



Technical College
System of Georgia

High Demand Career Initiative Program PROGRAM GUIDELINES

2022-2023



www.TCSG.edu

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Introduction

About the High Demand Career Initiatives (HDCI) Program

In 2022, the High Demand Career Initiatives (HDCI) Program, authorized by Georgia Senate Bill 379, was signed into law by Governor Brian P. Kemp. As Georgia's first-ever state-funded apprenticeship initiative, the HDCI Program represents a historic investment by the State of Georgia in registered apprenticeships.

The HDCI Program provides funding to Georgia employers to incentivize the creation and expansion of registered apprenticeship programs throughout the state. This program aimed to both upskill Georgians and increase skilled talent within Georgia's high-demand industries.

About Registered Apprenticeship Programs in Georgia

A Registered Apprenticeship Program (RAP) is an employer-led workforce development model and strategy designed to provide employers with additional support to train skilled workers and meet growing workforce needs. RAPs serve as valuable investments into local workforce as they combine real work experience with classroom learning all while providing a paid job to apprentices. Furthermore, registered apprentices not only benefit from acquiring and mastering high-demand skills, but also tend to achieve higher wages, and more upward mobility within their employer and industry.

Currently, Georgia has more than 10,000 active apprentices in Registered Apprenticeship Programs.

High Demand Career Initiative (HDCI) Program

High Demand Career Initiative (HDCI) Program Funding Awards

To incentivize the creation and expansion of RAPs throughout the State of Georgia, TCSG will administer contract completion awards (referred to as “awards”) to Georgia employers that have been successfully selected to participate in the program. Awards will provide up to \$10,000.00 per apprentice to the employer once the apprentice has successfully completed the RAP.

Award Amounts

Each selected employer is eligible to receive awards for up to five (5) employed registered apprentices. Award amounts are determined based on the length of the RAP.

HDCI Award Funding Range	
One (1) Year Apprenticeship	\$5,000
Two (2) Year Apprenticeship	\$7,500
Three or more (3+) Year Apprenticeship	\$10,000

Employer Eligibility

In order to participate in the HDCI Program, employers must:

- Be located and operate in the state of Georgia;
- Employer has been operational for at least one (1) year;
- Employ apprentices in a qualifying U.S. Department of Labor recognized Registered Apprenticeship Program; and
- Be current on all state tax obligations.

Registered Apprentice Eligibility

To qualify as an eligible apprentice under the HDCI Program, the individual must be:

- At least 15 years of age or older; and
- Enrolled in a qualified Registered Apprenticeship Program after July 1, 2022.

Application Process

In order to participate in the HDCI Program, employers must apply via an online application portal during the application period. Due to selections being competitive and based on a scoring criteria, it is encouraged that applicants apply as early as possible once the application period opens.

A sample application will be published two weeks ahead of the application period. Applicants should review the application and prepare required information.

Eligible Applicants

Applications must only be submitted by an eligible employer. An apprenticeship sponsor or consultant can assist with the application, but the employer must be the entity to submit an application via the online portal.

Registered Apprenticeship Requirement

All applicants must be associated with a USDOL Registered Apprenticeship Program at the time of application submission. When applying the applicant must provide detailed program registration information, including apprenticeship sponsor information and program registration number.

Application Period

TCSG will have at least one application period for FY23.

- The primary application period will open on October 3, 2022 at 10:00 AM and close on October 14, 2022 at 5:30 PM.
- A secondary application period may take place based on the availability of funds.

Application Portal

The HDCI Program application portal can be found at www.TCSG.edu/HDCI

Selection Process

In order to participate in the HDCI Program, an employer must apply during the application period and be successfully selected. Selections will be made on a tier system as described below, and subject to the availability of funds.

Selection Categories

All selections will be made based on a scoring system and when an eligible employer applies for an award. All Georgia employers that meet the eligibility criteria may apply during the application period.

Priority consideration will be taken into account for employers that qualify as one of the three priority designations for FY2023:

- Rural Georgia Business: Employers located and employing apprentices in a [Tier I or Tier II designated rural county](#).
- Georgia Small Business: Employers operating in Georgia that have 300 or less employees or less than \$30 million in gross receipts per year (O.C.G.A 50-5-121).
- Healthcare Jobs: Employers who are in the healthcare industry and have a workforce that expands healthcare access to Georgians.

