Title:	Department:
Phone:	Email:

Please provide the following employer information:

Employer is current on all Georgia state taxes.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer is current on all federal taxes.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer is current on all county, city, and other local taxes.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer has filed for bankruptcy in the past 12 months.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer has outstanding judgment liens filed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer has outstanding wage and hour, health and safety or discrimination complaints or adverse decisions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer has had a reduction in the number of hours or number of shifts in the past 6 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer experienced layoffs in the previous 12 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 2: Apprenticeship & Apprentice Information

Please provide the following apprenticeship sponsor information:

Employer serves as apprenticeship sponsor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sponsor Organization Name:		
Sponsor Address:		
Apprenticeship Sponsor Representative Contact Information:		
First Name:	Last Name:	
Title:	Department:	
Phone:	Email:	

Please provide details of the apprenticeship program:

Is this apprenticeship a Registered Apprenticeship Program registered by USDOL? <input type="checkbox"/> Yes <input type="checkbox"/> No	RAPIDS Program Number:
Apprenticeship program anticipated start date:	
Occupation Focus of Apprenticeship:	Related Occupational Code (SOC):
Total Length of Apprenticeship (including both on-the-job learning (OJL) & related training instruction (RTI) components):	Type of Apprenticeship <input type="checkbox"/> Time-Based <input type="checkbox"/> Competency-Based <input type="checkbox"/> Hybrid
Number of RTI Hours:	Number of OJL Hours:
Total Number of Active Apprentices at Employer:	Total Apprenticeship Cost per Apprentice:
Apprentice Wage at Start of Program:	Apprentice Wage at End of Program:
RTI Provider Name:	RTI Provider Type: <input type="checkbox"/> Public Institution <input type="checkbox"/> Private Training Institution <input type="checkbox"/> Private Trainer/Instructor <input type="checkbox"/> In-House <input type="checkbox"/> Other: _____
What partners, if any, are involved in supporting the Registered Apprenticeship Programs at your company?	Partner(s) <input type="checkbox"/> Workforce System (LWDA) <input type="checkbox"/> Technical College <input type="checkbox"/> Private <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other: _____
Name of Training Provider Contact:	Email Address:
Phone Number:	Training Provider Website:

3

The HDAP can support up to five apprentices per employer. If selected, please indicate the number of apprentices that the employer would like to support under the HDAP.

- 1 apprentice 2 apprentices 3 apprentices 4 apprentices 5 apprentices
 6 apprentices 7 apprentices 8 apprentices 9 apprentices 10 apprentices

Section 3: Anticipated Impact of Apprenticeship

Please provide a brief response to the following prompts below. Each response must be no more than 300 words.

Please share recent workforce needs or challenges that have been experienced by the company, if any.
Please describe your company's history with Registered Apprenticeship Programs. (ex: is this your first experience with RAP's, when was it created, etc.,)
What is the anticipated impact of the Registered Apprenticeship Program on the company, industry, and surrounding community?
Please share any other characteristics of the program (ex: female cohort, re-entry, workforce partnerships)

Section 4: Application Checklist & Supporting Documentation

<input type="checkbox"/>	Completed HDAP Grant Application
--------------------------	----------------------------------

	Proof of legal corporation status (<i>ex: Business License; or Copy of Secretary of State Registration; or Certificate of Authority from Secretary of State; or Certificate of Incorporation from Secretary of State.</i>)
<input type="checkbox"/>	Workers' Compensation (ex: Copy of Workers' Compensation Certificate of Insurance or employer's Wprkers' Compensation Coverage Verification)
<input type="checkbox"/>	Proof of employer being current on all taxes (Tax clearance letter instructions) Ex: Georgia Tax Clearance Letter; or Copy of Georgia Tax Account Statement; or Georgia Form 600 – Corporate Tax Return; or Georgia Tax Clearance Letter; or Certified Letter from Tax Accountant; or DOL 626 Form

Please submit this application electronically via <https://www.tcsg.edu/hdap/> during the application period. Applications submitted after or before the application period will not be accepted.

