

2025 Apprenticeship Expansion Program - IWIB Designation Letter

[DATE]

To our DCEO Partners & Leadership-

This letter confirms that the Local Workforce Investment Board (LWIB) for Local Workforce Innovation Area (LWIA) __ has designated [Organization Name] to serve as the Apprenticeship Specialist for this area. [Organization Name] will lead employer outreach and apprenticeship expansion efforts, working with the region's Integrated Business Services Team, using the Apprenticeship Illinois funding opportunity.

As part of this designation:

- LWIA __ will continue to serve employers seeking work-based learning opportunities in partnership with the designated organization and their Apprenticeship Specialist and remains committed to supporting high-quality registered apprenticeship programs.
- [Organization Name] will take on the immediate responsibilities of the Apprenticeship Specialist role for the communities and employers served by this LWIB and its staff, conducting the necessary outreach and development activities as laid out in NOT-24-XX.
- In instances where program funds are used for participant supportive services as part of an employer incentive, [Organization Name] will complete all required case management and eligibility through the Illinois WorkNet platform.
- [Organization Name] commits to serving employers of all industries and sizes, regardless of internal priorities.

This designation will remain in place for the full duration of the funding period, July 1, 2025 - June 30, 2026. All contract and budget matters will be handled directly between the designated organization and DCEO.

Primary Contact for Designated Organization: _____

Email: _____

LWIB Chair

Date: _____