

# California Apprenticeship Council Training Funds

## Guidance on Applications for Reimbursement Funding

Fiscal Year 2025-2026



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This publication is being issued by the Division of Apprenticeship Standards (DAS) as part of their mandated responsibility to administer the California Apprenticeship Council (CAC) Training Funds. In Fiscal Year 2025-2026, the CAC Training Funds have \$20 million allocated for Reimbursement Funding.

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## 1. Overview

Contractors awarded public works contracts must contribute to either their signatory training funds or the California Apprenticeship Council (CAC) Training Funds in amounts established in the prevailing wage rate publication for journeypersons and apprentices per California Labor Code §1777.5. Each year, Division of Apprenticeship Standards (DAS) solicits applications for reimbursement of eligible expenses (Section 3.6) of multi-employer apprenticeship programs who serve the same craft or trade and geographical area as the training contributions made and that are registered and in good standing with DAS. These reimbursements are distributed in accordance with California Labor Code §1777.5, subdivision (m).

This year the funding allocated for program reimbursements has been increased from \$3,000,000 annually to \$20,000,000 for Fiscal Year 2025-2026. This increase in reimbursement allocation is in response to a steady increase in CAC Training Funds contributions over recent years. As a result, eligible apprenticeship programs will likely receive more funding than in recent years, if their expenses meet or exceed the increased formula allocation amount.

To ensure accountability and efficiency of this Reimbursement funding, the application process for has been updated to streamline the process and help ensure these funds are used to reimburse eligible expenses related to training apprentices. Programs that apply for reimbursement will create a profile on the California Outreach Rapid Deployment (CORD) online platform and submit their application and all related documentation via this platform.

Programs applying for this reimbursement funding must keep adequate records, such as invoices, receipts, canceled checks, etc., documenting expenditures and making records available to the Department of Industrial Relations (DIR) if requested to verify that grant funds are used to reimburse costs related to training apprentices.

## 2. Eligibility Requirements

### 2.1 Amount

These reimbursements are distributed in accordance with California Labor Code §1777.5, subdivision (m)(2)(A), which states that:

(i) "If there is an approved multiemployer apprenticeship program serving the same craft or trade and geographic area for which the training contributions were made to the council, a grant to that program shall be made."

(ii) "If there are two or more approved multiemployer apprenticeship programs serving the same craft or trade and county for which the training contributions were made to the council, the grant shall be divided among those programs based on the number of apprentices from that county registered in each program."

Therefore, the funding allocation for each eligible program varies based on from where

contributions were made to the fund and for which trade, then based on the number of apprentices a program served for a specific occupation in a particular county. For example, if there is more than one program serving one occupation in a particular county, the amount of funding available for those programs matches the proportion of those apprentices that they served within that occupation and county. If there is only one program in a specific county for a particular occupation, that program will be eligible to receive the entire amount available for that occupation in that county. This calculation is made based on the DAS California Apprenticeship System (CAS) database which tracks both apprentice registrations and CAC Training Funds contributions.

For Fiscal Year 2025-2026, there is \$20,000,000 available in total; the above calculation will be applied to the total amount of funding available. The CAS System will generate a report based on the above calculations and eligible programs will be notified of the amount they are eligible for based on this calculation.

## **2.2 Eligible Apprentices**

To be included in the calculation of CAC Training Funds funding for eligible programs, the apprentices those programs serve must meet all the following requirements:

- Be registered in an apprenticeship program associated with the CAC building and construction trades
- Be an active apprentice registered with DAS and in a trade and geography where training contributions were made to the CAC Training Funds
- Be registered by submission of the DAS-1, via CAS web registration
- Must have been an active apprentice sometime between July 1, 2024, and June 30, 2025

The reimbursement funding amount is primarily determined by the apprentices that are registered with CAS. Programs are therefore required to keep information about the apprentices up to date in CAS to ensure they are allocated the full amount of reimbursement funding for which they are eligible.

## **3. Process to Apply for Reimbursement Funding**

DAS will open the CAC Training Funds application process for reimbursement at the end of the third quarter of the calendar year, in September. The amount of funding a program is eligible for will be calculated according to Section 2.1 above. A program will be eligible for up to this amount, or for the total of their eligible expenses between July 1, 2024 – June 30, 2025, whichever amount is less.