Section 5: Authorization & Certification

As the authorized representative of the employer submitting this application, I hereby certify the following:

- The employer meets the requirements for program and is eligible to submit this application;
- All apprentices listed above are permanent (W-2) employees of the employer as of the start of the apprenticeship program;
- The information contained in this application is true and accurate and reflects the intentions of the program;
- I am aware that any false information, intentional omissions or misrepresentations may result in rejection of the application and possible disqualification for future funding;
- I am aware that any false information, intentional omissions or misrepresentations my subject this employer to civil or criminal penalties;
- The employer agrees to adhere to all required elements of a Registered Apprenticeship Program and maintain active status for the duration of this grant, if approved for funding; and
- The employer agrees to provide all requested data elements as required for reporting.

Name and Title of Authorized Representative

Signature

Date

As the authorized representative of the apprenticeship sponsor supporting the Registered Apprenticeship Program related to this application, I hereby certify the following:

- The program and apprentices listed above are registered as and under a USDOL Registered Apprenticeship Program.
- The information contained in this application is true and accurate and reflects the intentions of the program;
- I am aware that any false information, intentional omissions or misrepresentations may result in rejection of the application and possible disqualification for future funding;
- I am aware that any false information, intentional omissions or misrepresentations my subject this employer to civil or criminal penalties;
- The sponsor agrees to ensure employer adheres to all required elements of a Registered Apprenticeship Program and maintain active status for the duration of this grant, if approved for funding; and
- The sponsor agrees to provide all requested data elements as required for reporting.

Name and Title of Authorized Representative

Signature

Date

C: Memorandum of Understanding (MOU) Agreement



MEMORANDUM OF UNDERSTANDING (MOU)

Between

The Technical College System of Georgia

and

[INSERT EMPLOYER]

This Memorandum of Understanding (hereinafter referred to as the “MOU”) is made effective beginning with the date of last signature hereon, between the Technical College System of Georgia (hereinafter referred to as “TCSG”) and [name of the employer] (hereinafter referred to as “Employer”).

WHEREAS, the TCSG Board through a competitive application process, has selected the employer to participate in the High Demand Apprenticeship Program (hereinafter referred to as the “HDAP Program”).

WHEREAS, participation in the HDAP Program deems the employer eligible for a total contract completion award of [\$XXX.XX] (“Award Amount”) for [# of Apprentices] apprentices enrolled in a Registered Apprenticeship Program with the U.S. Department of Labor.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree to as follows:

1. Employer agrees to participate in the HDAP Program as administered by TCSG.
2. Employer shall provide TCSG with the apprentice’s full name(s), respective contact information, RAPIDS Apprentice Identifier Number, and required documentation within 60 days of the execution of this agreement. Employers may request in writing additional time to provide apprentice information. All requests are subject to approval by TCSG. Failure to submit this information to TCSG per the terms of this MOU may result in denial of program participation.

Required Documentation

- a. Completed ETA Form 671 of the Apprentice
- b. Copy of Photo Identification of the Apprentice
- c. Memorandum of Record for authority to HR actions (Wage Verification)

3. Employer shall provide TCSG with a progress report of apprentices every six (6) months of the program and wage verification for each apprentice participant.
4. Employer shall participate in a press release announcing the selection into the HDAP Program and at least one public event announcing the award of HDAP Program funding. TCSG may also set up a time with the employer to conduct a site visit to take photos/film the progress of the program.
5. TCSG will conduct due diligence review of the application, employer, apprentice(s), and Registered Apprenticeship Program to ensure compliance to state and federal law. Employer may be asked to provide verification of special designations or qualifications listed in the application such as re-entry hires, youth or female focused cohorts or external partnerships. TCSG reserves the right to deny participation of the employer in the HDAP Program and notify the employer in writing.
6. Both parties agree to timely provide information and documentation necessary to develop and execute a formal agreement governing participation in the program. An executed agreement will be required for each apprentice that will be supported under the HDAP Program.
7. This MOU serves as tentative acceptance of the employer into the HDAP program by TCSG. Failure to meet the aforementioned requirements or additional requirements requested by TCSG may result in denial of program participation.

IN WITNESS WHEREOF, the parties have caused this MOU to be duly executed by their authorized representatives.

