



POLICY ISSUANCE 2023-10

Maryland Hospitality Management Apprenticeship Program | November 16 , 2023

TO: Division of Workforce Development and Adult Learning (DWDAL) staff, Local Workforce Development Area (Local Area) directors, and Registered Apprenticeship Sponsors

FROM: DWDAL
Maryland Department of Labor (MD Labor)

SUBJECT: Guidance on the implementation of the Maryland Hospitality Management Apprenticeship Program.

PURPOSE: To provide policy guidance on the Maryland Hospitality Management Apprenticeship Program.

ACTION: Local Area directors, American Job Center (AJC) Reemployment Program Directors, Maryland Hospitality Management Apprenticeship Program sub-awardees, central office managers, and Maryland Apprenticeship Training Program staff will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available on the [MD Labor website](#).

EXPIRATION: Until canceled or replaced.

QUESTIONS:

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GENERAL INFORMATION

WORKFORCE INNOVATION & OPPORTUNITY ACT

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 and went into effect July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. To help both businesses and job seekers meet their needs, the workforce system established under WIOA is integrated by design. WIOA envisions connecting businesses with job seekers through meaningful partnerships among workforce, education, human services, and economic development entities to ensure optimum results and leveraging of resources. The law addresses the needs of job seekers by establishing a workforce system that helps them access employment, education, training, and support services to succeed in the labor market. Through the American Job Centers (AJC)s, WIOA works to address employer demands by matching them to the skilled workers they need to compete in the global economy. Registered Apprenticeship is fully aligned with the employer-focused, work-based training that WIOA envisions. Features of Registered Apprenticeship, including its flexibility, opportunities for immediate earning, and emphasis on partnerships, make it an effective strategy to meet workforce system goals.

REGISTERED APPRENTICESHIP

Registered Apprenticeship is a proven model of job preparation that combines paid On-The-Job Learning (OJL)¹ with Related Instruction to progressively increase workers' skill levels and wages. Registered Apprenticeship is a business-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers. It allows employers to develop and apply industry standards to training programs, thereby increasing productivity and the quality of the workforce. As an "earn and learn" strategy, Registered Apprenticeship offers job seekers immediate employment opportunities that provide sustainable wages and advancement along a career pathway. Graduates of Registered Apprenticeship programs receive nationally recognized, portable credentials, and their training may be applied towards further post-secondary education.

All Registered Apprenticeship programs consist of the following five core components:

1. Business Involvement – Businesses are the foundation of every Registered Apprenticeship program. The skills needed for workforce success, provided through business input, form the core of the model. Businesses must play an active role in building Registered Apprenticeship programs and are involved in every step of their design and execution.
2. OJL – Every Registered Apprenticeship program includes structured OJL. Companies hire apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge that the apprentice must learn over the course of the program to become fully proficient at the job. In Maryland, OJL must consist of no less than 2,000 hours of full-time, W-2 paid employment per year of the apprenticeship and must take place at the work site under the direction of a highly skilled journeyworker.
3. Related Instruction (classroom style training) – Apprentices receive Related Instruction or classroom style training that complements the OJL. This instruction helps refine the technical and academic skills that apply to the job. Related Instruction may be provided by a community college, technical school or college, an apprenticeship training school, nonprofit, community-based organization, industry, labor organization, business association, or by the business itself. The instruction may be provided at the school, online, or at the work site. Registered Apprenticeships must include at least 144 hours of Related Instruction per year of the apprenticeship.

¹ Sometimes also referred to as On-the-Job Training (OJT).

4. Rewards for Skill Gains – Apprentices receive increases in pay as their skills and knowledge increase. Progressive wage gains reward and motivate Apprentices as they advance through training and become more productive and skilled at their job.
5. National Occupational Credential – Every graduate of a Registered Apprenticeship program receives a nationally recognized credential, referred to as a Certificate of Completion. This portable credential signifies that the apprentice is fully qualified to successfully perform an occupation. Many Registered Apprenticeship programs, particularly in high-growth industries such as healthcare, advanced manufacturing, and transportation, also offer interim credentials as apprentices master skills as part of their career pathway.