*Priority spots will be filled based on the priority categories above, tier scoring system and time of application submission for qualifying employers. Due diligence to verify qualifications will be conducted.

All employers will be considered based on the contents of the application and meeting the minimum employer eligibility requirements. Selections will be based on the tier scoring system and when the application was submitted. The number of available employer spots is dependent on the availability of funds and the number of apprentices supported by selected employers (five apprentices maximum per employer).

Award Administration Process

All selected employers will be notified beginning two weeks after the close of the application period. Selected employers will have seven (7) calendar days after notification to accept selection into the program. If an employer accepts, the employer will enter into a Memorandum of Understanding (MOU) with TCSG, and be provided a program introductory packet.

Employers will have 60 calendar days to employ, enroll apprentices into the RAP, and provide apprentice information to TCSG. Once apprentice information is received, the employer will enter into a contract with TCSG for each apprentice supported under the HDCI Program.

Once the apprentice successfully completes the RAP and receives the USDOL Certificate of Completion, the contract will be considered complete, and the award will be paid to the employer.

Prior to apprentice completion of RAP, employers can request to drawdown a percentage of the funds annually until RAP is complete.

1. Each employer is eligible to receive an initial payment per apprentice of \$2,500, regardless of the length of apprenticeship.
2. Multi-year apprenticeships can request 25% of total award amount annually until completion of the registered apprenticeship.
3. All remaining funds will be awarded upon successful completion of the RAP.

Program Length	Award Amount	Initial Award	Year Two	Year Three	Completion
One Year	\$5,000	\$2,500	--	--	\$2,500
Two Year	\$7,500	\$2,500	\$2,500	--	\$2,500
Three+ Year	\$10,000	\$2,500	\$2,500	\$2,500	\$2,500

All drawdown funds are subject to repayment if the terms of the contract are not met (i.e. failure to complete the RAP).

How to Participate in the HDCI Program

1. **Become a DOL-recognized Registered Apprenticeship Program**
 - To learn more about becoming a Registered Apprenticeship Program, visit www.apprenticeship.gov.
 - To learn more about becoming a Registered Apprenticeship Program in partnership with a TCSG Institution, visit www.TCSG.edu/Apprentice.
2. **Review HDCI Program Guide for Participation Rules and Program Details**
 - HDCI Materials are available online at TCSG.edu/HDCI
 - For specific questions, email the HDCI@tcsge.edu
3. **Apply during the Application Period**
 - The primary application period opens October 3, 2022 at 10:00 AM and closes on October 14, 2022 at 5:30pm.
 - Apply online at www.TCSG.edu/HDCI
4. **Selection Notification**
 - In late October, TCSG will notify applicants of their selection status.
 - If selected, employer will sign an MOU with TCSG, while TCSG conducts due diligence.
5. **Due Diligence**
 - Applicants will be subject to verification of all documentation: legitimate business in the state of Georgia, special business designation, tax documentation, active USDOL Registered Apprenticeship verification.

Registered Apprenticeship Programs (RAPs)

What is a Registered Apprenticeship?

RAPs are an industry-driven training model that is connected to a high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, classroom instruction, and a nationally-recognized, portable credential.

RAPs are apprenticeships that have been validated by the U.S. Department of Labor, which ensures the utmost quality for both worker and employer.

Benefits for Business

- Highly-skilled employees
- Stronger employee retention
- Higher productivity
- More diverse workforce

Benefits for Workforce

- Increased skills
- Higher wages
- Nationally-recognized credential
- Career Advancement & Upward Mobility

Components of Registered Apprenticeship

- **Paid Job** - Apprentices are paid employees on day one of the apprenticeship who produce high-quality work while they learn skills that enhance their employers' needs.
- **On-the-Job Learning**- Apprentices become skilled workers through structured learning in a work setting at their employer.
- **Classroom Learning** – Apprentices are also learning job-related skills through education in a classroom setting (virtual or in-person).
- **Mentorship** – Each apprentice has the direct support of a skilled worker to assist and enhance critical hands-on learning at the employer.
- **Credentials** – Apprentices work toward obtaining a nationally-recognized credential to be issued at the completion of the program.

