

**Wisconsin Department of Workforce Development**

**Final Regulatory Flexibility Analysis**

***Rule Subject:*** Apprenticeship Completion Award Program  
***Adm. Code Reference:*** DWD 295  
***Rules Clearinghouse #:*** 14-032

***Rule Summary***

This rule will administer an apprenticeship completion award program to partially reimburse the tuition costs paid for apprentices who have successfully completed part or all of their apprenticeship requirements, and who are employed in the trade, craft or business in which the apprentice was trained.

This rule will do all of the following:

- Establish requirements that allow DWD to distribute tuition reimbursement completion awards to an apprentice or to the sponsor of the apprentice, in an amount of up to 25% of the tuition costs, but no more than \$1000.
- Allow DWD to distribute awards in two parts. The first payment may be made upon the successful completion of the first year of the apprentice's contract, but the payment may not exceed \$250. The remainder of the award may be distributed upon the final completion of all requirements under the apprentice's contract.
- Deny applications for reimbursement that would otherwise qualify, if the amount of total reimbursement requests applied for exceeds the amount appropriated, based on the dates on which apprentices and sponsors of the apprentice become eligible for the apprenticeship completion awards.
- Identify requirements that an applicant seeking reimbursement under this program must meet when the applicant is delinquent in child support or maintenance payments, or owes past support, medical expenses or birth expenses.

***Small Business Affected***

This rule does not place any requirements on small businesses but it may have a positive impact on small businesses that employ apprentices and incur tuition costs. Small businesses that incur tuition costs may be eligible for reimbursement of up to \$1,000 per apprentice.

***Reporting, Bookkeeping and other Procedures***

This rule does not regulate any small businesses and thus there are no reporting, bookkeeping, or other procedures in the amendments for small businesses.

***Professional Skills Required***

This rule does not regulate any small businesses and thus there are no professional skills required for small businesses.

***Accommodation for Small Business***

This rule does not impose any new regulatory burdens on any business. The purpose of this rule is to reimburse eligible tuition costs to an apprentice, or to the sponsor of the apprentice, upon successful completion of the first year under the apprentice's contract or upon the full completion of the apprentice's contract.

Many of the businesses indirectly affected by this rule are “small businesses.” The proposed rule does not make special exceptions for small businesses because the apprenticeship completion award program will positively impact businesses of all sizes.

***Conclusion***

This rule will generally benefit businesses, including small businesses. There will be no negative effects on small businesses. This rule amendment will not have a significant adverse effect on small businesses and is not subject to the delayed “small business” effective date provided in s. 227.22 (2) (e), Stats.

Dated this \_\_\_\_\_ day of February, 2015.

STATE OF WISCONSIN  
DEPARTMENT OF WORKFORCE  
DEVELOPMENT

By \_\_\_\_\_  
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