

Best Practices

This document is designed for California Community Colleges and K-12 Local Educational Agencies (LEAs) that support apprenticeship efforts through the California Apprenticeship Initiative (CAI) or Related and Supplemental Instruction Reimbursement Program (RSI Reimbursement). It is intended to support the planning, implementation, and expansion of new registered apprenticeship and pre-apprenticeship programs across California.

The resources included here address common questions and challenges from the field and may be directed towards specific audiences and phases of apprenticeship development.



RSI Reimbursement Program Guidance Document

Learn how RSI Reimbursement provides state funding to support the classroom instruction component of Registered Apprenticeship Programs (RAPs). This resource explains eligibility, requirements, allocation methods, and reporting expectations while also clarifying key differences for community colleges and K-12 LEAs.



RSI and FTES Analysis

Understand two potential funding options available to California community colleges. This resource compares RSI Reimbursement and Full-Time Equivalent Student (FTES), outlines how each works, and provides guidance to help colleges determine the most appropriate funding approach for their programs.



Fiscal Reporting Guidance for CAI Grantees

Get clear guidance on fiscal management and reporting requirements for CAI grants. This resource covers reporting components, timelines, allowable expenditures, invoice submission, and use of the Chancellor's Office NOVA system, supporting compliance and audit readiness.



Guidance on Leveraging CAEP Funding for Pre-Apprenticeship Programs

Explore how California Adult Education Program (CAEP) funds can be leveraged to design and sustain pre-apprenticeship programs. This resource explains CAEP priorities and requirements, outlines pre-apprenticeship models, and shares real-world examples to support program development.



Apprenticeship: Earn, Learn, Succeed

Discover how apprenticeship offers a paid, structured pathway to in-demand careers aligned with [Vision 2030](#) goals. This student-facing resource introduces apprenticeship opportunities, highlights sectors and regions, and explains available supports and how to get started.

In addition to the resources above, practitioners can connect with the California Community College Chancellor's Office (Chancellor's Office) and Foundation for California Community Colleges Apprenticeship teams through twice-monthly [virtual Office Hours](#). The most up to date resources can also be found directly on the Chancellor's Office [website](#).

Contacts

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