

## **Incumbent Worker – Defined for Registered Apprenticeship Grants**

Effective July 1, 2022, the Office of Apprenticeship (OA) will implement the following definition of incumbent worker.

An **Incumbent Worker** is an individual already employed with a registered apprenticeship program sponsor<sup>1</sup> before program enrollment, but who needs training to upgrade their skills to secure full-time employment, advance in their careers, or retain their current position in apprenticeship occupations and industries. To qualify as an incumbent worker, an individual must have an established and documented employment history with the employer for six months or more.

### **Background**

Adopting a formal definition for apprenticeship grants became necessary as grantees have frequently sought clarification of incumbent workers from the perspective of how they engage with employers.

Grantees should not revise previous performance reporting for incumbent workers. Rather, grantees should apply this definition to their performance reporting moving forward, beginning with the period beginning July 1, 2022.

The Office of Apprenticeship collects data on incumbent workers for reporting purposes only. Whether or not a registered apprentice is an incumbent worker has no bearing on their eligibility for a registered apprenticeship program. Collecting this information does tell us how many existing employees within a company transition into registered apprenticeship programs.

Grantees should direct any questions about the incumbent worker definition directly to their grant-specific mailboxes.

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information, please refer to the footer at the bottom of any webpage at [illinoisworknet.com](http://illinoisworknet.com).

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<sup>1</sup> Employer sponsors also include employers in a joint program.