

Introduction

Related and Supplemental Instruction (RSI) is the classroom or online learning provided to apprentices that complements their on-the-job training. The RSI Reimbursement Program (RSI Reimbursement) provides state funding to approved California Community Colleges and K-12 Local Educational Agencies (LEAs) for delivering this instruction, based on reported apprentice hours.

This guidance document provides an overview of RSI Reimbursement, including funding allocations, reimbursement processes, reporting requirements, and compliance expectations. It is intended to help providers administer RSI effectively while ensuring accountability and sustaining apprenticeship opportunities across California.

About RSI Funding

The purpose of RSI Reimbursement is to provide a sustainable funding mechanism that offsets the cost of delivering RSI by reimbursing providers based on verified apprentice instructional hours. The program ensures that K-12 LEAs and community colleges can maintain financial stability and meet compliance requirements.

The California Community Colleges Chancellor's Office (Chancellor's Office) oversees the nation's largest higher education system, serving more than 2.1 million students across 116 colleges. The Chancellor's Office oversees and administers RSI Reimbursement, as governed by the California Education Code, ensuring that it is distributed equitably and in alignment with state requirements. RSI Reimbursement funding is distributed annually to Community College Districts (CCDs), K-12 LEAs, and approved training centers, with allocations based primarily on the prior year's reported RSI hours, statewide demand, available funding levels, and statutory guidance.

RSI Reimbursement is governed by the California Education Code:

- CCDs: [§§79149–79149.7](#)
 - Community Colleges operate under the *Community College RSI Schedule (Schedule 2)*, which includes distinctions regarding [Full-Time Equivalent Student \(FTES\) funding](#).
- K-12 LEAs: [§§8150–8155](#)
 - K-12 LEAs operate under the *K-12 RSI Schedule (Schedule 3)* with specific reporting and reimbursement rules.

Although K-12 LEAs and community colleges share a reimbursement rate and adhere to the same state policies, allocations are distinct and cannot be transferred between schedules.

Requirements

To be eligible for RSI Reimbursement, providers must meet state and federal requirements that ensure quality instruction and fiscal accountability. Key requirements include:

- **Program Approval:** Providers must be in good standing and approved pursuant to *Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code* for the secondary education system.
- **Alignment with Standards:** All RSI instruction must align with apprenticeship standards approved by the Division of Apprenticeship Standards (DAS).
- **Attendance and Reporting:** Providers are responsible for tracking apprentice attendance hours, ensuring curriculum alignment, and reporting results in a timely and accurate manner. Hours reported for RSI may not be double-funded using other sources, such as the California Apprenticeship Initiative (CAI), Full-Time Equivalent Student (FTES), or other categorical funding streams.
- **Regulatory Compliance:** Providers must comply with all applicable state and federal regulations to remain eligible for RSI Reimbursement.

Access and Allocation

RSI Reimbursement is supported through [Proposition 98](#), which guarantees a minimum level of annual funding for K–14 education in California, including apprenticeship-related instruction. Reimbursement is provided on a per-hour basis for approved RSI delivered to registered apprentices, with rates established annually by the state. For fiscal year 2024-25, the reimbursement rate is \$10.05 per apprentice instructional hour, increasing to \$10.32 per hour for fiscal year 2025-26. Rates are subject to change each year. Providers should monitor annual state budget updates, the Chancellor’s Office [RSI website](#), or other communications from the Chancellor’s Office for the most current rate information.

HOW TO ACCESS

RSI funds are accessed through the annual allocation process administered by the Chancellor’s Office. To ensure eligibility and ongoing access to funding, providers must meet program approval requirements, maintain compliance with reporting standards, and demonstrate the delivery of instruction to registered apprentices.

Steps for Accessing and Maintaining RSI Reimbursement Eligibility:

- **First-Time Request:** To add a new program to [NOVA](#) (the Chancellor's Office-designated reporting systems) and request RSI for the first time, email the Chancellor's Office at apprenticeship@cccco.edu with program details and the DAS file number.
- **Enrollment and Registration Verification:** Apprentices counted toward RSI reimbursement must be formally registered with the DAS. Providers should verify apprentice registration status before claiming hours.
- **Accurate Reporting of Hours:** RSI Reimbursement is tied directly to verified apprentice attendance hours. Providers must track hours using approved systems, reconcile data with sponsor records, and submit accurate reports to the Chancellor's Office on a quarterly and annual basis.
- **Chancellor's Office Allocation Process:** Each fiscal year, the Chancellor's Office issues allocations to eligible providers based on prior-year reported RSI hours, statewide demand, and available state appropriations.
- **Continued Eligibility:** Providers must demonstrate ongoing compliance with reporting requirements, maintain curriculum alignment with DAS standards, and meet audit expectations to remain eligible for future allocations.