Signatures

[EMPLOYER]

Technical College System of Georgia

By:

By:

Name:

Name: Kristin Laarhoven

Title:

Title: Executive Director

Date:

Date:

D. High Demand Apprenticeship Program (HDAP) Contract Award Agreement



HIGH DEMAND APPRENTICESHIP PROGRAM AGREEMENT

Between

The Technical College System of Georgia

and

[INSERT EMPLOYER]

Award No. []

The High Demand Apprenticeship Program Agreement (hereinafter referred to as the "Agreement") is made and entered into as of [], 20[] by and among the [name of the employer], an employer operating in Georgia that is participating in a U.S. Department of Labor Registered Apprenticeship Program (RAPs) (hereinafter referred to as the "Employer"), and the Technical College System of Georgia, an agency within the executive branch of the State of Georgia (hereinafter referred to as "TCSG").

RECITALS

1. The High Demand Apprenticeship Program (HDAP) is a discretionary incentive program of the State of Georgia, administered through TCSG, to provide financial assistance to eligible Employers to assist the Employer with participation in RAPs in order to upskill members of its employed workforce into high demand occupations.
2. In order to participate in the HDAP Program, the Employer has been deemed eligible and been selected through a competitive application process under the direction of the TCSG State Board.

The HDAP Program funding is awarded in accordance with the program's statutory purpose and requirements (per O.C.G.A §§ 20-4-150 — 20-4-156).

3. The purpose of this agreement is to establish the terms and conditions under which the HDAP Program will be administered to the Employer, specifically as it relates to the contract completion award (hereinafter referred to as "award" or "award funding").

Now, therefore, in consideration of the covenants and agreements herein contained, the parties agree as follows:

Section I: Award

The Employer's obligations under this agreement are contingent upon TCSG awarding funding in the amount of \$[XXX.XX] ("Award Amount") for [# of Apprentices] Apprentices to the Employer. Furthermore, award funding is contingent upon the following:

1. Successful completion of the RAP by the apprentice listed in Section II of this agreement or an addendum, if applicable.
2. Participation in a press release announcing the selection into the HDAP program and at least one public event announcing the award of HDAP program funding. Both will be held at the discretion of TCSG.
3. Submission of status updates related to apprentice(s) are required every 6 months or as triggered by a qualifying event.

Use of Award Funding

The award is considered financial assistance to the Employer. Therefore, the Employer shall use the Award Amount to recover RAP-related costs incurred through employing and supporting the apprentice, or further support the company's current or future participation in RAPs.

Disbursement of Award Funding

The award funding shall be disbursed to the employer through a structured disbursement system which allows the employer to recover apprenticeship related cost throughout the program. Employers will receive an initial payment of \$2,500 per apprentice. Subsequent payment requests are disbursed annually until completion of the registered apprenticeship.

1. Initial payment of \$2,500 per apprentice will be awarded within 30 days of the execution of this agreement provided the apprentice has a completed ETA 671 form and is enrolled in the registered apprenticeship program. This payment is awarded in place of the 25% annual request amount.
2. The remaining \$2,500 award will be disbursed after 1 year of completion of the RAP.

The employer shall provide the USDOL confirmation of RAP completion, which may be in the form of the USDOL national registered apprenticeship credential.

Section II: Description of Program

Award funding is tied to the following RAP and apprentices in Attachment 1.

Employer	
Program RAPIDS #	
Program Sponsor	
Program Occupation	
Program Industry	

Apprenticeship Completion

The apprentice(s) will complete the RAP no later than _____, 20____. Requests to extend the completion date further must be submitted to TCSG in writing no later than 30 days prior to completion date stated in this agreement. All requests are contingent upon the approval of the TCSG Commissioner or his/her designee. If approved, an addendum to this agreement will be executed.

If the apprentice(s) fails to complete the RAP by the completion date in this agreement and the employer fails to provide a written request for extension as required in this agreement, this may result in forfeiture of the award.

