



Registered Apprenticeship Employer Incentive Reimbursement Program

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GENERAL INFORMATION

APPRENTICESHIP BUILDING AMERICA ROUND 2 GRANT

In June 2024, the ASME Foundation, the philanthropic arm of the American Society of Mechanical Engineers (ASME), was awarded a \$3.975 million four-year grant from the U.S. Department of Labor to develop and implement a national apprenticeship program in mechanical engineering technology. The ASME Registered Apprenticeship Program (RAP) will provide additional education and training for 270 community college engineering graduates and place them into entry-level engineering technician positions. The program will ultimately lead participants to a role as a mechanical engineering technologist or technician. The RAP will initially be developed for job roles in manufacturing and advanced manufacturing, and over the course of the grant period, ASME will expand the program for roles in clean energy, supply chains, semiconductors, and nanotechnology.

The grant period began on July 1, 2024, and will run through June 30, 2028. The DOL's Apprenticeship Building America grants strive to enhance and modernize Registered Apprenticeship Programs (RAPs) by expanding the number of programs and apprentices, expanding the industries that utilize registered apprenticeships, and increasing access to and completion of RAPs for all communities.

REGISTERED APPRENTICESHIP PROGRAM (RAP)

A Registered Apprenticeship Program or RAP is a type of work-based training program that combines classroom instruction with a paid job that provides on-the-job training, under a mentor, to prepare workers for highly skilled careers. Registered Apprenticeships are industry-vetted and approved and validated by the U.S. Department of Labor or State Apprenticeship Agency to ensure the quality and rigor of the program, and that the instruction and training meet the standards and competencies of each industry. After successfully completing the RAP, apprentices earn a nationally recognized portable credential that is similar to a college degree in a particular field of study.

Registered Apprenticeship Programs (RAPs) are a powerful tool for developing, scaling, and sustaining a broad pipeline of trained talent ready to solve the challenges of tomorrow. They are key to addressing critical workforce challenges while creating pathways to family-sustaining careers in a wide variety of engineering occupations. By offering structured training programs that combine on-the-job experience with classroom instruction, employers can develop employees who are tailored to their specific needs. This approach not only enhances employee loyalty and retention but also fosters a culture of continuous learning and innovation within the organization.

Furthermore, apprenticeships can help reduce recruitment costs and improve productivity, as apprentices bring fresh perspectives and a willingness to learn. Investing in apprenticeships is not just a commitment to training; it's a strategic move that can drive long-term success for your business. This "Earn While You Learn" strategy, Registered Apprenticeship offers job seekers immediate employment opportunities that provide sustainable wages and advancement along a career pathway.

ASME MECHANICAL ENGINEERING TECHNOLOGY REGISTERED APPRENTICESHIP PROGRAM

Through the use of augmented and virtual reality (AR/VR), instructor guided learning, and on-the-job training, ASME's Mechanical Engineering Technology Registered Apprenticeship Program will help fill the knowledge and skills gap for community college engineering (or closely related field) graduates.

Upon graduation, most community college students intend to transfer to a four-year institution to complete their bachelor's degree, but recent research indicates that only 30-35% actually transfer, leaving 65-70% seeking employment. However, these individuals are unable to secure a job in the engineering field because they lack the basic knowledge and skills required for an entry level position.

Apprentices are employed full-time by a company and work approximately 30 hours per week and attend class the other 10 hours. The coursework will be recognized by ABET and may earn credit towards a bachelor's degree. The RAP will take approximately one year to complete and will consist of 144 hours of instruction and 2,000 hours of on-the-job training with a mentor.

To be eligible, students must have completed an associate's degree in engineering or a closely related field that includes passing Calculus I, Physics, and Chemistry I. Engineering Math can be substituted for Calculus.

EMPLOYER INCENTIVE INFORMATION

The ASME Foundation recognizes the need to support employer partners in developing, launching, and sustaining registered apprenticeship programs, as well as broadening participation of individuals and employers in RAPs through an incentive program.

EMPLOYER PARTNER INCENTIVE REIMBURSEMENT PROGRAM (EPIC)

EPIC is a one-time “incentive” reimbursement program for employers, labor management organizations, industry associations, or other employer partners who are new to the ASME MET RAP. Employer partners can be reimbursed up to \$2,000 to offset the costs related directly to funding new or expanding existing RAPs within engineering or a closely related field.

Specifically, reimbursement funds may be used to:

- Support employer costs related to the design and start-up of RAPs.
- Offset additional employer-sponsored apprentice training.
- Extraordinary costs related to on-the-job learning (excluding wages). These extraordinary costs to the employer can be calculated based on a journey worker’s time for serving as the apprentice’s mentor for OJT. After an apprentice has completed 32 weeks of on-the-job training, the company may submit for extraordinary costs reimbursement. The following information must be included on the EPIC Application (Appendix A):
 - Number of weeks of OJT
 - Number of hours/weeks of OJT
 - Wage of Journey worker/mentor
 - Number of hours/week journey worker spent conducting OJT and/or mentorship

Reimbursement for the costs listed above is the only permissible use of funds under the EPIC program. All other costs are not eligible for reimbursement.

