

## **Scaling Apprenticeship at Community Colleges**

### **Join The Scaling Apprenticeship at Community Colleges Initial Cohort**

#### **APPLY TODAY!**

The Association of Community College Trustees (ACCT), Center for Policy and Practice invites you to submit an application to participate in the Scaling Apprenticeship at Community Colleges project, launched with support from Ascendium, and in partnership with New America and Job Forward.

In follow-up to ACCT's previous work on the role of community colleges in apprenticeship, this project will provide resources, training, and technical assistance for community colleges to become registered apprenticeship program sponsors. The framework and activities for the project will support the capacity-building work of community colleges to design and implement the processes and institutional infrastructure necessary to develop and maintain a successful apprenticeship program. Establishing, strengthening, and formalizing employer partnerships will be a strategic priority toward ensuring program sustainability.

Please review the project details and application below. **The application deadline is Monday, July 21 at 11:59 PM Pacific Time.**

*Questions about this project may be directed to Dana Westgren ([dwestgren@acct.org](mailto:dwestgren@acct.org)).*

#### **PROJECT OVERVIEW**

ACCT and its partners will work with two cohorts of ten community colleges to develop sustainable registered apprenticeship programs for at least two non-traditional occupations (more information on this can be found in the application details). Over approximately nine months, teams from each community college will engage in virtual learning modules on such topics as:

- Framework, components, and policy environment of registered apprenticeship programs (RAP);
- Standards development for new RAPs;
- Employer partnerships;
- Program administration;
- Curriculum, competencies, and related technical instruction (RTI) development;
- Recruiting, onboarding, and supporting apprentices;
- Trustee engagement; and
- Sustainable financing.

Each cohort will leverage process planning guides to help facilitate internal planning sessions and participate in topic-specific peer learning community sessions, where they will have the opportunity to discuss challenges and solutions. ACCT will also work closely with college

trustees to provide pertinent information on RAPs and share insights about how trustees can play a valuable role in the success of their college's RAP program. Further, two members of the college's project team will attend two in-person convenings. The first, in November 2025, will be an introductory and planning session. The second will serve as a working session for final apprenticeship standards application and project assessment. To support participation, colleges will receive a \$15,000 stipend if accepted into the cohort.

At the end of the project, colleges will have the tools necessary to design and implement the components of a scalable, sustainable registered apprenticeship program, with an emphasis on business engagement. Colleges will also come away with processes to onboard future apprenticeship programs in additional occupations and sustain these programs.

## PROCESS TO APPLY

1. **Learn about the project goals:** Please review the [ACCT Scaling Apprenticeship at Community Colleges homepage](#) for more project details. For more information on the role community colleges can play in developing and sustaining apprenticeship programs, review ACCT's white paper [Innovating Workforce Education: Community Colleges at the Forefront of Registered Apprenticeship](#).
2. **Identify occupations and business partners:** At the end of the 4-year project, member colleges will have launched one successful non-traditional apprenticeship program wherein the college serves as the sponsor. The college will also be in the process of launching at least one apprenticeship program for a second occupation. As such, at the time of application, all members of the cohort will have at least one existing, strong relationship with an employer who is prepared to partner on this apprenticeship project.
3. **Identify your team:** Selected colleges should convene a project team that includes, at least:
  - A member of the academic/program office overseeing the instructional components for the occupation of focus;
  - A decision-level administrator (this is often the Dean of Workforce);
  - A representative of the admissions and/or financial aid office;
  - A member of the business or advancement office who focuses on business relationships; and
  - A representative of the IT or record keeping office who works with student data.

You **do not** have to provide the final list of each team member in this application, but please indicate that you have identified potential representatives and began discussions about this work.

4. **Submit your application:** Review and submit the application of interest below. The primary selection criteria for the cohort will be:
  - The strength of existing relationships between businesses and the college;

- Clear identification of non-traditional occupations for development; and
- The college's dedication to sustainable, centralized apprenticeship programming.

