

**ND Academic/CTE/ND Scholarships
Apprenticeship Program Guidelines (as of 10/13/23)**

Student Eligibility

- Initial eligibility for the scholarship is established in high school. Students will know if they qualified. Not all apprentices will be eligible. The student must have taken the coursework in high school to make them eligible for the award, and also must have been approved by the Dept. of Public Instruction (DPI) to receive the scholarship.
- Eligibility is limited to \$500 per term, up to a maximum of \$6,000 and 6 years. See definition of a “term” below.
- Students enrolled in a qualifying registered apprenticeship programs must meet all eligibility requirements, which include the following, and must maintain eligibility to receive payment.
 1. Full time enrollment. See definition.
 2. Maintain a minimum grade of 2.75 grade point average (GPA) or its equivalent. See definition.
 3. Maintain degree progress to qualify for subsequent payments. See definition.

Definitions

- Registered Apprenticeship Program: An apprenticeship program approved by the U.S. Department of Labor (DOL). The program must be registered in North Dakota and the student must work in North Dakota.
- Full-time enrollment: Full time enrollment is defined by the apprenticeship sponsor.
- Term: A period of approximately 3 months in which a student is enrolled in a qualifying apprenticeship program and may qualify for a \$500 payment of the scholarship if all eligibility criteria is met.

- Degree Progress:

DEGREE PROGRESS – APPRENTICESHIP PROGRAMS
1,000 earned hours after disbursement two
1,500 earned hours after disbursement three
2,000 earned hours after disbursement four
2,500 earned hours after disbursement five
3,000 earned hours after disbursement six
3,500 earned hours after disbursement seven and beyond

- Earned Hours: Total number of hours accumulated under the apprenticeship program.
- Grade: GPA, percentage grade, or equivalent. A grade of “pass” grade will equate to a 2.75 GPA.

Apprenticeship Sponsor Responsibility

- Notify apprentices of the potential scholarship opportunity, having them contact the ND University System (NDUS) to review eligibility for payment.
- Provide verification that the program is a DOL registered apprenticeship program in ND.
- Provide verification that the apprentice is working in ND prior to each payment.
- Provide verification that the student has not earned their certificate and is still an active apprentice.
- Verify full time enrollment as an apprentice prior to each payment.
- Verify cumulative GPA, cumulative percentage grade, or equivalent, at the end of each term in which payment is received. A pass grade will equate to a 2.75 GPA and a fail grade will equate to a 0.00 GPA.
- Verify degree progress (see definition above) at the end of each term in which payment is received.
- Provide a start date for each student’s program.
- Accept payment of the student scholarship and then issue it directly to the scholarship recipient upon receipt.
Apprenticeship sponsors may not retain the payment.

What Do You Do Now? If the student qualified for the scholarship in high school, the student should contact the ND University System (NDUS) to start the process of determining eligibility for payment in their apprenticeship program.

- Contact the NDUS at 701-328-4156 or at kristin.ellingson@ndus.edu.