

Apprenticeship Training Program Timeline for FY09

DATE	ACTIVITY
March 7, 2008	Fiscal Year 2009 (FY'09) Apprenticeship and Training Advisory Committee (ATAC) recommends funding formulas to the Texas Workforce Investment Council (TWIC) for approval.
March 19, 2008	Texas Workforce Commission (TWC) receives FY'09 Apprenticeship Training Program funding recommendations from TWIC.
June 10, 2008	Commission approves: <ul style="list-style-type: none"> • FY'09 preliminary funding formulas as recommended by TWIC; and • Planning estimates contingent on total available funds, as approved the Commission's adoption of the FY'09 Operating Budget. • TWC publishes notice of fund availability for FY'09 Apprenticeship Training Program. Instructions for submitting request for funding posted on TWC website.
July 8, 2008	Apprenticeship Training Program FY'09 application period closes and all planning estimates DUE to TWC. <u>This date is the last date to submit a planning estimate form to be eligible for FY'09 apprenticeship training program funding.</u>
July 15, 2008	TWC determines preliminary statewide contact-hour rate to be used in the preparation of LEAs' FY'09 Apprenticeship Application.
July 17 and 22, 2008	TWC conducts mandatory conference calls, for participating LEAs to discuss application process for FY'09 Apprenticeship Training Program to answer questions.
July 23, 2008	Apprenticeship Applications and any required supporting document DUE for FY'09.
August 1, 2008	Department of Labor – Office of Apprenticeship deadline - All apprenticeship training programs applying for TWC funds in FY'09 must be registered with the Office of Apprenticeship.
August 20, 2008	All Apprenticeship Training Program contracts for FY'09 will be mailed to LEAs for signature.
August 29, 2008	Apprenticeship Training Program contracts for FY'09 to be returned by LEAs.
Late August, 2008	Commission approves final apprenticeship amount as part of the FY'09 Operating Budget.
September 1, 2008	Effective date of the Apprenticeship Training Program contract for FY'09. Earliest date related instruction classes should begin. DOL-Office of Apprenticeship - Revised hours of related instruction as stated in local standards must be approved by the Office of Apprenticeship State Director for funding purposes.
Beginning -- September 1, 2008	Authorized LEA administrators or designees must perform at least one on-site visit during one of the first four class meetings to verify all apprentices are registered with DOL- Office of Apprenticeship and attendance is documented. <i>Instructor's attendance roster of related classroom instruction meetings will be used to verify attendance during preparation of Class Organizational Reports</i> Note: All apprentices to be included in actual contact hour calculation for TWC funding must be registered with DOL – Office of Apprenticeship before attending first class.

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20th day of each month	Expenditure Reports DUE to TWC. (for prior month)
No later than the 5th working day of December 2008	Class Organization Reports, as approved by DOL-Office of Apprenticeship DUE to TWC.
December 19, 2008	TWC notifies LEAs of the final contact-hour rate, the basis for the final contract awards for FY'09.
January 12, 2009	LEAs submit Final Budget Form reflecting final contact hour rate, actual contact hours, and revised budget to TWC.
January 20, 2009	TWC reviews and approves Final Budget Forms.