Who is involved in a Registered Apprenticeship?

1. **Apprentice(s)** – In order to participate in a RAP, the apprentice must be at least 15 years of age, and ready to participate in a full-time education and training program for the length of the RAP.

2. **Employer** - In order to participate in a RAP, the employer employs the apprentice on “day one” of the program, and must be an active part of the development and duration of the apprenticeship program. The employer provides the On-the-Job Learning (OJL) portion of the apprenticeship.
3. **Sponsor** – Apprenticeship sponsors are any employer, association, committee, or organization that operates a Registered Apprenticeship Program. This entity assumes the full responsibility for administration and operation of the apprenticeship program. Sponsors can be a single business or a consortium of businesses. Alternatively, the sponsor can be a workforce intermediary, such as an industry association or a labor-management organization. Community colleges and community-based organizations can also serve as sponsors of apprenticeship programs. Sponsors may design and execute apprenticeship programs, provide jobs to apprentices, oversee training development, and provide hands-on learning and technical instruction for apprentices.
4. **Education Provider** – Every RAP must have a designated classroom portion, referred to as related technical instruction (RTI), where apprentices learn the theoretical and technical knowledge base necessary to become a successful high-skilled employee. It also provides additional practice and understanding of job-related skills and knowledge learned at work.

All RAPs vary and are customized to the employers and occupations they serve. For this reason, entities involved in a RAP can have multiple roles. For example, employers can be apprenticeship sponsors, or apprenticeship sponsors can provide classroom education, etc. It is highly recommended that during the development of the RAP, employers, RTI providers, and sponsors work closely with USDOL and TCSG’s Office of Workforce Development.

Registered Apprenticeship Program Development Resources

- [Quick Start Toolkit: Building Registered Apprenticeship Programs](#)
This digital guide provides a step-by-step outline of registered apprenticeships are built and launched.
- [Discover Apprenticeship Factsheet](#)
This one-pager outlines what a registered apprenticeship is and how to get started depending on your role.
- [U.S. Department of Labor, Apprenticeship Website](#)
For more resources about registered apprenticeships and other related opportunities, visit the Office of Apprenticeship website.

Technical Assistance and Support

OWD Apprenticeship team staff is available to offer technical assistance.

Employers and sponsors who may not be eligible or interested in the Registered Apprenticeship opportunities under the ASE grant may still be referred to the TCSG, Office of Workforce Development Apprenticeship Team to learn more about other opportunities and resources that may be available to employers.

TCSG Office of Workforce Development – HDCI Program Contacts

Brandon Ona – Business Services Director
P: 404.679.5958 E: BOna@tcsg.edu

Danny Mitchell – HDCI Program Manager
P: 404.679.5474 E: WMitchell@tcsg.edu

Rosalyn Dennis – Grants Specialist
P: 404.679.4967 E: RDennis@tcsg.edu

Frequently Asked Questions (FAQs)

Q: Who is eligible to register for the HDCI Program incentive?

A: Any employer with a registered USDOL Registered Apprenticeship program in the state of Georgia. Employer must also be designated as one of the HDCI occupations per the HDCI list.

Q: What careers are on the HDCI list?

A: Please refer to the TCSG HDCI link: www.TCSG.edu/HDCI

Q: If selected, how many apprentices can an employer support with this award?

A: Five. The law governing this program limits an employer to entering into contracts for up to five apprentices.

Q: What documents can be used to provide proof that employer is current on taxes?

A: Form 940, Employer's Quarterly Federal Tax Return; Form 940 Employer's Annual Federal Unemployment (FUTA) Tax Return; Georgia Tax Clearance Letter, <https://gtc.dor.ga.gov/> ; A certified Letter from your tax accountant



Georgia's High Demand Career Initiative Program is administered by the Technical College System of Georgia (TCSG).

For more information on TCSG and its programs, visit [TCSG.edu](https://www.tcsgeu.edu)