

**Department of Labor and Workforce Development
On-the-Job Training - Mentorship Funding
Employer Information - Apprenticeships**



The Division of Employment and Training Services (DETS) focuses on the use of work based learning opportunities as a means to ensure workers obtain good jobs that lead to long term careers and self-sufficiency.

Work based learning includes on-the-job training and registered apprenticeships. Mentorship funds are used to offset costs to employers while mentoring new apprentices. DETS promotes the creation of new USDOL Nationally Recognized Apprenticeship programs and employers may utilize OJT Mentorship funds for apprenticeship programs that are within the first five years of sponsorship.

Mentorship funds may be used when an employer has recently (within the past six months) acquired a new apprentice and has assigned a journey level/seasoned employee to deliver training and mentorship to the new hire. Mentorship funds are paid to the employer for a specific participant enrolled in a State or Federally funded training program located through the job center.

The maximum number of weeks for mentorship funding is 26 with total reimbursement not to exceed \$4,000.

To utilize mentorship funds:

1. Contact _____ at the job center at (907) _____ to set up an appointment to complete the OJT mentorship agreement and to collect worker information.
2. The job center staff will obtain the Standards of Apprenticeship for the position from the Office of Apprenticeship.
3. Once job center staff determines the apprentice eligible for a state or federal job training program, the specifics of the mentorship agreement, including hourly wage, length of mentorship, etc. will be determined and a signed agreement put in place.
4. The employer will submit an invoice for the mentorship activity to the job center and will receive payment for the mentorship activity. A sample invoice will be provided if needed.