

Employer Guidance for Apprentice KANSASWORKS Enrollment

After an apprenticeship agreement has been submitted to apprenticeship@ks.gov and an apprenticeship ID number has been assigned you may start the process to prep and schedule the enrollment of your apprentice with KANSASWORKS.

Note: Please verify that all information on the apprenticeship agreement is accurate and legible when submitted.

Next Steps:

- All apprentices will need to go to www.kansasworks.com to set up a jobseeker account prior to their enrollment if they haven't registered for an account yet. If the apprentice finds that they have an existing KANSASWORKS account they need to update their account, if they have trouble they can contact the local workforce center.
- Selective Service status will need to be verified by visiting <https://www.sss.gov/Registration/Check-a-Registration/Verification-Form> (this is needed for KANSASWORKS enrollment purposes).
- At the time of enrollment each apprentice will need a copy of their driver's license or state issued ID, social security card and birth certificate. A voter's registration card will work in place of a birth certificate if they don't have it.
- If the apprentice is a veteran, they will also need a copy of their DD214. (Selective Service will be verified by workforce at time of enrollment.)
- Schedule the apprentice's enrollment with your local Job Center once you know the apprentice has all the required documentation for his/her enrollment.

Purpose of KANSASWORKS enrollment

Employers who have approved registered apprenticeship programs with the state of Kansas have an opportunity to recapture some of the cost for their RTI (Related Technical Instruction) component of their program. This allows employers to offset their training expenses and have the ability to continue adding new trainings to their programs as needed. Apprentices will have an assigned apprentice ID #, scheduled wage progression as skills are gained in their program and receive a nationally recognized completion certificate at the end of their program. An apprentice must enroll with KANSASWORKS for the RA funds to be allocated to the sponsor (employer or training institution) and reimbursed as trainings are completed.

To schedule your Registered Apprentice's enrollment please contact the nearest Southeast KANSASWORKS Job Center:

Emporia: 215 W. 6th Ave, Suite 107 Emporia, KS 66801

Phone: 620-342-3355

Independence: 317 N. Pennsylvania Ave Independence, KS 67301

Phone: 620-332-5904

Paola: 1 S. Pearl, Suite A Paola, KS 66071

Phone: 913-937-9462

Pittsburg: 105 W. Euclid Pittsburg, KS 66762

Phone: 620-231-4250

Chanute: 800 W. 14th Street Chanute, KS 66720

Phone: 620-431-2820 Ext 634