Employers are limited to a one-time (1) reimbursement that is not to exceed \$2,000.00. If the reimbursement cost is less than \$2,000, the employer cannot submit a second reimbursement for the difference.

ELIGIBLE ENTITIES

Employer Partners who have hired an apprentice through the ASME MET Registered Apprenticeship Program and filed the required apprenticeship documents with the ASME Foundation are the only eligible entities for EPIC.

APPLICATION PROCESS

To apply for reimbursement through EPIC, eligible employer partners must first submit the EPIC application which can be found here: [Online Application](#) See Appendix A.

APPLICATION REVIEW

Applications will be reviewed on a rolling, first-come, first-served basis until program funds are exhausted or the program is cancelled.

The ASME Foundation team, in whole or in part, will review all EPIC applications. The reviewer must approve or deny submitted applications within 14 business days of receipt and will ensure that approved applications meet eligibility requirements.

The following criteria will be considered during the review process:

- Employers must be licensed to operate in the United States.
- Employers must have at least one (1) active registered apprentice participating in the program.
- Apprentice(s) must have begun the apprenticeship program after June 1, 2025.

APPLICATION APPROVAL/DENIAL

The ASME Foundation will inform applicants via email of approvals or denials within 14 business days of application receipt.

If approved, the ASME Foundation shall provide the applicant with a Reimbursement Award Notification to be signed by the applicant and returned to initiate the reimbursement.

The ASME Foundation will automatically deny incomplete applications. If an EPIC application is denied, the ASME Foundation shall provide the applicant with a Grant Denial Notification containing feedback on the application. A denied applicant may resubmit the application ensuring the feedback information in the Grant Denial Notification is addressed. Resubmitted applications will follow the same procedure as initial applications.

REIMBURSEMENT PROCESS

Once an application is approved and the signed Reimbursement Award Notification Letter is received, the ASME Foundation will begin processing the reimbursement.

Employer partners who are to receive reimbursement must be set up as “payees” in ASME’s

accounting system by completing ASME's Payment Information Form. Once the signed Reimbursement Award Notification Letter is received from the employer partner, then the ASME Foundation team will provide the employer partner with a link to the form.

Once the employer partner is set up as a payee, Accounts Payable will provide the Vendor ID number to the ASME Foundation team. The ASME Foundation team will then complete an Authorization for Payment Form (AFP), attaching the appropriate backup stating who and why the payment is being requested. The form should also state the payment is related to the DOL Grant and if it is 1099 reportable. Once completed the ASME Foundation team will send the AFP packet to Accounts Payable for payment processing.

REPORTING, MONITORING, AND RECORD RETENTION

REPORTING

Because EPIC is a one-time reimbursement model, regular monthly reporting is not a requirement for awardees of this program. The ASME Foundation will utilize an internal reporting system to track program outcomes.

MONITORING

The ASME Foundation acknowledges that US Department of Labor (DOL) may conduct fiscal and/or programmatic monitoring. Therefore, the ASME Foundation may conduct annual programmatic monitoring of the project to ensure that employers are following policies and meeting expectations, including nondiscrimination and equal opportunity provisions. Monitoring may include desk and/or on-site monitoring. Failure of the ASME Foundation to supervise, evaluate, or to provide guidance and direction shall not relieve the employer of any liability to comply with the terms of the reimbursement agreement.

RECORD RETENTION

In accordance with the ASME Foundation, ASME, and the Standards of Apprenticeship policies and procedures, employer partners are required to maintain records for at least three (3) years after the date the apprentice completes or leaves the program.

All records, both electronic and physical, must be maintained in accordance with TEGL 39-11, "Guidance on the Handling and Protection of Personally Identifiable Information (PII)," as well as the ASME Foundation and ASME policy concerning privacy and data security. PII is participant-level and employee data that either by itself or combined with other data can link to a specific individual or identity.

When emailing documents containing PII, all awardees and the ASME Foundation and ASME staff must use password-protection, encryption-preferred, strong authentication procedures, or other security controls to make the information unusable by unauthorized individuals. Physical records must be kept in locked offices or file rooms. If the file room is shared with other programs, and/or staff other than staff authorized for this program have access to that room, then the files must be maintained in locked cabinets.

APPENDIX A

EMPLOYER PARTNER INCENTIVE REIMBURSEMENT APPLICATION

[Click Here for online application.](#)

General Information	
Company	
Point of Contact Name	
POC Email	
POC Phone	
Company Address	
City, State Zip	
Apprentice Name	
Apprentice Start Date	
Mentor/Journey Worker Name	
Mentor/Journey Worker Hourly Wage	
Reimbursement Category Check all that apply.	
☐ Offset additional employer-sponsored apprentice training. – must attach receipt.	
☐ Support employer costs related to the design and start-up of RAPs.	
☐ Extraordinary costs related to on-the-job learning. These extraordinary costs to the employer are calculated based on a journey worker's time for serving as the apprentice's mentor for OJT.	
If requesting Extraordinary costs please complete the following:	
Date started as mentor/journey worker	
Hours per week serving as mentor/journey worker	
Number of weeks serving as mentor/journey worker	
Number of weeks apprentice completed on-the-job training (OJT)	
Number of hours per week apprentice completed OJT	