The CAC Training Funds application process for Reimbursement Funding is intended to be supportive and collaborative. Since this is formula funding and NOT a competitive grant application or procurement process, DAS intends for all eligible programs to receive this funding. The application process will be prioritize open communication and DAS providing ongoing support to applicants. If you have any questions, please email:

[trainingfundgrants@dir.ca.gov](mailto:trainingfundgrants@dir.ca.gov)

### 3.1 2025 Application Timeline

The timeline for applications in FY 2025-2026 is:

- September 23, 2025: Applications for Reimbursement open on CORD
- September 23, 2025: Notice of Eligibility emailed to eligible programs
- September 25, 2025 (10am PST) Webinar for applicants
- October 14, 2025: Online office hours for applicants (Session 1)
- October 28, 2025: Office hours for applicants (sSession 2)
- November 14, 2025 (12pm PT): Application deadline

### 3.2 Application Process and Requirements

The application process for CAC Training Funds includes the following steps:

1. Notice of Eligibility received via email
2. Access profile on CORD, and begin working on Application in CORD
3. Complete Cover Sheet
4. Fiscal Entity Designation and updated STD 204 as needed
5. Complete Expense Report
6. Upload supporting Receipts, Invoices, and expense documentation
7. Submit everything through CORD by November 14, 2025, at 12pm

Each of the above steps is outlined in further detail below. Please do not wait until the deadline to begin completing your application. Start as soon as you gain access to this application to give yourself ample time to learn the new application process and ask DAS any questions you may have. DAS will be processing applications on a rolling basis and anticipates completing the processing of all submitted applications by Q1 of 2026.

### 3.3 Notification and Registration in CORD

The Notice of Eligibility is the document that will allow a program to begin their application process for Reimbursement Funding, which each eligible program will receive from DAS via email. Once received, make sure that the information (authorized representative, DAS File #, etc.) referenced in the letter is accurate. The letter will contain the total amount of reimbursement funding a particular program is eligible to receive with a table listing details about the number of apprentices that were active in that program between July 1, 2024, and June 30, 2025. This information will be required for the completion of the funding application. If your program has been eligible in the past but has not received the Notice of Eligibility by September 23, please contact [trainingfundgrants@dir.ca.gov](mailto:trainingfundgrants@dir.ca.gov) and provide your DAS File # , and the DAS team will follow up regarding your notice.

A link to the CORD platform website will be provided in the notice along with a unique reference number, which you will need to access your application. Do not share your reference number. Once you can access your profile on CORD, begin work on your application for Reimbursement Funding. If you have challenges using CORD, please

send an email to DAS - [trainingfundgrants@dir.ca.gov](mailto:trainingfundgrants@dir.ca.gov)

### 3.4 Cover Sheet

The Cover Sheet is the first component of the application that needs to be completed. Applicants will provide contact information for their program and for the fiscal entity that will act as recipient of any reimbursement funding received once the application is processed and completed.

### 3.5 Fiscal Entity Designation

Only one entity associated with the program may receive reimbursement funding, and that fiscal entity needs to be clearly defined. Because most programs applying for reimbursement funding have received similar funding in the past, it is likely that DAS already possesses accurate contact information for their fiscal entity. In circumstances where the contact information for a fiscal entity has changed, or where that fiscal entity has not interacted with DAS in the past, the applicant will need to download, complete, and submit a Payee Data Record form (STD 204) through the CORD platform.

### 3.6 Expense Report

The CAC Training Funds are a reimbursement model; to receive reimbursement programs must demonstrate costs related to supporting and training apprentices and those costs must be incurred between July 1, 2024, through June 30, 2025. Those costs must meet or exceed the amount of funding that is requested through the application. To demonstrate those costs, enter each expense as a line item in the Expense Report component of your application in CORD. For each expense provide the date it was incurred by your program, designate an appropriate expense category, provide a description of the expense and how it is related to training or supporting of apprentices, and enter the exact amount of the cost. Below is an example of several entries. Please note that exactly how you will enter expenses in CORD will appear differently than this example, but this is an example of the information that will be required.

Date	Expense Category	Expense Description	Cost
7/25/2024	Large Equipment Purchase	Boom crane to use at LA training facility for hands on training	\$ 26,800.00
1/16/2025	Operating Expense	Apprentice training facilitating rent payment for December, 2024	\$ 5,750.75
2/1/2025	Staff Salary	0.5 FTE for training instructor	\$ 25,000.00
4/17/2025	Training Supplies	65 electrical engineering textbooks for 3 classes of apprentices	\$ 8,500.00

Eligible expenses and expense categories include:

- **Apprentice Support Services:**
  - Support services provided to apprentices:
    - Interview coaching
    - Conflict resolution
    - Life crisis management