## **EXPECTED PROJECT TIMELINE**

- **Application launched:** June 16, 2025
- **Informational webinar for potential applicants:** June 30, 2025 (please feel free to share questions in advance to dwestgren@acct.org)
- **Deadline for colleges to complete application of interest:** July 21, 2025 at COB Pacific Time
- **Expected date for applicants to receive notification regarding cohort decisions:** August 1, 2025
- **Cohort launch/Training modules begin:** August 2025
- **First in-person convening in Washington, DC:** November 6-7, 2025

## **APPLICATION FIELDS**

### COLLEGE OVERVIEW

**Institution name:**

**Institution street address:**

**Institution street address 2:**

**Institution city:**

**Institution state:**

**Institution zip code:**

**Are you a member of ACCT?** Yes or no

**This project will require community college presidential approval. Have you had discussions with senior-level decision makers about this work?** Yes or no

### YOUR TEAM

**Name of Individual completing this form (Note: This individual will serve as your college's main point of contact with ACCT, unless otherwise indicated):**

**Your first name:**

**Your last name:**

**Your title:**

**Your email address:**

**Your phone number:**

**Your Role on the team (select one):**

- ☐ Program area
- ☐ Decision level administrator (e.g. Dean of Workforce)
- ☐ Admissions/Financial aid
- ☐ Business/Advancement office

- ☐ IT/records
- ☐ None
- ☐ Other (please describe):

**If you have already identified planning team members for your Registered Apprenticeship program planning team, please share their names, titles, and contact information below.**

**Program Area Contact**

**Decision-Level Administrator Contact**

**Admissions Representative or Financial Aid Representative Contact**

*(either Admissions Representation OR Financial Aid Representation Required; not required to have both):*

**Business/Advancement Office (Business Relations) Representative Contact**

**IT (Record Keeping) Representative Contact**

**Additional Project Team Members (Optional):**

**If you have not yet identified the team members, please indicate below how you have or plan to engage with the relevant individuals at your college:**

**As this project involves a stipend, please provide the following information to receive the stipend:**

College Name:

Check should be written out to:

Finance professional who ACCT should communicate with regarding the stipend payment:

**APPLICATION QUESTIONNAIRE**

Please provide information below on your existing and future apprenticeship partnerships and goals.

- 1. During this project, your college will develop a registered apprenticeship program for two occupations which do not have to be in the same industry. Please indicate the two non-traditional industries and occupations (or occupation families) for which you plan to develop your apprenticeship programs. More information about apprenticeships for many of the following industries can be found at the [US Department of Labor's ApprenticeshipUSA site](#).**

**The programs can be either credit bearing or non-degree workforce development.**

**The example occupations below are not exhaustive lists, nor do you have to choose from those listed occupations; they are simply provided as examples.**

☐ Advanced Manufacturing and Logistics and Supply Chain Occupations (example occupations: machinist; manufacturing engineering technician; industrial maintenance technician; warehouse supervisor; inventory specialist; semiconductor and advanced manufacturing technician including chip manufacturing)

☐ Agriculture (example occupations: agricultural field technician; animal caretaker; veterinary assistant; plant sciences technician; precision agriculture field service technician; agricultural equipment operator)

☐ Automotive (example occupations: diesel mechanic; electrical and electronic equipment assemblers; computer-controlled machine-tool operators; electric vehicle charging station technicians/installers/electricians/field service technicians)

☐ Education (example occupations: teacher; teaching assistant; early childhood educator; direct support specialist)

☐ Financial services (example occupations: general insurance associate; bank teller; risk consultation, bookkeeper)

☐ Healthcare (example occupations: medical assistant; community health worker; surgical technologist; emergency medical technician)

☐ Hospitality (example occupations: restaurant manager; cook; nutrition care specialist)

☐ Sterile Manufacturing (example occupation: sterile processing technician, computer chips, pharmaceuticals)

☐ Information Technology (example occupations: cybersecurity support technician; IT generalist; network support technician)

☐ Other (Please describe the occupation and industry)

- 2. Describe how participating in this project to become a registered apprenticeship program sponsor is aligned with the goals, priorities, or mission of your institution. Provide a rationale for how you envision becoming a registered apprenticeship sponsor will benefit your college and the students you serve. Please share any other reasons that participating in this project is important to your college.**
- 3. Describe any current or prior experience your institution has, or has had, with registered apprenticeships (such as providing related instruction for union or employer-sponsored apprenticeships).**

- 4. Describe your college's commitment to long-term apprenticeship program growth from college leadership, as well as the college's current ability to support students in an apprenticeship program. This may include existing resources or processes to provide assessment/placement services, financial aid services, academic advising and supports, coaching, and/or tutoring services.**
- 5. Describe your college's existing partnerships with employers, particularly those in the industry/industries for which you plan to develop two apprenticeship programs. Please also provide insight about any experience your college has had with instructional and curriculum design for specific industries, occupations, skill sets, etc.**