Hampton Roads Regional Apprenticeship Hub Employer Incentive Application

Issue Date: 04/13/2026
Issuing Agency: Hampton Roads Workforce Council (HRWC) | Hampton Roads Regional Apprenticeship Hub

Eligible Participants: Employers/Sponsors operating in the Hampton Roads region of Southeastern Virginia, including the following localities: *the* ***cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; and the counties of Isle of Wight, James City, Southampton, York, and Eastern Shore***.

Applications will be accepted on a rolling basis until funds are depleted.
Submit all applications to: apprenticeshiphub@theworkforcecouncil.org
Subject Line: Apprenticeship-Employer Incentive

Purpose: This employer/sponsor incentive aims to help offset the initial financial risks and resource investments involved in developing a highly skilled, specialized workforce. New and existing Registered Apprenticeship Programs (RAPs) will receive direct financial support to cover expenses related to technical training, mentorship, and onboarding activities. This support allows organizations to implement and sustain a "grow-your-own" and "earn-while-you-learn" talent strategy through Registered Apprenticeships.

Eligible Incentive Activities

Employer/ Sponsor Activity	Costs related to Registration of Apprenticeship Program	Train-the-Trainer Costs	Curricula Development	Classroom Education and/or Online Training	Training Supplies for Apprentices (requires preapproval)
Incentive Cap Per Activity	$2,000	$4,000	$2,000	$12,000	$10,000

Each registered apprenticeship program has **$30,000 (max)** allocated incentives. This disbursement of funds is processed through the Hampton Roads Workforce Council, upon approval by the Hampton Roads Apprenticeship Hub.

Reimbursements will be disbursed no later than 45 days upon receipt of supporting documentation.

The Hampton Roads Regional Apprenticeship Hub was established using a $6 million Apprenticeship Building America Grant awarded by the United States Department of Labor, Employment and Training Administration. The Hampton Roads Regional Apprenticeship Hub, led by the Hampton Roads Workforce Council, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. VA Relay 711.

Current Pathways Eligible for Funding:

- **Maritime Construction/Repair**
- **Advanced Manufacturing/Energy**
- **IT/Cybersecurity**
- **K-12 Teacher Occupations**
- **Care Economy (Healthcare)**
- **Other emerging pathways (to be announced)**

Definitions

- **Registered Apprenticeship Program (RAP):** Structured training system approved by the U.S. Dept. of Labor or a State Apprenticeship Agency that combines paid on-the-job learning with related technical classroom instruction. These programs are designed to meet national quality and rigor standards and prepare individuals for skilled careers while helping employers/sponsors develop a highly trained workforce.

*A new RAP is a program that has never been formally registered with the State of Virginia and/or the US Department of Labor.

**An existing RAP is a program that currently employs apprentices. RAPs under a provisional status are eligible

***RAPs that are in a terminated/cancelled status must be eligible for reinstatement to receive funds.

- **Related Technical Instruction (RTI)/ Classroom Education/ Online Training**: The organized, theoretical classroom or online learning component of a Registered Apprenticeship that provides the academic knowledge and technical theory necessary for an apprentice's trade. It directly complements on-the-job training (OJT) by covering safety, industry regulations, tools, and, in many cases, requires a minimum of 144 hours (per year).

*External costs associated with Related Technical Instruction are allowable and reimbursable.

**Registered Apprenticeship sponsors who provide internal related technical instruction can also receive reimbursement for this activity.

- **Train-the- Trainer:** A comprehensive program that equips instructors and workplace preceptors/mentors with the skills to deliver apprenticeship instruction, support apprentice OJT progress, and achieve credentials.

*Only external costs associated with train-the-trainer certifications are allowable and reimbursable.

- **Curriculum Development:** The development of RTI coursework and work process schedules (OJT) to develop a Registered Apprenticeship Program

*Internal and External costs associated with curriculum development are allowable and reimbursable.

- **Training Supplies:** Resources used to support learning and development activities-- not intended as a supportive service for any pre-apprentice/apprentice.

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Employer/Sponsor Incentive Application

I. Employer/Sponsor Information

Employer/Sponsor Name: _____

Employer/Sponsor Sector/NAICS Code _____/_____

UEI Number: _____
UEIs are issued by SAM.gov and are a part of an entity's record in the Entity If you do not have a UEI, you can get one for free at https://sam.gov.

Employer/Sponsor Point of Contact

Address: _____

Main Phone: _____

☐ **New RAP**

☐ **Existing RAP**

☐ **Unsure**

Main Email: _____

Title: _____

Telephone Number: _____

Email Address: _____

II. Apprenticeship Program Info

List the estimated number of apprentices you plan to register below based on occupation.
Check this box if unsure: ☐

Occupation	Number of Apprentices	Projected Start Date: Month/Year	Projected End Date: Month/Year

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III. Registered Apprenticeship Program

Please provide the following detailed information regarding your Registered Apprenticeship Program(s) and needs.

NOTE: Per guidance from the U.S. Department of Labor, grant incentive funds cannot be utilized for apprentice wages, mentor stipends, or any type of supportive services.

A. Workforce needs that will be met:

B. Goals for the program:

C.How do you plan to sustain your Registered Apprenticeship Program?

D. Technical assistance needed from the Hampton Roads Workforce Council (optional):

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E. How will registration incentive funds be used? (Check all that apply)

☐ Costs related to design and startup of Registered Apprenticeship Programs (RAP) (include supporting costs). Proof of registration must be submitted with at least one apprentice at the time of reimbursement request. Internal and/or External costs associated with RAP development are allowable and reimbursable.

☐ ***Train-the-Trainer:*** Payment must be made directly to an Institution of Higher Education (IHE) provider, and not as reimbursement to a current employee. Proof of payment must be submitted upon request for reimbursement.

☐ ***Curriculum Development***: Internal and External costs associated with curriculum development are allowable and reimbursable.

☐ ***Classroom education or online training for apprentices (RTI):*** Payments must be made directly to an IHE, and not as reimbursement to an internal employee. Proof of payment must be submitted upon request for reimbursement

☐ ***Training supplies for apprentices and/or curricula development:*** A line-item budget must be submitted and pre-approved. Proof of payment must be submitted upon request for reimbursement.

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IV. Acknowledgement

Initial to acknowledge the following funding requirements:

_____ I understand, the application must be submitted and all expenditures pre-approved; submission of an application is not a guarantee of funding.

_____ I understand and agree the use of incentive funding must comply with the U.S. Department of Labor allowable use of funds indicated on this application form.

Name: _____ Title: _____

Ineligible Activities:

- Training begun before incentive agreement execution and/or approval
- Using funds to offset current training costs - without expanding training capacity by way of a registered apprenticeship program.
- Using funds for wrap-around support (transportation, housing, childcare, etc.)
- General education not related to specific on-the-job skill(s)
- Training unrelated to specific job or skill needs
- General onboarding or orientation without defined skill progression and/or outcomes
- Mandatory compliance training without additional skill advancement
- Continuing education unrelated to job performance
- Training primarily for networking or professional association participation
- Construction or purchase of facilities or buildings
- Business relocation expenses
- Lobbying
- Research and Development (R&D)

Submit application to: apprenticeshiphub@theworkforcecouncil.org
Subject Line: Apprenticeship- Employer Incentive

***Once this application is submitted please allow up to 2 weeks for review and subsequent decision.**

Disclaimer:
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