DETERMINATION OF ALLOCATIONS

Allocations are determined using a formula that considers prior-year reported RSI hours, demonstrated statewide demand, and the level of funding appropriated by the California Department of Finance. This formula ensures equitable distribution of resources across providers.

To maximize statewide use of funds, the Chancellor's Office, in consultation with DAS, may reallocate unused allocations to other providers that demonstrate higher demand. At the end of each fiscal year, a reconciliation (ReCalc) process is conducted to finalize funding. During this process, RSI funding payout will be based primarily on the recalculation data submitted, as well as the availability of funding. Providers must submit their ReCalc reports with approval from the Chief Business Officer (CBO) or equivalent by the November 1 deadline. Failure to meet this requirement may result in delayed or reduced funding.

TRANSFER OF PROGRAMS

When an apprenticeship program transfers from one K-12 LEA or college to another, RSI Reimbursement funds are reassigned to follow the program. The Chancellor's Office and DAS must be notified to ensure a smooth transition and continued funding support for apprentices.

Reporting

Accurate and timely reporting is essential to maintaining the integrity of RSI Reimbursement. Reports confirm the proper distribution of funds to CCDs and K-12 LEAs, while also providing the data needed by the Legislature, DAS, and the Chancellor's Office to evaluate statewide demand and justify future funding. Through this process, reporting not only ensures accountability but also demonstrates the reach and impact of apprenticeship programs, including apprentice participation, instructional hours delivered, and overall program effectiveness. It is important for CCDs to note that, if full-time equivalent student (FTES) apportionment supports apprenticeship RSI hours, there is a section in the RSI report which is specifically designated for FTES reporting for data collection purposes. This section will follow the same RSI reporting periods and due dates.

SCHEDULE

Providers are responsible for submitting accurate RSI reports quarterly, with a final year-end report due at the close of the fiscal year. While the Chancellor's Office may issue periodic reminders, it is ultimately the provider's responsibility to ensure that reports are complete, correct, and approved by the CBO or their equivalent before submission. Additionally, it is the provider's responsibility to ensure contacts are current in NOVA for RSI reporting. The Chancellor's Office may support updating NOVA contacts if needed.

Providers are encouraged to submit early to allow time for internal review and corrections. Failure to submit timely or accurate reports may result in reduced allocations, audit findings, or the reallocation of funds.

Current reporting deadlines are provided in the table below and can be found on the [Chancellor's Office website](#).

Report	Period	Reporting Due Date
Projection	October 1	Following Fiscal Year
P1	July 1 to December 31	January 15
P2	July 1 to April 30	May 15
ReCalc	July 1 to June 30	November 1

Process

Reports are submitted through [NOVA](#), the Chancellor's Office-designated reporting systems. Designated staff may enter RSI data; however, all submissions must be reviewed and approved by

the CBO or its equivalent before final submission. This dual process of staff entry and executive-level approval ensures accuracy, accountability, and compliance with Chancellor's Office requirements. Once a report has been fully certified in NOVA and approved by the CBO, the Chancellor's Office shall not decertify the report.

Reports must include:

- **Apprentice Counts:** The number of registered apprentices enrolled in RSI courses. Providers should count only *registered apprentices* formally recognized by DAS. Hours for pre-apprentices, prospective apprentices, or unregistered participants are not eligible for RSI Reimbursement.
- **Hours of Instruction:** Verified attendance hours for each apprentice. Providers should count only *verified attendance hours* in RSI courses that are aligned with DAS-approved apprenticeship standards. Attendance must be documented through reliable tracking systems and reconciled against course records.
- **Program Identifiers:** Details that connect reported hours to the approved apprenticeship program and sponsor.

