

Frequently Asked Questions

1. *Who can apply for RTAP funding?*

Applicants must be an employer (i.e., K-12 school district), employer association, or an apprenticeship committee. Applicants must be registered, and in good standing, with the Secretary of State in the State of Minnesota.

The state statute that established the RTAP grant program is listed at the bottom of this FAQ.

2. *We are a university, college, or institution of higher education, can we apply for RTAP funding?*

No. Applicants must be a K-12 employer, employer association, or an apprenticeship committee. Grantees may contract with a university, college, or institution of higher education to develop related instruction for the RTAP. Grantees may also use funding to pay for apprentice tuition.

3. *We are a K-12 school district. Can we apply for RTAP funding?*

Yes. K-12 school districts may apply for RTAP funding as a single employer. If the K-12 school district plans to work with other school districts, they must apply as an apprenticeship committee.

4. *Can an applicant that is based in a state other than Minnesota, but delivers programs and services in Minnesota apply for funding?*

No. Applicants must be entities that are based in Minnesota and have been registered and in good standing with the Secretary of State in the State of Minnesota for at least one year.

5. *Can grant funds be used to hire apprenticeship navigators?*

Yes, albeit as specified below.

Grant funds may be used by the registered apprenticeship program sponsor to hire or contract with apprenticeship navigators. In other words, the navigator **must** be an employee of the Registered Apprenticeship Program.

Grant funds may **not** be used by signatory employers (i.e., school districts) to hire apprenticeship navigators via a subaward.

6. *What are the minimum age requirements for registered apprentices?*

Apprenticeship programs registered with the Minnesota Department of Labor and Industry (DLI) serve and train workers who are 18 years and older.

7. *Do registered apprenticeship programs require specific qualifications for people to become an apprentice?*

Many registered apprenticeship training programs require that apprentices have a high school diploma or equivalent, a valid driver's license and reliable transportation; however, requirements differ slightly based on the program.

8. *Do applicants have to provide opportunity and guidance for people to enroll with a registered apprenticeship?*

Successful applicants will articulate and demonstrate an ability to introduce, provide guidance and facilitate entry, retention, and completion in registered apprenticeship through various means including outreach, education, assessment, preparation, support services, instruction, training, placement and retention activities.

9. *How much funding can we apply for?*

There is up to \$6,650,000 available in funding. Applicants can apply for up to \$3,000,000.

10. *How can we find out what the allowable reimbursement rate is for travel expenses?*

Grantee travel will be reimbursed at the applicable IRS rate. The current IRS rate for 2025 is \$.70/mile. Please refer to Chapter 15 in the [State of Minnesota's Commissioner's Plan](#) when estimating other travel costs such as meals, per diem, airfare, hotels, etc. Costs that exceed the rates set in the Commissioner's Plan will not be reimbursed.

11. *Do we have to fill out the application or can we send our proposal in a different format?*

Applicants need to complete the RTAP Grant Application and provide all required supporting documents listed in the RFP.

12. *What kind of reporting and communication will be required of grantees?*

Organizations that receive grant funding will need to submit quarterly invoices and quarterly narrative reports with metrics, along with names and demographic information of program participants served and new registered apprentices. There will also be a mid-grant progress report and a final report which differ from the regular quarterly reports. Templates will be provided.

13. What types of supportive services costs can be covered?

Supportive services are essential resources and assistance provided to apprentices to help the overcome barriers to successfully participate in the registered apprenticeship program. For the purposes of this funding, supportive may include:

- uniforms, tools and safety equipment
- transportation assistance
- test fees
- child care
- union fees
- basic skill preparation

Grantees may offer supportive services that are not included in this list with DLI approval.

14. Can funds be used to pay loan debt?

No. Loan repayment for apprentices is not an eligible grant expense.

15. We are not yet a registered apprenticeship program, but our registration is underway. What should we say on the application form?

Indicate No where the question asks if you are a Registered Apprenticeship Program and then indicate the date that you expect to be registered.

16. What is an Employer Association?

An employer association is an organization that represents the interests of member businesses. Examples in K-12 education might include the Minnesota School Boards Association or the Minnesota Association of School Administrators.

17. How much money can we allocate per fiscal year?

\$1.5-million.

18. What happens if a participant in our program fails a course? Can we require passing grades or payback of tuition funds?

Grantees should consider how they can best structure their program and support program participants to ensure a minimum of 85% retention rate as per the expected outcomes. It is up to the grantee's discretion as to precise requirements. However, the requirements should be clearly documented in the grantee's subaward policy and clearly communicated to apprentices.

Additional resources

RTAP RFP, Application and FAQ can be found on the DLI website at:

Legislative language

Enacting law, [2025 Minnesota Session Laws Chapter 6, Article 2, Section 2, Subd 8 \(d\)](#), ***Registered Teacher Apprenticeship Program states:***

\$3,500,000 each year is from the workforce development fund for a registered teacher apprenticeship competitive grant program. This is a onetime appropriation and is available until June 30, 2029. Funds must be awarded through a competitive request for proposal process with preference given to programs with multiple participating school districts. As much as practical, the commissioner must ensure that school districts in all regions of the state have a meaningful opportunity to participate in one or more of the funded programs. Grant awards must be used to establish, administer, and operationalize registered teacher apprenticeship programs and joint apprenticeship training committees statewide in accordance with the requirements of Minnesota Statutes, chapter 178. Grant money may be used to:

- (1) fund personnel costs;
- (2) design and update related instruction for the programs in coordination with teacher preparation providers approved by the Professional Educators Licensing and Standards Board;
- (3) purchase equipment, training materials, and software licenses for apprentice tracking systems for the programs;
- (4) fund marketing costs associated with the recruitment of signatory school districts, journeyworker teachers, and apprentices; and
- (5) fund subawards to signatory school districts to offset costs for participation in the program. Subawards may be used for:
 - (i) apprentice tuition, scholarships, and other supportive services; and
 - (ii) journeyworker teacher stipends.

Grant money may not be used to pay for apprentice wages and registered apprentices must not incur any cost for their participation in the apprenticeship programs. Notwithstanding any law to the contrary, payments under clause (5) must not be considered income, assets, or personal property for purposes of determining eligibility or recertifying eligibility for aid authorized by Minnesota Statutes, section 136A.1465.

By January 15 every year, beginning in 2028, the commissioner must report to the legislative committees with jurisdiction over kindergarten through grade 12 education, higher education, labor, and workforce development on how teacher apprenticeship program funding was used and recommendations for statutory or rule changes to facilitate program improvement and expansion of teacher apprenticeship programs as a pathway to teacher licensure.