Changes in Apprentice

If an apprentice separates from the company or ends their participation in the RAP prior to successful completion of the program, the Employer must notify TCSG, in writing and will have 30 days to enroll another apprentice in the RAP and submit a letter on company letterhead to TCSG in writing with the updated information listed above along with a completed ETA Form 671 for the new apprentice.

Upon approval by the TCSG Commissioner or his/her designee, an addendum to this agreement will be executed. If the employer fails to submit another apprentice’s information and documentation, the award is forfeited. The employer is only permitted to change or replace apprentice(s) once upon which any additional changes or replacements would forfeit the award. Change(s) must occur prior to 3rd quarter of the fiscal year the contract was awarded. Replacement of apprentice does not constitute the disbursement of a new award; the new apprentice will only be eligible to receive the remaining balance of the award received.

Section III: Conditions of Program Participation

The following are conditions that must be met by the employer throughout the duration of the apprentice’s enrollment in the RAP in order to receive the award:

1. Apprentice is a permanent, full-time employee of the Employer. For purposes of this agreement, “full-time” is defined as a position in which an employee is engaged for a minimum of thirty-five (35) hours per week, including time spent in activities of the RAP.

2. The RAP is established and remains active and in full compliance of USDOL apprenticeship requirements (per 29 CFR § 29).
3. The employer adheres to all applicable federal, state, and local workplace safety regulations and laws.
4. The employer remains in good standing on all federal, state, and local taxes.
5. The employer remains a registered business with the Georgia Secretary of State, and remains located in the state of Georgia.

Non-Compliance with Conditions of Program Participation

Failure to meet the aforementioned conditions as outlined in this section may result in forfeiture of the award.

In the event that the award has been paid, and the employer has failed to meet the aforementioned conditions, TCSG shall have the right to notify the employer in writing and request repayment of the award. The employer shall submit the repayment amount equal to the total award amount in Section I to TCSG no later than forty-five (45) days after the date of the notification letter from TCSG indicating that the employer has failed to meet the required conditions for program participation. Should the employer fail to remit the repayment amount to TCSG in a timely matter, TCSG shall have the right, in its sole discretion, to seek any and all remedies available to it through its administrative processes or to seek remedies available at law or equity.

The initial \$2,500 payment per apprentice is considered an initial award and will not be recovered in the event of non-compliance so long as the apprentice completed at least 25% of the duration of apprenticeship program or one year of the apprenticeship program, whichever comes first.

Section IV: Other Agreement Conditions

Sale or Change of Ownership of Company

If, during the apprentice's enrollment, the employer makes a change in its ownership by sale, merger, or other method of ownership transfer, then the employer must notify TCSG in writing of such a change in ownership. Additionally, the new owner must assume the obligations contained in this agreement by executing an addendum to this agreement with TCSG.

Business Closure/Layoffs

In the event that, after the effective date of this agreement the employer experiences a closure and/or is forced to layoff the apprentice(s) in the program, the employer must notify TCSG in writing immediately and will forfeit the award.

Availability of State Funds

The contract completion award is funded solely by legislatively appropriated state funds. If for any reason, funds become unavailable, TCSG will notify the employer in writing, and the contract will be voided.

Compliance Monitoring

To ensure compliance with state law and the federal requirements of RAPs, the employer and apprentice may be subject to onsite visits or written requests for documentation by TCSG, USDOL, or their designated representatives.

Contract Management

The employer and apprenticeship sponsor contacts are [insert name] and [insert name], respectively. In the event that a different representative is designated or leaves their position after execution of this agreement, notice of the name and contact information of the new representative shall be provided to OWD within 30 days, and the agreement will be amended with updated information.

Employer Contact	Sponsor Contact
[NAME] [TITLE] [PHONE] [EMAIL]	[NAME] [TITLE] [SPONSOR NAME] [PHONE] [EMAIL]

The TCSG contact for the administration of the HDAP Program, and this agreement is Rosalyn Dennis.

Rosalyn Dennis
Apprenticeship Grants & Operations Manager
Office of Workforce Development
404.679.4967
rdennis@tcsq.edu

Section V: Term and Termination

1. This agreement shall be effective beginning with the date of last signature hereon, ending one year after the disbursement of the contract completion award.
2. This agreement shall govern the activities between both parties as it relates to the High Demand Apprenticeship Program.
3. Parties may give the 30-day notice of termination, in writing at any time, upon which the award is forfeited.