ENTERING RSI DATA IN NOVA

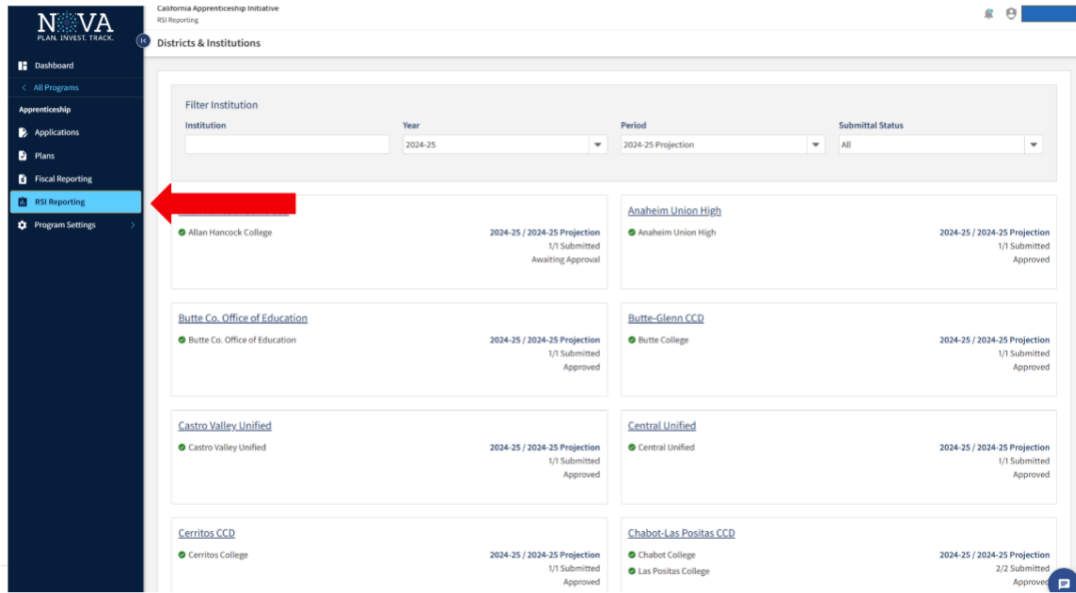
To ensure accuracy, providers must enter RSI data into NOVA using the required fields and formats. Errors such as duplicating RSI hours and unduplicated apprentice counts can lead to audit findings and reduced reimbursement. The steps below outline the correct process for data entry.

Step 1: Log In

- Access NOVA at <https://nova.cccco.edu>

Step 2: Navigate to RSI Reporting

- From the dashboard, select RSI Reporting under Apprenticeship.