In Maryland, Registered Apprenticeships are approved through the Maryland Apprenticeship and Training Council (MATC). More information on requirements for Registered Apprenticeships in Maryland is available at <http://www.labor.maryland.gov/employment/appr/>.

REGISTERED APPRENTICESHIP IN MARYLAND

The U.S. Registered Apprenticeship system is authorized through the National Apprenticeship Act of 1937. The Maryland Department of Labor’s (MD Labor) Division of Workforce Development and Adult Learning (DWDAL) serves as the “State Apprenticeship Agency” and, in consultation with the Maryland Apprenticeship and Training Council, is responsible for the following functions:

1. Registering apprenticeship programs that meet federal and State standards;
2. Issuing certificates of completion to Registered Apprentices;
3. Encouraging the development of new programs through outreach and technical assistance;
4. Protecting the safety and welfare of Registered Apprentices; and,
5. Assuring that all programs provide high-quality training.

As the State Apprenticeship Agency, DWDAL is committed to ensuring the highest quality Registered Apprenticeships for Maryland’s workers and employers. In addition to overseeing the Apprenticeship system across the State, DWDAL acts as a resource by providing seed funding and technical assistance to businesses committed to investing in their workforce through Registered Apprenticeship.

MD Labor recognizes the immense impact that Registered Apprenticeship can have for its participants. The Maryland Longitudinal Data System (MLDS) released a report in November 2021 that analyzed data on Registered Apprenticeship five years after program exit, using 2012-2013 data. Findings indicate that five years after program completion, Apprentices have a median annual salary of \$82,900. That amount is \$13,000 higher than the American Community Survey quarterly living wage (\$7,841) and \$10,000 higher than the median quarterly wage (\$10,872) reported for all Marylanders. The report is available here: <https://mldscenter.maryland.gov/ApprenticeshipReport.html>.

Given the positive impact that Registered Apprenticeship has for both employers and workers, MD Labor has worked to grow Apprenticeship within fields outside of the “traditional” industries of construction and building trades. Over the last five years, DWDAL has facilitated the expansion of Apprenticeship into non-traditional industries, significantly broadening the pool of workers and employers eligible to participate. The Maryland Hospitality Management Apprenticeship Program is a continuation of those efforts.

Lastly, MD Labor is working to align Registered Apprenticeship with the Blueprint for Maryland’s Future,² which states that by the 2030-31 school year 45% of Maryland high school graduates will complete “the high school level of a Registered Apprenticeship or another industry recognized credential.” Given this ambitious goal, MD Labor partners closely with the Maryland State Department of Education to ensure that high school students have access to Apprenticeship opportunities.

As described in the “Stakeholder Roles and Responsibilities” section below, MD Labor requires Maryland Hospitality Management Apprenticeship Program subawardees to provide Apprenticeship opportunities for young people by partnering with Local Workforce Development Areas and Local Education agencies to integrate School-to-Apprenticeship and Youth Apprenticeship into their Programs, as applicable.

School-to-Apprenticeship

School-to-Apprenticeship (STA) is a pathway into Registered Apprenticeship for high school students who are between 16 and 17 years of age. STA is designed to allow high school students to participate in a Registered Apprenticeship program while also completing high school. The STA pathway will allow the student/Apprentice to receive Related Instruction directly from their high school system or from the Registered Apprenticeship Sponsor, as defined in the Standards of Apprenticeship. The Apprentice also will begin their OJL while in high school by working directly for the Sponsor or participating/signatory employer. The Apprentice must be properly registered with the Maryland Apprenticeship and Training Program (MATP) and will receive full credit for Related Instruction and OJL hours/competencies accrued during the STA portion of their Registered Apprenticeship. Upon graduation from high school, all Apprentices can continue with their Registered Apprenticeship as full time Apprentices.