4. This agreement may be modified or amended with supplemental written agreements that must be signed by both parties.

Severability

If any one or more of the provisions contained herein will for any reason be held by any court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability will not affect any other provision hereof, and this Agreement will be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

Authorized Signatures

Each of the individuals executing this agreement represents that they are authorized to execute this Agreement on behalf of their respective entities.

IN WITNESS WHEREOF, the parties have caused this extension agreement to be duly executed by their authorized representatives.

Signatures

[EMPLOYER]

Technical College System of Georgia

By:

By:

Name:

Name: Greg Dozier

Title:

Title: Commissioner

Date:

Date:

Attachment 1 A
Schedule of Award Disbursement

Apprentice Name: _____

RAPIDS ID Number: _____

Employer Name: [XXX]

Length of Program: [XXX]

Total Award Amount: [XXX]

Payment Type	Eligible Disbursement Amount	Eligibility Date
Initial Payment	\$2,500.00	
1 Year Completion Payment	\$2,500.00	

G: Apprentice Progress Report

HDAP Program Apprentice Progress Report

The progress of each apprentice must be reported to TCSG and completed every six months from the start of the program.

Employer Name	
Apprentice Name	
Apprentice RAPIDs #	
Length of Apprenticeship program	<input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 + years

Program Information

Program start date	
Program end date	
Program RAPIDs #	
Program Sponsor	
Program Occupation	
Program Industry	
Mentor Assigned	

Milestones <i>(check one or more of the following)</i>	Comments:
<input type="checkbox"/> 6-month update <input type="checkbox"/> New skill/milestone met <input type="checkbox"/> Completion of apprenticeship program <i>(Attach certificate of completion)</i> <input type="checkbox"/> Failure to meet progression/performance <input type="checkbox"/> Change in apprentice <input type="checkbox"/> Termination of apprentice	_____ _____ _____ _____
Wage verification attached from HR	\$ _____
Is the apprentice on track to completion? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(additional comments required)</i>	

**Please upload any supporting documentation as necessary. (ex: certificate of completion, termination notice, etc.)*

General comments / highlights of achievement:

Signature: _____

Title: _____

Date: _____

F: Wage Verification Form

WAGE VERIFICATION LETTER

Employer Name: _____
Address: _____
City: _____ State: _____
Zip Code: _____

RE: Verification of Employment for _____ [Name of Employee]

To whom it may concern:

Please accept this letter as confirmation that _____ [Name of Employee]
has been employed with _____ [Employer Name]
since _____ [Employee Start Date].

Currently, _____ [Name of Employee] holds the Title
of _____ earning \$ _____ per hour.

If you have any questions or require further information, please don't hesitate to contact me
at _____ [Employer Phone Number].

Signature: _____

Print Name: _____

Employer Title: _____

Date: _____

SECTION E - GUIDANCE & RESOURCES

I. For Applicants

- [Apprentice Georgia](#)
- [High Demand Apprenticeship Program](#)
- FAQ's
- [Training and Employment Guidance Letter \(TEGL\)](#)
- [SAVE Program Secure & Verifiable Documents \(O.C.G.A § 50-36-2\)](#)
- [Registered Apprenticeship Program | Apprenticeship.gov](#)
- [Senate Bill 479 \(O.C.G.A § 20-4-151 – 20-4-165\)](#)

II. For Internal Staff

- [Senate Bill 479 \(O.C.G.A § 20-4-151 – 20-4-165\)](#)
- [TEGL 19-16](#)
- [TEGL 10-16 \(WIOA\)](#)
- [TEGL 14-18](#)
- [TEGL 13-16 \(Registered Apprenticeships\)](#)
- Federal Agency Circulars

III. Glossary of Terms

Apprentice: A person who is at least 15 years of age, except where a higher minimum age is required by law, who is employed in an eligible apprenticeable occupation, and is registered in Georgia with the United States Department of Labor Office of Apprenticeship.