- Emergency housing
  - Extra tutoring
  - Language support
  - Legal support for participants
  - Work clothing
  - Mentoring
  - Mental Health Services
  - Internet Connection Services
  - Staffing for case management
  - Other – please clearly describe service, cost, and how it is connected to supporting apprentice success and completion
- **Staff Salary**
    - Staff that are directly training apprentices or supporting the training of apprentices
    - Provide details of how they are accomplishing this role
    - Indicate in the expense description the Full-Time Equivalent (FTE), 1.0 being 100% of that staff person’s time, and the position of the staff person committed to this work
- **Staff Benefit Cost**
    - Includes expenses such as health benefits, paid time off (PTO), retirement, and workers compensation.
    - Must be for staff directly training apprentices or supporting the training of apprentices
- **Staff Travel**
    - Must be for travel within the state of California
    - Includes travel to training events for staff or for apprentices
    - Indicate the mode of transportation, the distance traveled, the destination, the quantity and role of the people traveling, and how the travel is connected to the training of apprentices.
- **Training Supplies**

- Includes office supplies (such as writing utensils, notebooks, and binders/folders) and hand tools (such as screwdrivers, pliers, and hammers) used for the training of apprentices
- Includes consumables and building materials used for the training of apprentices such as gypsum fiber roof board for a roofer's apprenticeship program or coils of wire for an electrician's apprenticeship program
- Unit cost less than \$500.00 per item
- **Small Equipment Purchase**
  - Equipment such as power tools, computers or tablets
  - Unit cost between \$500.00 and \$4,999.00
- **Large Equipment Purchase**
  - A large piece of equipment or vehicle that directly supports the training of apprentices
  - Unit cost of \$5,000.00 or more
- **Operating Expenses**
  - This is an incidental cost to the operation of the training program
  - Examples include:
    - Training facility rent
    - Training facility utility costs
    - Software for tracking apprentices
    - Other – please clearly describe the cost and how it is necessary to support your apprenticeship program
  - **This category cannot exceed 10% of total expenses for which the applicant is seeking Reimbursement Funding**

Once you have submitted all your eligible expenses into your application, CORD will summarize them by category, and into a grand total. The total is expected to meet or exceed the amount of Funding Reimbursement your program is eligible to receive as stated in your Notice of Eligibility. If actual costs are less than the amount indicated in the Notice of Eligibility, then the program will likely be awarded the amount of costs demonstrated.

### **3.7 Invoices and Receipts**

Once you have completed your expense report, you will need to upload invoices and receipts for all the expenses you have entered into your application. Please upload each

receipt or invoice as a separate PDF. Include the expense category and the name of the expense in the file name. The dates and amounts listed on these documents must match the details of the expenses in your application.

### **3.8 Application Submission and Processing**

Only once you have completed and submitted each component of your application on CORD, and uploaded all invoices and receipts related to your expenses, will your application be officially submitted and ready for processing. Please ensure the information within each component is accurate before submitting said component. The CORD platform will provide you with the ability to save your progress while you are working on an application component. When you have completed and submitted your application, you will receive a notification from the CORD platform.

DAS process your application on a rolling basis after the full application has been submitted. If missing or incorrect information is discovered in your application, you will receive a general notification via CORD as to which of your application components require a correction, and a detailed email from DAS indicating the problem.

If for any reason you need to change information in your application or upload additional documentation, please reach out to DAS.

## 4. Award Notification

Once DAS determines an application for Reimbursement Funding is complete and correct, they will send the applicant e a notification via CORD that their application has been processed, followed by an email providing details on the award amount, the award recipient, and when the recipient can expect to receive the award. Again, please reach out to DAS if you have any confusion during this phase of the application process.

## 5. Glossary of Terms

**CAS:** The California Apprenticeship System (CAS) is the primary database used by the Division of Apprenticeship Standards (DAS) to house information regarding approved programs and their registered apprentices, pre-apprentices, trainees and journeypersons, program Standards, associated Local Education Agencies, program evaluations, and much more.

**CAC:** The California Apprenticeship Council (CAC) issues rules and regulations which establish standards for equal opportunity access, minimum wages, maximum hours, and working conditions for apprenticeship, pre-apprenticeship and on-the-job training programs in the building and construction trades and for firefighter occupations.

**CORD:** The California Outreach Rapid Deployment is an online platform used by DAS to manage the submission of grant applications and reporting of grant deliverables and outcomes.

**DAS:** The Department of Industrial Relations' [Division of Apprenticeship Standards](#) consults with employers to develop a skilled workforce, by establishing innovative apprenticeship programs that offer training, to create viable career pathways for Californians.

**DAS-1 Form:** The apprenticeship agreement. It is a legally binding contract between an apprentice and a program sponsor. The agreement details the apprentice's responsibilities, such as performing work assignments, and the sponsor's commitment to provide training and wages.

**Registered Apprenticeship:** Registered Apprenticeship is any apprenticeship program engaging in training under, and in accordance with, apprenticeship standards that have been approved by the Division of Apprenticeship Standards (DAS).

**STD 204:** The Payee Data Record form that any non-government entity is required to complete and submit, in lieu of an IRS w-9 or W-7 form, to the appropriate state agency when receiving payment from said agency.