Youth Apprenticeship

To allow for increased Apprenticeship opportunities for young people in addition to STA, the State created the Apprenticeship Maryland Program, also known as Youth Apprenticeship. Maryland defines Youth Apprenticeship³ as an “earn and learn” work model, based on Registered Apprenticeship, available through the Local Education Agencies (LEA) that prepares students for the workforce while earning them credits towards High School graduation. This model is for students in 11th and 12th grade⁴ and focuses on high-growth, high-demand industries. While distinct from Registered Apprenticeship, Maryland’s Youth Apprenticeship system aligns closely with the Registered Apprenticeship model where applicable. Youth Apprentices receive supervised, structured OJL from a mentor in a specific in-demand occupation, with a focus on Maryland’s Career and Technical Education (CTE) industry/occupation clusters.⁵ Examples of these industries include, but are not limited to:

1. Arts, Media, and Communications;
2. Business Management and Finance;
3. Construction and Development;
4. Consumer Services, Hospitality, and Tourism;
5. Education;

² The full text of the legislation can be found here:

<https://mgaleg.maryland.gov/mgaweb/Legislation/Details/hb1300/?ys=2020rs>

³ More information on Apprenticeship Maryland Program can be found on MD Labor’s website:

<http://www.labor.maryland.gov/employment/appr/youthappr.shtml>.

⁴ A student is considered to be in 11th grade the day after completion of 10th grade.

⁵ More information on Maryland’s CTE clusters can be found here:

<https://www.marylandpublicschools.org/programs/Pages/CTE-Programs-of-Study/Clusters/index.aspx>.

6. Environmental, Agricultural, and Natural Resources;
7. Health and Bio Sciences;
8. Human Resource Services (including the Teacher Academy of Maryland);
9. Information Technology;
10. Manufacturing, Engineering, and Technology; and,
11. Transportation Technologies.

Students in Youth Apprenticeship programs work a minimum of 450 hours with an approved employer while receiving concurrent⁶ related educational instruction through their high school, community college, online provider, association, Registered Apprenticeship Sponsor, or union, as approved by their LEA. Participating students typically work during their junior and senior years with a MATC-approved employer. They work with a mentor to learn valuable skills, earn high school credit, and earn either:

1. Industry-recognized credentials;
2. Post-secondary credentials; or,
3. Industry-recognized experience that will lead to an industry-recognized credential.

Students also receive training on employability skills, interpersonal/social skills, and general knowledge related to employment culture and professionalism.

Additionally, Maryland seeks to foster the following five principles for high-quality Youth Apprenticeship:

1. Career Oriented: Learning is structured around knowledge, skills, and competencies that lead to careers with family-supporting wages;
2. Equitable: Learning is accessible to every student, with targeted supports for those adversely impacted by long-standing inequities in our education system and labor market;
3. Portable: Learning leads to postsecondary credentials and transferable college credit that expand options for students;
4. Adaptable: Learning is designed collaboratively to be recognized and valued across an industry or sector; and,
5. Accountable: Student, employer, and program outcomes are monitored using transparent metrics to support improvement.⁷

MD Labor considers occupations apprenticeable for Youth Apprenticeship if they are also considered apprenticeable via the Registered Apprenticeship model. Specifically, apprenticeable occupations must be career occupations that require relevant and definable OJL and Related Instruction in order for an individual to become proficient in said occupation.

⁶ For the purposes of Youth Apprenticeship, MD Labor/MSDE defines concurrent as “existing, happening, or done during the course of an individual’s participation in the program.” In situations where concurrent OJL and Related Instruction are not feasible, Local Education Agencies may request approval from the Maryland State Department of Education (MSDE) for other alternatives, which MSDE may grant, in coordination with MD Labor, on a case-by-case basis.

⁷ “Self-Assessment and Planning Tool for Youth Apprenticeship Programs,” Published by the Partnership to Advance Youth Apprenticeship, November 2019, Page 4. https://jfforg-prod-new.s3.amazonaws.com/media/documents/YA_Self-Assessment_Tool_11-25-2019.pdf.

