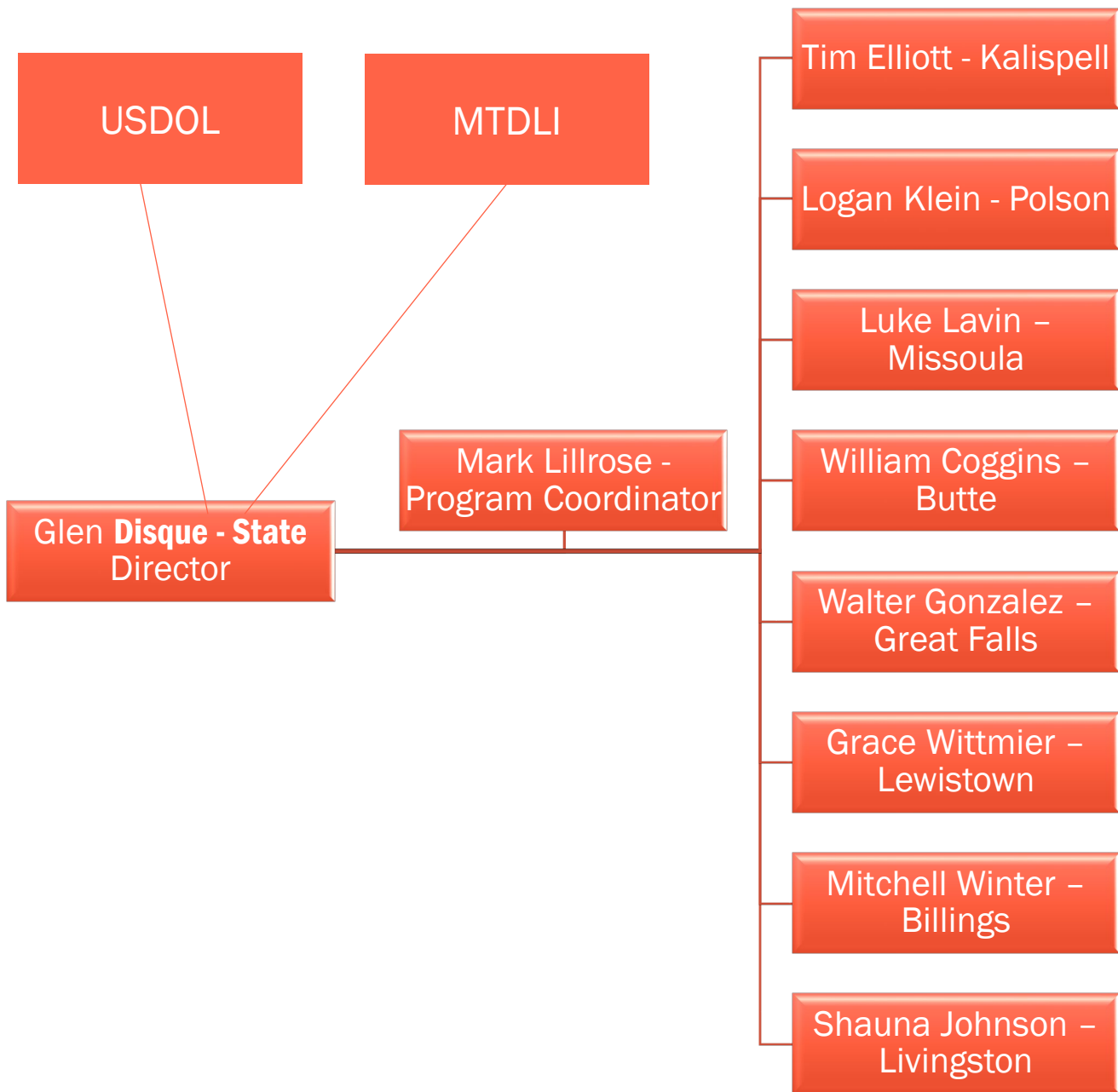


Apprenticeship 101

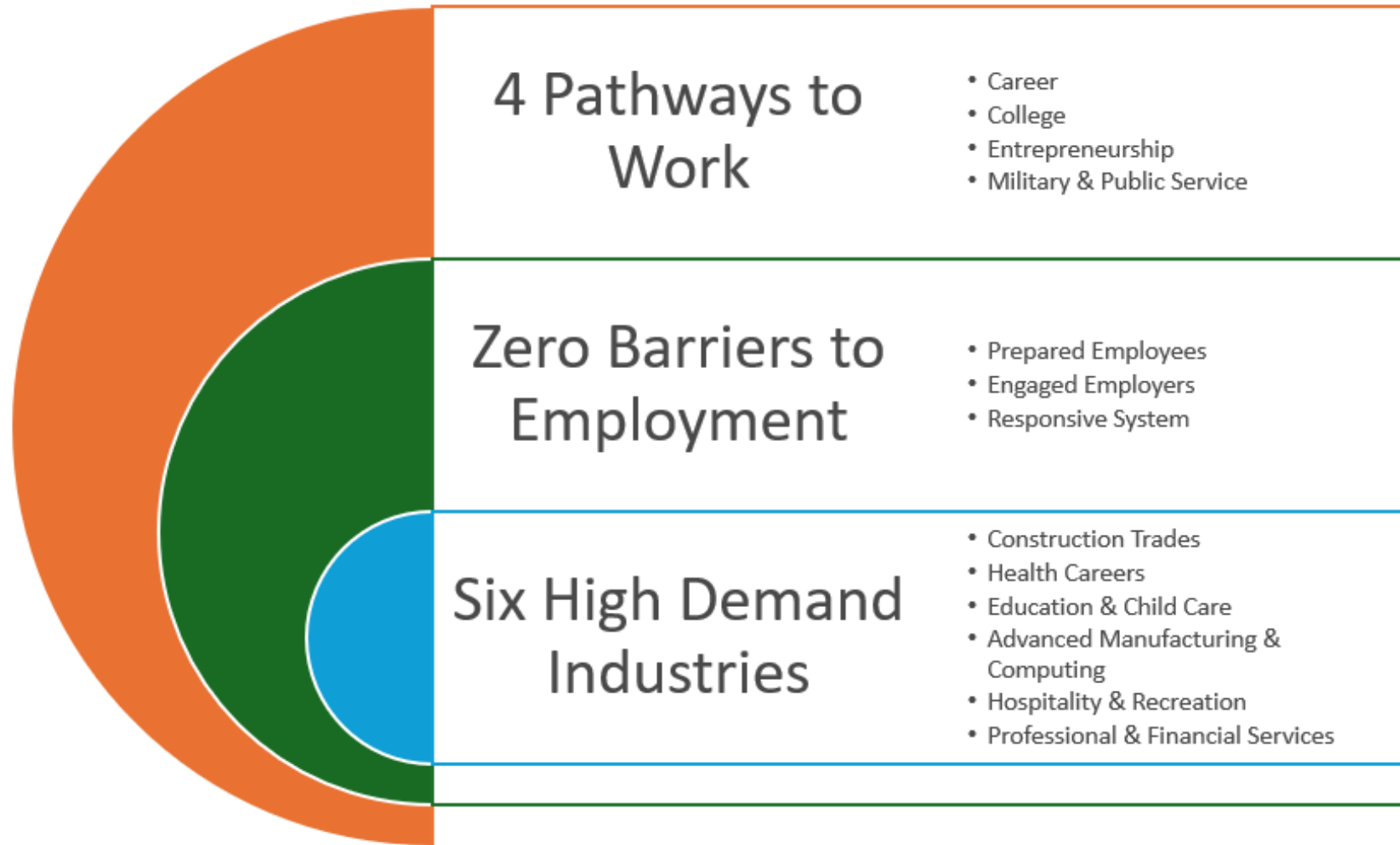
