# Want SUNY Apprenticeship Program Funding?

## Here are your steps.



#### SUNY Community College Completes Application

The SUNY Community College seeking funding to support an Industry Roundtable, Curriculum Development, Pre-Apprentice or Registered Apprentice, etc. program must submit an application for Committee Review.

Once submitted, MVCC or SCCC fiscal lead coordinators will work with you to assure that the application is properly submitted and details are received.

### Department of Labor Verification - Registered Apprentices ONLY

Using an approved agreement #, you must submit each registered apprentice's name for DOL Verification. This is a crucial step to assure apprenticeship verification. Without it an invoice will not be paid.



#### **Letter and Agreement**

If an application is approved, your Coordinator will email you a letter including agreement #, current funding guidelines and a copy of the application for your records.

The agreement must be signed and returned to your Coordinator to access these funds.

#### Invoice Submission and Review

The SUNY Community College with Pre-Apprentice and Registered Apprentice approved funding submits:

- intake, per person with Information Release Form
- training detail for each course separately

And then an overall invoice with itemization to highlight subtotal of all costs with project management and total invoice amount.

After final review, coordinators will process a payment to the SUNY Community College directly.