MARYLAND HOSPITALITY MANAGEMENT APPRENTICESHIP PROGRAM

AWARD DETAILS

On June 27, 2023, the USDOL Employment and Training Administration awarded MD Labor \$6,650,620 through the State Apprenticeship Expansion Formula grant. As part of this grant application, MD Labor allocated \$1,637,769 to create, develop, and implement the Maryland Hospitality Management Apprenticeship Program, which creates a pipeline to an Associate’s Degree and a management level position for individuals employed within the hospitality industry. The period of performance for the grant is July 1, 2023 – June 30, 2026.⁸

PROJECT DETAILS

MD Labor designed the Maryland Hospitality Management Apprenticeship Program in partnership with the Maryland Association of Community Colleges and the State’s 16 Community Colleges. Extensive stakeholder development sessions resulted in MD Labor partnering with six Community Colleges who will act as subawardees for the program:

1. Allegany College of Maryland;
2. Baltimore City Community College;
3. Carroll Community College;
4. Frederick Community College;
5. Howard Community College; and,
6. Prince George’s Community College.

Through the Program, all six subawardees must develop a Hospitality Management Registered Apprenticeship pathway, allowing individuals employed within the hospitality industry to advance into management level careers while simultaneously earning a related Associate’s Degree from the institution. Each Community College must act as the Registered Apprenticeship Sponsor for the occupation.

Subawardees must only use funding to hire a staff person to develop, grow, and sustain the new Hospitality Management Apprenticeship pathway within each Community College.

For the purposes of the Program, MD Labor defines “hospitality industry” as occupations that the Bureau of Labor Statistics (BLS) North American Industry Classification System (NAICS) determines to be within the “Leisure and Hospitality” supersector, which includes the Arts, Entertainment, and Recreation sector and the Accommodation and Food Services sector.

Each subawardee, acting as Registered Apprenticeship Sponsor, must define the specific management occupations supported by the new Apprenticeship pathway in their Standards of Apprenticeship submitted to MATC. Examples of possible occupations that may be supported by the Program, including those occupations’ O*NET Codes, include, but are not limited to:

⁸ Support for this project is provided by a grant awarded from the U.S. Department of Labor’s Employment and Training Administration. Overall grant funds total \$6,650,620, of which federal funds comprise 100 percent. It does not include any state general, special, and reimbursable funds

1. Food Service Manager ([11-9051](#));
2. Gambling Manager ([11-9071](#));
3. Lodging Manager ([11-9081](#)); and,
4. General and Operations Manager ([11-1021](#)).

STAKEHOLDER ROLES AND RESPONSIBILITIES

MD LABOR

MD Labor serves as the oversight body for the Maryland Hospitality Management Apprenticeship Program. In this capacity, MD Labor must:

1. Manage all grant activities through a dedicated Project Manager, located within DWDAL’s Maryland Apprenticeship and Training Program unit;
2. Support subawardees to submit Apprenticeship packets, including the Standards of Apprenticeship, to MATC for approval;
3. Provide technical assistance to subawardees;
4. Conduct monitoring; and,
5. Submit all required reports to USDOL’s Employment and Training Administration.

SUBAWARDEES

All six Community Colleges have the same roles and responsibilities as subawardees of the grant. Each subawardee must:

1. Hire a staff member dedicated to developing, growing, and sustaining the Program within the institution;
2. Create a plan to sustain the new staff member beyond the grant period;
3. Utilize current employer relationships and conduct additional business outreach, including with relevant trade associations and unions, to ensure as many employment opportunities exist within each Apprenticeship pathway;
4. Complete the process for becoming a Registered Apprenticeship Sponsor. If already a Sponsor, update the Standards of Apprenticeship to include the additional pathways developed through the Program;
5. Develop curriculum and Standards of Apprenticeship for the Hospitality Management Apprenticeship pathway. Each subawardee’s pathway must include, among other items, provision of an Associate’s Degree at no cost to the Apprentice;
6. Submit Apprenticeship packet to, and receive approval from, the Maryland Apprenticeship and Training Council;
7. Partner with Local Workforce Development Areas and Boards, Local Education Agencies, and other relevant stakeholders to assist in recruitment of participants;
8. Recruit young people into the Program via School-to-Apprenticeship;
9. Ensure adherence to Diversity, Equity, Inclusion, and Accessibility principles by targeting recruitment and outreach efforts to individuals with barriers to employment, individuals with disabilities, women, and people of color;
10. Enroll participants based on approved performance metrics (as noted below); and,
11. Submit reports in accordance with the requirements in the “Reporting” section of this policy.

