

Best Practices

This document is designed for Local Educational Agencies (LEAs) and stakeholders who support apprenticeship efforts through the California Apprenticeship Initiative (CAI) or the Related and Supplemental Instruction Reimbursement Program (RSI Reimbursement). This toolkit supports Registered Apprenticeship Programs (RAPs) and Registered Pre-Apprenticeship Programs across California by providing practical tools, guidance, and resources that promote effective program development, successful implementation, and long-term sustainability.

FUNDING AND SUSTAINABILITY



Apprenticeship Funding Landscape

Explore common funding sources available to support apprenticeship programs, including RSI, Full-Time Equivalent Student (FTES), Employment Training Panel (ETP), California Adult Education Program (CAEP), and other aligned investments. This resource helps practitioners strategically navigate and combine funding streams to build sustainable, scalable programs.



Guidance on Leveraging CAEP Funding for Pre-Apprenticeship Programs

Explore how CAEP funds can support the design and sustainability of pre-apprenticeship programs. This guidance explains CAEP priorities and requirements, outlines pre-apprenticeship models, and shares real-world examples to support program development.



RSI and FTES Analysis

This resource compares RSI Reimbursement and FTES, outlines how each works, and provides guidance to help colleges determine the most appropriate funding approach for their programs.



Intermediary Guidance

Gain insight into the role of intermediaries in supporting apprenticeship program development, employer engagement, and system coordination. This guidance outlines best practices for working with intermediaries to strengthen partnerships and scale impact.

FISCAL MANAGEMENT, REPORTING AND COMPLIANCE



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, to support compliance and audit readiness.



RSI Reimbursement Program Guidance Document

Learn how RSI Reimbursement provides state funding to support the classroom instruction component of RAPs. This resource explains eligibility, requirements, allocation methods, reporting expectations, and clarifies key differences between community colleges and K-12 LEAs.



RSI Reimbursement Training Videos

Access a series of training videos designed to build understanding of RSI Reimbursement requirements, processes, and compliance expectations. These resources support faculty and staff in effectively managing instruction, attendance, and reimbursement.



California Community Colleges Apprenticeship Coding Guidance

Learn how to accurately code apprenticeship programs and courses in the California Community College's MIS data system to ensure alignment with state requirements and funding eligibility. While this guidance is specific to California Community Colleges, it provides valuable insight into program structure and reporting practices for all partners.

APPRENTICE ENGAGEMENT



Apprenticeship Student Funding Resources

Learn about financial support available to apprentices pursuing a degree or certificate at a community college, including tuition assistance, supportive services, and earn-and-learn opportunities. This guide helps apprenticeship programs connect students with resources that improve access, retention, and completion.



Apprenticeship: Earn, Learn, Succeed

Discover how apprenticeships offer 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 student 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 are also available directly on the Chancellor's Office [website](#), the [California Apprenticeship Initiative \(CAI\) webpage](#), and the [Grow Apprenticeship California](#) website, which serve as central hubs for apprenticeship information and technical assistance.

Contacts

**California Community Colleges
Chancellor's Office:**
apprenticeship@cccco.edu

Foundation for California Community Colleges:
apprenticeshipsupportnetwork@foundationccc.org