California Apprenticeship Initiative
RSI Reporting

Districts & Institutions

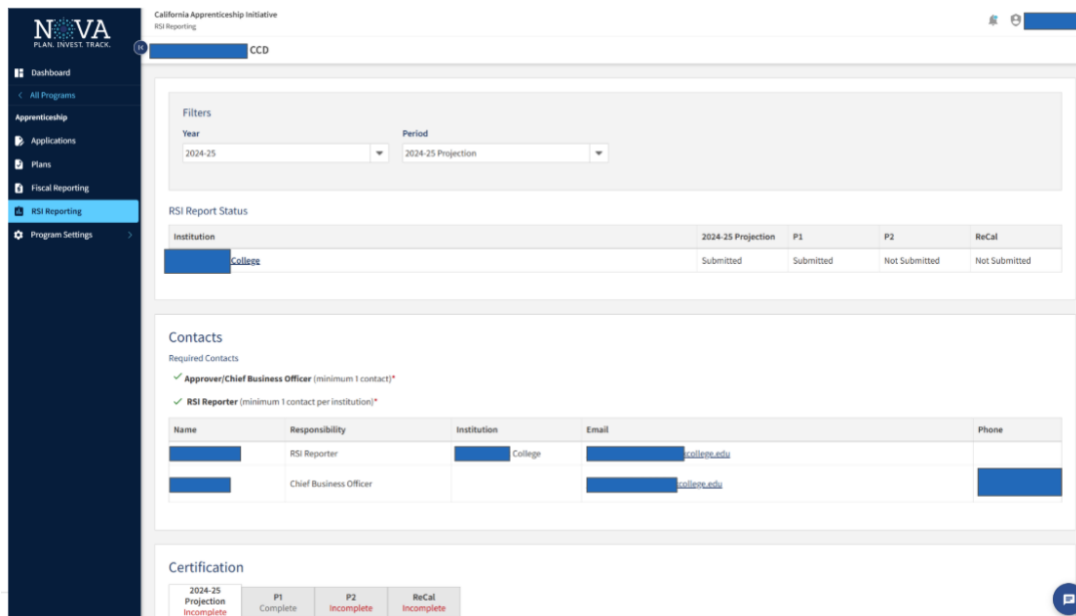
Filter Institution

Institution Year Period Submittal Status

2024-25 2024-25 Projection All

Allan Hancock College Allan Hancock College 2024-25 / 2024-25 Projection 1/1 Submitted Awaiting Approval	Anaheim Union High Anaheim Union High 2024-25 / 2024-25 Projection 1/1 Submitted Approved
Butte Co. Office of Education Butte Co. Office of Education 2024-25 / 2024-25 Projection 1/1 Submitted Approved	Butte-Glenn CCD Butte College 2024-25 / 2024-25 Projection 1/1 Submitted Approved
Castro Valley Unified Castro Valley Unified 2024-25 / 2024-25 Projection 1/1 Submitted Approved	Central Unified Central Unified 2024-25 / 2024-25 Projection 1/1 Submitted Approved
Cerritos CCD Cerritos College 2024-25 / 2024-25 Projection 1/1 Submitted Approved	Chabot-Las Positas CCD Chabot College 2024-25 / 2024-25 Projection 2/2 Submitted Approved

- Choose the appropriate fiscal year and reporting period (Projection, P1, P2, or ReCalc).



California Apprenticeship Initiative
RSI Reporting

CCD

Filters

Year Period

2024-25 2024-25 Projection

RSI Report Status

Institution	2024-25 Projection	P1	P2	ReCal
College	Submitted	Submitted	Not Submitted	Not Submitted

Contacts

Required Contacts

✓ Approver/Chief Business Officer (minimum 1 contact)*

✓ RSI Reporter (minimum 1 contact per institution)*

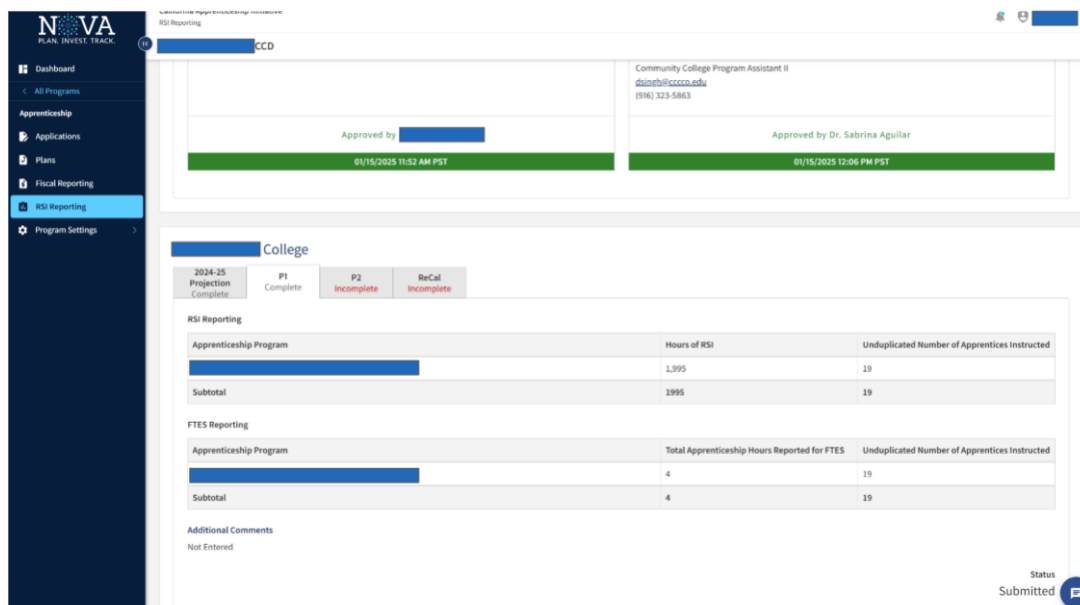
Name	Responsibility	Institution	Email	Phone
	RSI Reporter	College		
	Chief Business Officer			

Certification

2024-25 Projection	P1	P2	ReCal
Incomplete	Complete	Incomplete	Incomplete

Step 3: Enter Apprentice Counts

- In the Unduplicated Apprentices field, enter the total number of apprentices instructed during the reporting period.
- Note: Do not duplicate this number in the RSI hours field. This field represents individual apprentices, not the total number of hours.