Performance metrics for each of the subawardees is as follows:

	Participants Year One	Enrolled	Participants Year Two	Enrolled	Participants Year Three	Enrolled	Total Enrolled
Allegany College of Maryland	10		15		25		50
Baltimore City Community College	10		40		50		100

Carroll Community College	15	25	60	100
Frederick Community College	25	35	40	100
Howard Community College	10	45	45	100
Prince George's Community College	20	35	45	100

RELATED INSTRUCTION PROVIDERS

MD Labor encourages subawardees to work with Community Colleges across the State to provide Related Instruction to participants, as needed. While subawardees are able to provide all Related Instruction in-house, there may be opportunities where it is easier for an Apprentice to travel to a different Community College for classes. In these instances, the subawardee would still enroll the Apprentice and manage their progress through the Apprenticeship; that Apprentice would simply receive their Related Instruction through a partner institution.

REPORTING, MONITORING, AND RECORD RETENTION

REPORTING

MD Labor requires Maryland Hospitality Management Apprenticeship Program subawardees to submit timely monthly program and fiscal reports. Reports are due on the 10th of the month following reported activity. All reports must be sent via email to Wayne Salter at wayne.salter@maryland.gov and Dorothee Schlotterbeck at dorothee.schlotterbeck@maryland.gov. In order to be reimbursed, the amount requested on the invoice must match the amount documented on the fiscal report. Examples of the reports can be found in *Attachment A – Sample Monthly Program Report* and *Attachment B – Sample Monthly Fiscal Report and Invoice*.

Additionally, MD Labor requires subawardees to direct all participants to self-enroll into the Maryland Workforce Exchange (MWE) in a timely manner. If participants do not self-enroll, subawardees must enroll the participant into the MWE. Subawardees are responsible for tracking outcomes and collecting source documents to validate data on all participants served, including:

1. All services provided;
2. Completion of services;
3. Job placement, job retention, and earnings; and,
4. Participant Identification Verification Elements used (MD Driver's License/Passport, or Birth Certificate/Social Security Number/I-9/Date of Birth/Residence Address, etc.)

Subawardees must also collect the following participant demographic information:

1. Age;
2. Race;
3. Gender;
4. Education Level;
5. Driver's License Status; and,
6. Veteran Status.

Lastly, subawardees must register within the USDOL Registered Apprenticeship Partners Information management Data System (RAPIDS 2.0) database. Upon registration, each subawardee will be given a unique account and user ID to enter data into the system.

MD Labor will provide technical guidance to subawardees related to data collection, required supporting documentation, and reporting during the term of the grant. If any subawardee experiences difficulty with data reporting they should contact MD Labor Grant Manager Wayne Salter at wayne.salter@maryland.gov. For issues when enrolling in the MWE, subawardees and/or participants should contact the MWE Help Desk⁹ for support.

MONITORING

The State acknowledges that USDOL may conduct fiscal and/or programmatic monitoring of the State Apprenticeship Expansion Formula Grant. Therefore, MD Labor may conduct annual fiscal and programmatic monitoring of the project to ensure that grantees are following policies and meeting expectations, including nondiscrimination and equal opportunity provisions. Monitoring may include desk and/or on-site monitoring.

⁹ MWE Help Desk contact information can be found here: <https://mwejobs.maryland.gov/gsipub/index.asp?docid=431>

Failure of MD Labor to supervise, evaluate, or to provide guidance and direction shall not relieve the grantee of any liability to comply with the terms of the grant or award agreement.¹⁰

RECORD RETENTION

In accordance with the Standards of Apprenticeship, Maryland requires participating Registered Apprenticeship Sponsors to maintain records for at least five years of all persons applying for the apprenticeship program indicating whether or not the applicant:

1. Completed the application process;
2. Met the apprenticeship program qualifications;
3. Was placed on the eligibility list; and,
4. Was registered.