Understanding Apprenticeship



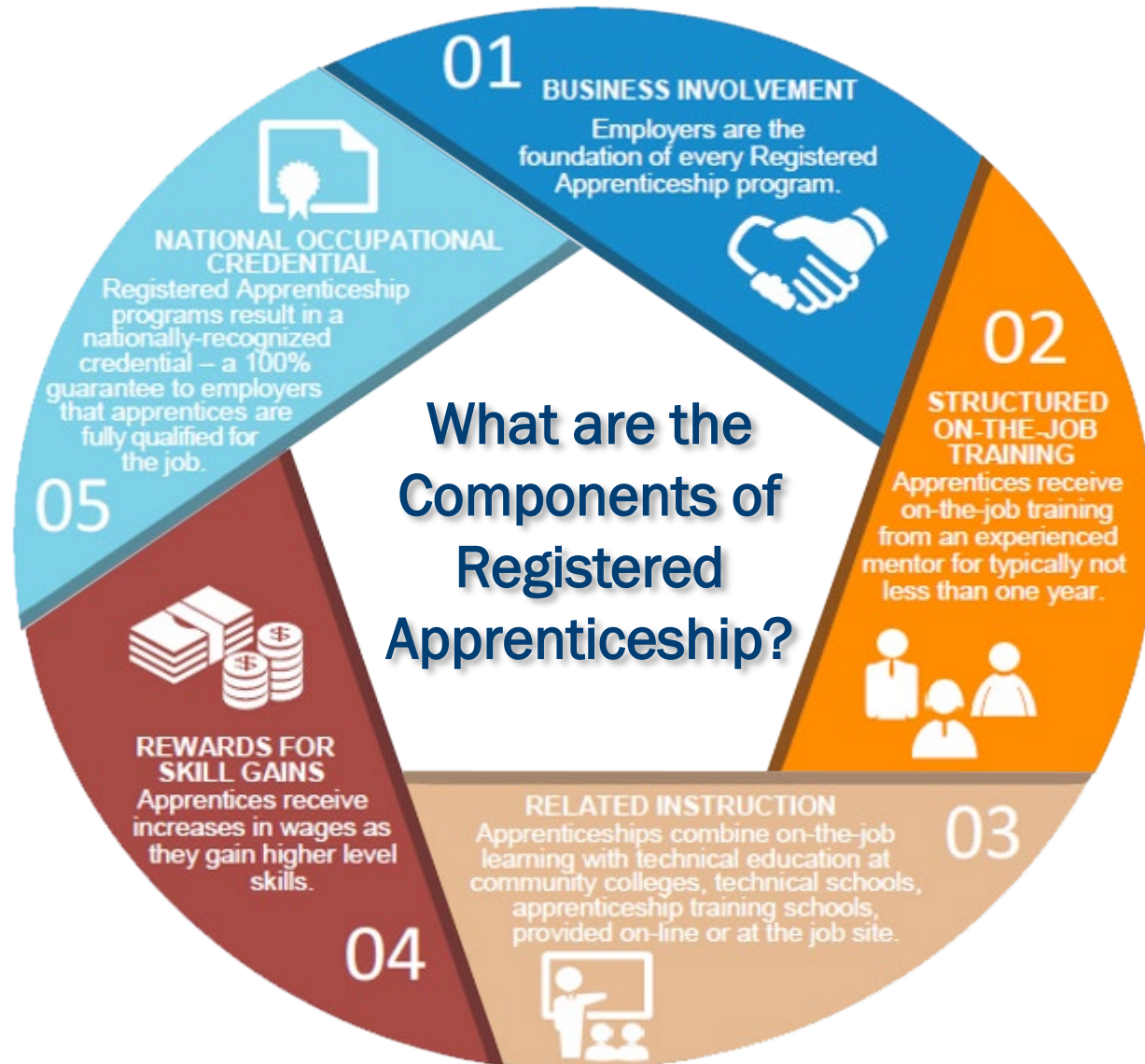
About Us

Organizational and Situational Structure of Montana Registered Apprenticeship.