The screenshot shows the NOVA RSI Reporting interface. The left sidebar contains navigation links: Dashboard, All Programs, Apprenticeship, Applications, Plans, Fiscal Reporting, RSI Reporting (selected), and Program Settings. The main content area is titled 'College' and shows the '2024-25' reporting period. The 'P1' tab is selected, showing 'Projection Complete'. The 'P2' and 'ReCal' tabs are marked 'Incomplete'. The 'RSI Reporting' section contains a table with columns for 'Apprenticeship Program', 'Hours of RSI', and 'Unduplicated Number of Apprentices Instructed'. The 'Subtotal' row shows 1,995 hours and 19 apprentices. The 'FTES Reporting' section contains a table with columns for 'Apprenticeship Program', 'Total Apprenticeship Hours Reported for FTES', and 'Unduplicated Number of Apprentices Instructed'. The 'Subtotal' row shows 4 hours and 19 apprentices. The 'Additional Comments' field is empty, with the text 'Not Entered' below it. The 'Status' is 'Submitted'.

Step 4: Enter RSI Hours

- In the RSI Hours field, enter the total verified classroom, online, or lab instructional hours delivered during the reporting period.

Step 5: Obtain CBO Approval

- Once data entry is complete, submit for review to your CBO or equivalent.

Step 6: Final Submission

- After CBO approval, submit the report through NOVA.

BEST PRACTICES

Accurate reporting of RSI hours and apprentices requires consistent internal procedures to prevent errors, duplication, or ineligible claims. The following best practices help providers maintain compliance, improve data integrity, and safeguard future funding.

- Establish Internal Controls: Implement clear procedures for verifying attendance, such as digital sign-in systems or faculty verification.

- Coordinate with Sponsors: Work regularly with apprenticeship sponsors and employers to validate apprentice enrollment and participation.
- Pre-Submission Review: Conduct internal reviews of RSI reports before the Chancellor's Office deadlines to ensure accuracy and avoid rejections or corrections.
- Update Contacts in NOVA: Periodically, and upon staffing changes, ensure NOVA contains the appropriate points of contact.
- Plan for CBO Approval: Develop internal reporting timelines that account for review and approval by the CBO or equivalent prior to official submission, recognizing that reporting deadlines are firm.

Additional guidance is available through the DAS website.

Audit Guidance

All K-12 LEAs and CCDs receiving RSI Reimbursement are subject to audit requirements designed to ensure proper use of public funds and compliance with state law. Providers must maintain accurate records, follow reporting requirements, and ensure RSI Reimbursement is applied only to eligible activities.

COMPLIANCE REQUIREMENTS

To ensure RSI Reimbursement funds are used appropriately, all K-12 LEAs and CCDs must adhere to strict compliance requirements. These safeguards protect the integrity of the program, support accurate reimbursements, and uphold accountability for the use of public funds.

- Documentation: Maintain complete records of apprentice registration, attendance, curriculum alignment, and reported RSI hours.
- Allowable Use of Funds: RSI funds must be used exclusively for RSI instruction and in accordance with applicable provisions of the Education Code.
- Retention of Records: Retain all supporting documentation in anticipation of possible review during the Chancellor's Office or state audits.
- Consequences of Noncompliance: Improper use of RSI Reimbursement funds, inaccurate reporting, or failure to meet audit requirements may result in repayment of funds and loss of future funding eligibility.
- On-the-Job Training (OJT) vs. RSI Distinction: RSI hours must reflect only classroom, lab, or online instruction. OJT hours are not reimbursable through RSI Reimbursement.

Audit expectations differ slightly for K-12 LEAs and CCDs due to distinct statutory frameworks. K-12 LEAs are audited under the [Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting](#), which reflects K-12-specific fiscal and compliance rules. CCDs are audited under the [Contracted District Audit Manual \(CDAM\)](#), which aligns with higher education fiscal

management and apportionment structures. These differences reflect the distinct governance structures of K-12 and higher education.

Conclusion

RSI Reimbursement serves as a critical resource in sustaining and expanding apprenticeship programs across California. By adhering to allocation processes, submitting timely and accurate reports, and upholding compliance with state and federal requirements, K-12 LEAs and community colleges ensure the integrity of the funding system. These collective efforts strengthen apprenticeship pathways, safeguard public resources, and advance equitable access to high-quality education and career opportunities for California's diverse workforce.

Additional Resources

- [*FY25-26 Appropriations Memo*](#)
- [*RSI vs FTES Guidance*](#)
- [*Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*](#)
- [*Contracted District Audit Manual \(CDAM\) 2024-25*](#)
- [*Apprenticeship Common Administrative Practices and Treatment of Costs*](#)
- [*Chancellor's Office Apprenticeship Virtual Office Hours*](#)