All records, both electronic and physical, must be maintained in accordance with TEGL 39-11, “[Guidance on the Handling and Protection of Personally Identifiable Information \(PII\)](#),” as well as DWDAL’s policy concerning privacy and data security.¹¹ PII is participant-level and employee data that either by itself or combined with other data can link to a specific individual or identity.

When emailing documents containing PII, all awardees and MD Labor staff must use password-protection, encryption-preferred, strong authentication procedures, or other security controls to make the information unusable by unauthorized individuals. Physical records must be kept in locked offices or file rooms. If the file room is shared with other programs, and/or staff other than staff authorized for this program have access to that room, then the files must be maintained in locked cabinets.

¹⁰ DWDAL’s Policy Issuance on monitoring can be found here: <http://www.labor.maryland.gov/employment/mpi/>.

¹¹ DWDAL’s Policy Issuance on privacy and data security can be found here: <http://www.labor.maryland.gov/employment/mpi/>.

FAIR PRACTICES AND ACCESSIBILITY

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status or political affiliation or belief. Subawardees working with participants in need of accommodations are responsible for securing the necessary support. Additionally, subawardees must comply with 29 CFR 30,¹² COMAR 19.12.42, and the Registered Apprenticeship Sponsors Equal Employment Opportunity plan. Subawardees may refer to MD Labor's Nondiscrimination Plan¹³ and Language Access Plan¹⁴ for more information on accommodations and services.

¹² <https://www.ecfr.gov/current/title-29/subtitle-A/part-30>

¹³ MD Labor's Nondiscrimination Plan is available at the following link:
<https://www.labor.maryland.gov/employment/wioa-nondis.pdf>

¹⁴ The DWDAL and Division of Unemployment Insurance Language Access Plan is available at the following link:
<https://www.labor.maryland.gov/employment/wioa-access.pdf>.

REFERENCES

LAW

- [Workforce Innovation and Opportunity Act](#) (WIOA), 29 U.S.C. § 3101 et. seq (2015);
- [National Apprenticeship Act of 1937](#), 29 U.S.C. § 50;
- MD Code Ann., Educ. § 18-1802 "[Youth Apprenticeship Program](#);" and,
- MD Code Ann., Labor & Emp. § 11-401 et seq. "[Planned Apprenticeship Standards and Activities](#)."

REGULATION

- 2 CFR §§[200](#) and [2900](#) – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- 20 CFR 651, "[General Provisions Governing the Wagner-Peyser Act Employment Service](#)"
- 29 CFR § 29-30, "[Apprenticeship Programs; Equal Employment Opportunity](#);"
- 29 CFR § 97.42, "[Retention and Access Requirements for Records](#);"
- COMAR 09.12.42, "[Equal Employment Opportunity](#);" and,
- COMAR 09.12.43, "[Maryland Apprenticeship and Training](#)."

USDOL GUIDANCE

- TEGL 23-19, Change 2, "[Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor \(DOL\) Workforce Programs](#)," dated May 12, 2023;
- TEGL 23-19, Change 1, "[Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor \(DOL\) Workforce Programs](#)," dated October 25, 2022;
- TEGL 23-19 "[Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor \(DOL\) Workforce Programs](#)," dated June 18, 2020;
- Training and Employment Guidance Letter (TEGL) 15-19, "[Availability of Program Year 19 Funding for State Apprenticeship Expansion, Building State Capacity to Expand Apprenticeship through Innovation](#)," dated April 14, 2020;
- TEGL 17-18, Change 2, "[Change 2 to Training and Employment Guidance Letter \(TEGL\) 17-18, Availability of Program Year \(PY\) 18 Funding for State Apprenticeship Expansion](#)," dated October 10, 2019;
- TEGL 17-18, Change 1, "[Change 1 to TEGL 17-18: Availability of Program Year 18 Funding for State Apprenticeship Expansion](#)," dated May 21, 2019;
- TEGL 17-18, "[Availability of Program Year 18 Funding for State Apprenticeship Expansion](#)," dated May 3, 2019;
- TEGL 7-18, "[Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act \(WIOA\)](#)," dated December 19, 2018;
- TEGL 13-16, "[Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act \(WIOA\)](#)," dated January 12, 2017;
- Training and Employment Notice (TEN) 31-16, "[Framework on Registered Apprenticeship for High School Students](#)," dated January 17, 2017;
- TEN 44-11, "[Encouraging Enhanced Partnerships and Collaboration between the Workforce Investment System and Registered Apprenticeship Programs](#)," dated May 10, 2012;
- TEGL 39-11, "[Guidance on the Handling and Protection of Personally Identifiable Information \(PII\)](#)," dated June 28, 2012;
- TEN 48-08, "[Release and Availability of Report Titled, The Benefits and Challenges of Registered](#)