406 Jobs Framework



Anatomy of an Apprenticeship



Rules:

- Must be at least 2000 hours (1 year) of on-the-job training (OJT)
 - Related Instruction (RTI) doesn't count toward OJT
- Must contain 144 hours of RTI per 2000 hours of OJT
- Must be at least 16 years of age
- Must have the capacity to perform the essential job functions
- Occupation must be apprentice-able

Building your Apprenticeship

- Choose an occupation
- Building a work process schedule based off industry standard
- Explore and choose Related Training
- Build an apprenticeship wage schedule (beginning middle and End required)
- Hire Apprentices and Implement the apprenticeship

Requirement for Apprenticeship

- Apprentice must be a W-2 Full time Employee
- Employer must hold an active Workers Compensation Policy
- Must have a Journey worker or Master Level Mentor
- Mentor to Apprentice ratio must remain at or below 1 mentor to 2 apprentices.
- Employer must provide the apprentice with an incremental wage.

Top Apprenticeship-able occupations In the construction field

- New occupations to expand into:
 - Foreman/Supervisor
 - Project Managers
 - Glaziers
 - Insulators
 - Roofers
 - Painters



Electricians



Plumbers



Carpenters



Heavy Equipment Operators



Heavy Equipment/Diesel Mechanics

Benefits of Pre Apprenticeship

For Participants

- Gain work experience and increase skill development
- Earn certifications
- Pathway into a high-wage job
- Faster entry into an apprenticeship program

For Employers

- Builds a job-ready talent pool
- Reduces hiring costs
- Strengthens apprenticeship program
- Supports Montana's workforce pipeline



Tax Credit and Funding Opportunities

Work-Based Learning

- Reimburses employers for any excess premiums incurred from hiring students 18 or younger
- Must be able to demonstrate a rise in worker's compensation coverage as a direct result of providing on-the-job instruction of student
- Student will be employed for one academic semester
- Reduces employer's risk of high premiums
- Encourages work-based learning opportunities for Montanan's youth
- Does NOT cover
 - annual fee increases or rate hikes in response to claims

Information:

<https://wsd.dli.mt.gov/employers/work-based-learning>

Send an email to wblinfo@mt.gov

Trades Education and Training Tax Credit

- \$750 tax credit for each new apprentice, or
- \$1,500 tax credit for each new apprentice that is a veteran
- Tax credit takes effect for 2025 tax year
- Tax credit takes effect once apprentice has completed probationary period or after 6 months, whichever is earlier;
- The tax credit may be applied for each qualified apprentice's training program for length of training program or up to five years.

Information:

<https://apprenticeship.mt.gov/sponsor-tax-credit-information>

Send an email to Apprenticeship@mt.gov

Tax Credit and Funding Opportunities



Incumbent Worker Training

- Helps to off-set a portion of skills-based training costs for incumbent(existing)workers
- Up to \$2,500 for Full time employee and \$1,000 for part time employee
- Can be utilized with apprenticeships
- Applications must be submitted and approved prior to training
- Funding is a reimbursement
- Funding is distributed quarterly
- Quarter funding is divided up into three categories
- Examples of training:
 - Skills-based training
 - Certification

Information on how to apply:

<https://wsd.dli.mt.gov/employers/incumbent-worker-training-program/>
or email iwt@mt.org

Tax Credit and Funding Opportunities

Federal Bonding Program

- Insurance to protect employer against employee dishonesty
- \$5,000 6-month bond –no cost to employer
- Covers any type of stealing
- Incentive to hire at-risk job applicant

Information:

<https://wsd.dli.mt.gov/employers/federal-bonding-program>

Workforce Development Grant

- Help employ certain lower income Montanans improve their long-term financial security
- Grant cannot exceed \$5,000/eligible employee
- Can be utilized for
 - Wage supplementation
 - Training or testing expenses
 - Health Care Insurance
 - Work Related Tools/Equipment/Attire

<https://montanaworks.gov/help-link/help-link-development-grants>

Where to Find More Information

- The quickest and easiest way for information is to call an apprenticeship representative
- For additional information visit our Website at [Montana Registered Apprenticeship](#). There you can find:
 - Basic apprenticeship guidelines
 - Examples of Apprentice-able occupations
 - Information on how to become an apprentice
 - Regionalized contact page for Apprentice Specialist across the state





Thank You

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Apprenticeship Training
Representative

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Career Development
Specialist

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Job Developer

