SSEAC Apprenticeship Process

Application Process:

1. Review all documents and fill out the Application for Apprenticeship Opportunities Fund form including the funding request.

2.Submit a joint apprenticeship plan that meets the apprenticeship plan guidelines.

Approval Process:

1. SSEAC will approve your apprenticeship plan and funding request in principle.

2. SSEAC will send a letter stating the amount of funding your district will receive once proof of apprentice registration is provided.

Proof of Registration:

1. Register the apprentice with ITA and send proof of registration to the SSEAC.

2. If exceptional travel circumstances exist provide documentation of the situation and the SSEAC will consider the additional funding request.

Funding Allocation:

1. SSEAC will allocate the approved amount of funding to each district on an annual basis.