- [Apprenticeship: The Sponsors' Perspective](#),” dated June 1, 2009; and
- TEGL 02-07, “[Leveraging Registered Apprenticeship as a Workforce Development Strategy for the Workforce Investment System](#),” dated July 12, 2007.

OTHER RESOURCES

- American Institute for Innovative Apprenticeship, “[National Occupational Frameworks](#);”
- American Institute for Innovative Apprenticeship, “[Starting a Registered Apprenticeship Program: A Guide for Employers or Sponsors](#),” dated June 2017;
- [DWDAL Policy Issuance Page](#); and,
- [Maryland WIOA Combined State Plan](#).

ATTACHMENTS

- Attachment A - Sample Monthly Program Report
- Attachment B - Sample Monthly Fiscal Report and Invoice

Maryland Hospitality Management Apprenticeship Program

Monthly Program Report Form

Subawardees of the Maryland Hospitality Management Apprenticeship Program must submit monthly program reports to the Maryland Department of Labor. Please complete all fields of this document and submit it with all other required documents no later than **11:59PM on the 10th day following the end of the month of reported activity**. Prior to submission, review the items listed below that are required for monthly reporting and all instructions in this document to ensure a complete and accurate submission.

Failure to submit timely and accurate Monthly Reports can result in delayed reimbursements and potential disqualification from future grant funding.

Recovery Friendly Workplace Pilot Program Monthly Report Checklist

REQUIRED DOCUMENTS	OPTIONAL DOCUMENTS
<ul style="list-style-type: none"> • Monthly Program Report Form 	<ul style="list-style-type: none"> • Photos, Video, Program Collateral
<ul style="list-style-type: none"> • Monthly Fiscal Report and Invoice (submitted separately) 	

Submission Instructions

Completed reports should be submitted via email to:

Wayne Salter (wayne.salter@maryland.gov)
cc: Dorothee Schlotterbeck (dorothee.schlotterbeck@maryland.gov).

Questions can be sent to:

Wayne L. Salter
Grants Manager, Apprenticeship and Training
1100 N. Eutaw Street, Room 209
Baltimore, Maryland 21201
Wayne.Salter@maryland.gov
443-562-2402 (mobile)

Submissions should include all required documents listed above and should be submitted as a file transfer or as attachments to a single email.

Maryland Hospitality Management Apprenticeship Program

Monthly Program Report Form

SECTION 1: AWARD INFORMATION

1	Organization Name				
2	Point of Contact Name				
3	Point of Contact Title				
4	Point of Contact Email Address				
5	Point of contact Phone Number				
6	Organization Street Address				
7	Month		8	Fiscal Year	

SECTION 2: GRANT NARRATIVES

9	Briefly describe the program and the activities performed over the month.
10	Provide a description of the following items for the program this month: (a) Key activities completed; and (b) Additional activities performed by the grantee, if applicable.
11	Provide a description of employer outreach activities.
12	Provide a description of participant recruitment and outreach activities, including a

Maryland Hospitality Management Apprenticeship Program

Monthly Program Report Form

13	<p>description of the activities targeted to individuals with barriers to employment, individuals with disabilities, women, and people of color.</p>
13	<p>Describe any challenges or concerns the project has encountered that may have affected or slowed grant progress of the timeline/work plan and how the project attempted to resolve them. Please include any areas that may require specific technical assistance from Labor staff.</p>
14	<p>Describe the next steps or key areas of emphasis planned for the project in the next month.</p>

Instructions for Reporting Program Activity

Grantees must complete Section 3 of this report with programmatic data for both the monthly reporting period and the cumulative year to date.

