Frequently asked questions for the Registered Teacher Apprenticeship Program (RTAP) Occupation Development Grant

Updated Nov. 6, 2026

What is the goal of the Registered Teacher Apprenticeship Program (RTAP) Occupation Development Grant?

This grant is intended to support the design, development and registration of new occupations for Registered Teacher Apprenticeship Programs (RTAPs) in Minnesota. Through this work, institutions will develop all the necessary components and requirements for new occupations, including, but not limited to, structured on-the-job learning, robust mentorship, integrated education, credentialing, progressive wages, quality monitoring, sustainable funding, and compliance. These efforts will help ensure that the new occupations are high-quality, cost-effective, scalable, impactful, and responsive to workforce and educational needs.

This grant is fully funded through a $4.7 million State Apprenticeship Expansion Formula Grant (Award # 24A60AP000057) that DLI received from the U.S. Department of Labor/Employment and Training Administration. ALN/CFDA number 17.285.

All grant awardees will need to comply with the requirements in 2 CFR 200 and 2 CFR 2900, including but not limited to the provisions required by eCFR:: Appendix II to Part 200– Contract Provisions for Non-Federal Entity Contracts under Federal Awards.

Who can apply for the Registered Teacher Apprenticeship Program (RTAP) Occupation Development Grant?

Applicants must meet the requirements in order to be considered for this grant opportunity. If an application does not fully meet these requirements it will not be further reviewed.

The Registered Teacher Apprenticeship Occupation Development Grant requests proposals from postsecondary institutions (colleges and universities) in Minnesota to support the design and development of new occupations for Registered Teacher Apprenticeship Programs (RTAPs) in Minnesota.

Prospective applicants must possess the organizational capacity and industry relationships necessary to design, develop, and register new occupations for Registered Teacher Apprenticeship Programs in partnership and compliance with the DLI's Apprenticeship Division, and Minnesota Professional Educator Licensing and Standards Board (PELSB).

In addition, to be eligible for funding, applicants must:

1. meet the application deadline;
2. submit a complete application;
3. provide a letter of commitment from an RTAP sponsor;

4. demonstrate the capacity to complete and register the new occupation(s) by June 30, 2027;
5. be an eligible applicant

What is the period of performance?

Jan. 1, 2027, or the date the contract is fully executed, whichever occurs later, through June 30, 2027.

What are indirect costs?

Indirect costs are costs incurred for a common/shared purpose benefiting more than one objective for the grantee. The costs are not easily assignable to a specific objective. Indirect cost examples include salaries for executive director, front desk receptionist, square footage of space occupied by indirect staff or general office supplies available to all employees.

A grantee may use one of two methods to calculate and seek indirect reimbursement from the grant.

- Your organization's established federal indirect cost rate. You will be asked to submit your Negotiated Indirect Cost Rate Agreement showing your approved federal rate.
- If your organization does not have a current negotiated indirect rate, you may use the 15% "de minimis rate." The de minimis rate of 15% is applied to your Modified Total Direct Costs.

What is the process for getting grant funding?

Apply before the submission deadline. After the application period ends, all eligible applications will be reviewed. After the review, awards will be made by DLI's commissioner and awardees will be notified. Prior to any grant spending, a fully executed contract will need to be signed.

How can we register for the RFP webinar? Will the webinar be recorded?

The link for the RFP webinar is posted on the grant webpage. The webinar is on Nov. 6, 2026, at 2:30 p.m. CDT. **Register here** for the webinar. A recording may be posted on the website.

What is SWIFT?

Prior to a contract, the grant awardee will need to register in Minnesota's Statewide Integrated Financial Tools (SWIFT) system for accounting purposes. That can be done before grant awards are made. You can find more information on the SWIFT website. Visit the SWIFT help desk if you have additional questions.

SWIFT is Minnesota's financial management system used for accounting, procurement, vendor payments and budgeting. All organizations receiving payments from the state of Minnesota must be registered in SWIFT as a supplier. SWIFT is Minnesota's financial system used to process vendor payments**. To receive payment, you must create a supplier account in the Supplier Portal.**

Register or verify your supplier account here.

As a sub-awardee on this grant, you only need to register as a supplier in SWIFT — you do not need to complete additional state procurement registration steps. The information required for supplier registration is minimal, including:

- Legal business name

- Tax Identification Number (TIN or SSN)
- Contact information
- Banking details for ACH payments

For guidance, see the SWIFT Supplier Portal Help or contact the Vendor Help Desk at:

- Email: vendorhelp.mmb@state.mn.us
- Phone: 651-201-8100 (Option 1)

Open licensing requirements

Any new course planning and curriculums developed with grant funds needs to be broadly shared, see below Creative Commons Attribution 4.0 definition:

"Intellectual property developed under this contract must be licensed under a Creative Commons Attribution 4.0 (CC BY 4.0) license, which allows subsequent users to copy, distribute, transmit, and adapt the copyrighted work and requires such users to attribute the work."

What is the Unique Entity Identifier (UEI) number?

All organizations applying for federal funding must have a Unique Entity Identifier (UEI). A UEI is a unique twelve-character ID number that is used to track how the federal grant is allocated. Register for or verify a UEI number. As a sub-awardee on this grant you only need to get a UEI and not register in SAM.gov (no entity registration required). The information required for getting a UEI ID without registration is minimal, see GSAFSD Tier 0 Knowledge Base - What's the difference between only getting a Unique Entity ID (UEI) and registering your entity?.

What is Apprenticeship Minnesota?

Apprenticeship Minnesota is the state apprenticeship agency housed within DLI. It oversees, regulates, and supports registered apprenticeship programs throughout the state. Apprenticeship Minnesota at DLI helps employers develop and register apprenticeship programs and promote workforce diversity through outreach and education. Employers design their own RAP that provides apprentices with specific skills, training and job-related instruction tailored to the company's needs.

What is registered apprenticeship (RA)?

Registered apprenticeship is a successful and innovative employee training model that can be designed to meet employers' needs to recruit, train and retain 21st century talent. From day one, an apprentice earns, learns and works for their employers as they receive structured on-the-job (OJT) training and related classroom instruction (RTI). RAPs help businesses develop highly skilled and motivated employees, reduce turnover rates, increase worker productivity and lower the cost of recruitment.

How is registered apprenticeship different from other types of work-based training models?

There are several factors that differentiate registered apprenticeship programs from other training models.

1. Registered apprentices earn wages from their employer while training.

2. Apprenticeship programs provide both on-the-job training and accompanying related classroom training.
3. On-the-job learning is conducted on an actual job site under the watchful eye of a mentor.
4. The completed training results in an industry-recognized and portable credential.

When discussing occupations within RTAPs, what exactly is meant by an "occupation"? Does it refer to a separate licensure area, or does it distinguish between specific teaching roles, such as a science teacher versus a math teacher, so that they can be counted as two separate occupations?

If science and math teaching are considered separate PELSB-approved licensure areas, they would be counted as two separate occupations. If they fall under the same PELSB-approved licensure area, they would be counted as one occupation.