Apprenticeable Occupation: An occupation approved for apprenticeship by the United States Department of Labor Office of Apprenticeship.

Apprenticeship Sponsor: Any entity operating an apprenticeship program; or Any entity in whose name an apprenticeship program is being operated that is registered with or approved by the United States Department of Labor Office of Apprenticeship.

Board: The State Board of the Technical College System of Georgia.

Eligible Apprenticeable Occupation: An apprenticeable occupation identified by the Office of Workforce Development pursuant to Code Section 20-4-152 as a high-demand job.

Office of Workforce Development: The Technical College System of Georgia's Office of Workforce Development.

Public Service Sponsor: A state or local government entity that coordinates with or is an apprenticeship sponsor and employs and trains an apprentice.

Registered Apprenticeship Program (RAP): A program registered with the United States Department of Labor Office of Apprenticeship that includes terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices, including the requirement for a written apprenticeship agreement.

IV. Tech Support

OWD Apprenticeship staff is available to offer technical assistance. Employers and sponsors who may not be eligible for HDAP or interested in other opportunities may still be referred to TCSG, Office of Workforce Development Apprenticeship Team to learn more about resources available to support Registered Apprentices.

TCSG Office of Workforce Development

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V. FAQ's

Q: Who is eligible to register for the HDAP incentive?

A: To be eligible to register for the HDAP incentive, employers must:

- Be located and operates in the State of Georgia
- Be operational for at least one (1) year
- Be current on all state tax obligations
- Employ apprentices in a qualifying USDOL Registered Apprenticeship Program that is designated as one of the high demand occupations per
- the High Demand Career list

Q: What documents can be used to provide proof that employers are current on taxes?

A: Form 940, Employer's Quarterly Federal Tax Return; Form 940 Employer's Annual Federal Unemployment (FUTA) Tax Return; Georgia Tax Clearance Letter, <https://gtc.dor.ga.gov/> ; A certified Letter from your tax accountant.

Q: What careers are on the High Demand Career list?

A: Please refer to the TCSG HDAP link: <https://www.tcsg.edu/hdap/>

Q: What apprentices are eligible for the HDAP?

A: Employers must have apprentices that qualify under the HDAP. To qualify the individual must be:

- At least 15 years of age or older
- A resident of the State of Georgia
- Enrolled in a qualified USDOL Registered Apprenticeship Program (RAP after July 1, 2022, as a first-year apprentice (an apprentice in the first year of their RAP)
- Employed/enrolled in an eligible apprenticeable occupation on the High Demand Career List

Q: What if an Employer doesn't have apprentices already enrolled in a USDOL Registered Apprenticeship program?

A: Employers may not initially have registered apprentices and are still encouraged to apply for the grant. Once an Employer is approved, the apprentices must begin the apprenticeship program within 60 days of acceptance into the HDAP program.

- Early award period: July - December 2024
- Late award period: January - June 2025

Q: If selected, how many apprentices can an employer support with this award?

A: The law governing this program limits an employer to entering into contracts for up to ten (10) apprentices.

Q: If selected, what documents are required from the employer in order for funds to be distributed?

A: The following documents are required in order for HDAP funds to be disbursed to employers:

- Signed Memorandum of Understanding (MOU) Agreement
- Signed Contract Award Agreement
- Supplier Change Request (SCR)/Vendor Management form IRS Form W-9
- Employment & Training Administration (ETA) Form 671 (for each apprentice)
- Wage Verification form (for each apprentice)
- SAVE Program Secured and Verifiable document (for each apprentice)
- Signed Verification of Eligibility for Public Benefit Affidavit (for each apprentice)

Q: May an employer apply for additional rounds of funding if they were awarded in prior years?

A: Yes, an employer may apply in subsequent fiscal years if the additional award is for new apprentices. Previously awarded apprentices are not eligible for additional awards. Please keep in mind that the HDAP is a highly competitive award and previous selection does not guarantee subsequent selections. The HDAP is intended to help companies establish apprenticeship programs throughout the state of Georgia.

Q: May an employer who was not successful apply in future rounds?

A: Yes, employers who were not successful in a previous round may be considered for future rounds.