

California Apprenticeship Initiative Grantee Success Toolkit

This toolkit is intended to support [California Apprenticeship Initiative](#) (CAI) grantees in the successful implementation and management of CAI-funded projects. The resources included provide guidance related to grant administration, fiscal responsibility and reporting, compliance requirements, partnership development, and strategies for implementing and expanding apprenticeship and pre-apprenticeship programs.

FISCAL REPORTING GUIDANCE

Fiscal Reporting Guidance for CAI Grantees

This document provides information on completing fiscal reporting in NOVA, submitting invoices, identifying allowable expenditures, updating budgets and work plans, and implementing effective grant management.

Allowable Expenditures

For more specific questions about how CAI funds can be used, this document outlines the criteria expenditures must meet to be considered allowable uses of CAI funding and the apprenticeship development activities that may be supported through CAI funding.

PARTNERSHIP

California Community College Chancellor's Office (Chancellor's Office) Partners and Roles

The Chancellor's Office partners with the Foundation for California Community Colleges and the LAUNCH Apprenticeship Network to support statewide apprenticeship expansion and sustainability efforts. This document outlines the role of each organization and identifies appropriate points of engagement throughout the apprenticeship development process.

Apprenticeship Intermediary Guidance

Intermediaries support apprenticeship development by connecting stakeholders, coordinating partnerships, and providing implementation support. This document outlines their role, how they can support the development and implementation of Registered Apprenticeship Programs, and considerations for establishing effective partnerships.

DATA AND CODING

[Memorandum on Apprenticeship Course and Student Coding](#)

To support California community colleges in accurately reporting their student apprentices, the Chancellor's Office released this memorandum outlining expectations for coding apprenticeship courses and apprentices, to increase the accuracy of data entered into the Chancellor's Office Management Information System (MIS).

[Apprenticeship Coding Guidance Document](#)

In support of the memorandum from the Chancellor's Office on apprenticeship course and student coding, this guidance document provides additional information, implementation considerations, and best practices for community colleges as they implement the updated coding expectations.

PROGRAM IMPLEMENTATION

[Apprenticeship Pathways Demonstration Project Toolkit](#)

This toolkit highlights resources around apprenticeship implementation and expansion, with a particular focus on for-credit apprenticeship pathways.

[Apprenticeship: Earn, Learn, Succeed](#)

To support apprentice recruitment, this document defines apprenticeship and pre-apprenticeship programs, outlines the characteristics and benefits of earn-and-learn models, and the additional support that may be available when participating in an apprenticeship program at a community college.

[California Apprenticeship Initiative Frequently Asked Questions](#)

This document is a collection of frequently asked questions (FAQs) and their responses regarding the Request for Applications (RFA), allowable uses of CAI funding, grant administration, reporting requirements, and program implementation.

In addition to these resources, the Chancellor's Office and Foundation for California Community Colleges Apprenticeship teams host twice-monthly [virtual Office Hours](#) during which grantees may ask questions related to grant administration, reporting requirements, or apprenticeship development activities. No registration is required.

The Chancellor's Office and the Foundation for California Community Colleges remain available to support grantees throughout the grant period. Early communication supports effective grant administration and timely resolution of issues. Please reach out at any time:

- Chancellor's Office: Apprenticeship@cccco.org
- Foundation for California Community Colleges: ApprenticeshipSupportNetwork@fccc.org