SECTION 3: PROGRAM ACTIVITY			
15	Complete the chart below to identify the program's targeted key performance outcomes.	This Month	Year to Date
A	Number of Apprentices enrolled		
B	Number of recruitment activities for employers		
C	Number of recruitment activities for Apprentices		
D	The number of employer agreements completed/submitted		
E	The number of Apprentice agreements completed/submitted		
F	Number of individuals completed the program		

Instructions for Section 4: Significant Activities, Accomplishments, & Success Stories

This section is intended to provide more in-depth information than the previous sections about promising approaches, new processes, major accomplishments, and/or lessons learned from the program. In answering the following questions, subawardees should describe background information on the participant or issue, include an analysis of any interventions used, and use evaluation data where appropriate. Participant-level stories and data may only be reported with the consent of the participant.

SECTION 4: SIGNIFICANT ACTIVITIES, ACCOMPLISHMENTS, & SUCCESS STORIES	
16	Describe in detail any promising approaches, innovative processes, lessons learned, or major programmatic milestones.
17	Describe in detail any participant-level accomplishments or success stories from the month.
<i>Photos, videos, web content, and other program collateral can be submitted as an attachment with the submission of this report.</i>	

Completed reports should be submitted via email to:

Wayne Salter (wayne.salter@maryland.gov),

cc: Dorothee Schlotterbeck (dorothee.schlotterbeck@maryland.gov).

Submissions should include all required documents listed above and should be submitted as a file transfer or as attachments to a single email.

MONTHLY FINANCIAL REPORT and INVOICE

[INSERT GRANT NAME]

This form must be completed by the **tenth** (10th) day of the month following the end of the quarter by grantees. Signed forms must be scanned and submitted via email to:
 Maryland Department of Labor, DWDAL Attn: [INSERT NAMES] 1100 North Eutaw Street, Room 209, Baltimore, MD 21201
[\[INSERT EMAIL ADDRESS\]](#)
[\[INSERT EMAIL ADDRESS\]](#)

GRANTEE NAME:	
GRANT NUMBER:	
MONTH ENDING:	
DATE:	

SECTION A. FINANCIAL REPORT – please complete the blue shaded sections

SUMMARY OF EXPENDITURES

EXPENDITURES	Approved Budget	Prior Month Expenditures (cumulative amount)	Monthly Net (= invoice)	Total Accrued Expenditures (cumulative amount)	Variance (over/under budget)
Staff Salary/Wages				-	-
Staff Fringes				-	-
Contractual				-	-
Travel	-				-
Supplies				-	-
Equipment				-	-
Training				-	-
Other				-	-
Other/Indirect/Admin				-	-
Total Expenditures and Monthly Invoice Amount	-		-	-	-

Unliquidated Obligations	n/a		n/a		n/a
Total Obligation (sum of expenditures and unliquidated obligations)	n/a		n/a	-	n/a

SUMMARY OF RECEIPTS

Total Cash Received	n/a		n/a		n/a
Total Cash Disbursements	n/a		n/a		n/a

CERTIFICATION: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award document. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

Authorized Signature and Date:

Print Name and Title:

SECTION B. MONTHLY INVOICE

PLEASE ADD COMPANY LETTERHEAD

DATE:	
GRANTEE:	
MONTH ENDING:	

INVOICE

Remit Payment To:			
Company Name:		Award #	
Address:		Award Amount:	
Address:		Invoice No.:	
		Invoice Date:	

Bill To:	
Maryland Department of Labor	
DWDAL Fiscal Administration	
1100 N Eutaw Street, Room 209, Baltimore MD 21201	
Attn: [INSERT NAME(S)]	

Description			
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
TOTAL INVOICE:			-

Authorized Signature:		Date:	
Printed Name:			