**Request for Sponsors**

# 2025 - 2026

Apprentice Program



### Program Description

The Integrated Mobility Division Apprentice Program, administered through the N.C. Department of Transportation Integrated Mobility Division (NCDOT-IMD), offers work experience and learning opportunities to individuals who **have earned a bachelor’s degree** and have the desire to work in the field of public transportation. The program provides exposure to all aspects of a transit system and allows apprentices to gain experience in public transportation operations. The Apprentice Program develops a pool of qualified individuals for the future of the state's public transportation industry.

####  How it Works

 The transit systems benefit from being a sponsor for the program by having apprentices on staff to assist with everyday operational tasks and special projects.

The 12-month Apprenticeship Program consists of two major components:

* Apprentices participate in all aspects of public transportation services and may spend time observing the general manager and the governing or advisory board as they carry out management and policy duties. Apprentices may also participate in other duties such as customer database maintenance, collecting service quality surveys, collecting and analyzing service data (i.e., ridership, revenue, hours and miles), and making revenue and expense estimates for the system’s short-range transportation plan. Individual activities for the apprentice will vary with each sponsor.
* Apprentices are required to complete independent research or a special project. The apprentice will be assigned special projects to be determined by the sponsor, based on the specific needs of the transit system and the abilities of the apprentice. Projects may include inventorying and organizing information about bus stop locations for GIS implementation, data analysis for the local area long-range transportation plan, and other studies involving market research or service productivity.

 **Program Guidelines**

**Sponsor Eligibility**

Urban, regional, and rural public transportation systems, and consolidated human service transportation systems with major transit planning responsibilities are eligible to participate in the program. Sponsors will recruit apprentices beginning **January 15, 2025 through April 30, 2025.**

####  Work Prog ra ms

IMD is encouraging applicants from the disciplines of engineering, public administration, business administration, marketing, English/journalism, planning and project management. The sponsoring system is responsible for preparing a detailed work program describing all activities planned for the apprentice, including training and special projects. The plan should include tasks and activities that expose the apprentice to all aspects of the sponsor’s transit system. The sponsor’s proposal will serve as the work plan and will be submitted to IMD as part of a completed proposal package. It should also serve as the basis for evaluating the apprentice's work.

####  Supervision, Monitoring, Reporting and Evaluation

The sponsor is responsible for daily supervision of the apprentice's work. Changes in the original work plan must be discussed with all parties involved and submitted via a written request to and approved by IMD.

A quarterly progress report must be submitted with all requests for reimbursement.

####  Cost Sharing and Fin ancial Manage ment

The Apprentice Program funds 90 percent (maximum of **$51,460**) of project costs. Sponsor transit systems are responsible for securing the local funds to provide the remaining 10 percent (or balance) of project costs, as well as submitting the attached Project Budget and Financing Form as part of the proposal package.

Travel for meetings, conferences, activities related to the apprentice project and training are eligible costs.

Sponsor transit systems hire and pay apprentices and submit invoices for reimbursement of 90 percent of eligible costs, up to the stated maximum. Apprentice wages, benefits and travel allowances are determined by the sponsor transit system but are subject to the following *maximum* line-item amounts:

**Salary $46,800 (maximum) + 10% local $5,200 = $52,000 ($25.00/hr.)**

**FICA $ 3,580 (maximum) + 10% local $ 398 = $ 3,978**

**Travel $ 1,080 (maximum) + 10% local $ 120 = $ 1,200**

**Total $51,460 (maximum) + 10% local $5,718 = $57,178**

\*\* The above amounts represent 100% of the apprenticeship costs.

* **Please review the project budget and financing form and complete accordingly**

 **Proposal Submission and Evaluation**

#### App lication Deadline

Eligible sponsors must submit proposals to sponsor an apprentice no later than **5 p.m. on December 1, 2024.** Proposals must include:

* Completed Project Proposal Form;
* Project Budget and Financing Form; and
* Transmittal letter from the transit organization’s authorized official committing to provide the local match funds of project costs.

Each system requesting state match funds for FY25/26 will complete the first page of the Project Funding Request Form. The form can be located on the Integrated Mobility Division (IMD) website[, www.ncdot.gov/nctransit](http://www.ncdot.gov/nctransit)

#### Note: Proposals must be received with all documentation completed and signed by the deadline to be considered for selection.

**Sponsor Selection Pro c ess**

IMD will review sponsor applications to select the best qualified sponsors and beneficial projects. All sponsors will be notified of the status of their application following the **January 15, 2024 BOT Meeting**. Sponsors will be selected based upon the following criteria:

* Strength and diversity of the proposed apprentice work plan (range of transit tasks scheduled, level of involvement in each task, products to be produced from each task, etc.);
* Strength of the daily supervisor (including demonstrated ability to act in that capacity and availability of time to undertake the supervisor function);
* Capacity of the sponsoring transit system to provide a positive work experience based upon other demands on sponsor’s resources; and
* Outcome of previous sponsorship experiences.
* Available funding.

### Apprentice Selection Process

From the published list of selected sponsors and work programs, prospective student applicants will choose a desired project as part of their application. **Local sponsors will conduct their own recruitment.** If the sponsor is aware of students who are interested in a career in public transportation and meet the eligibility guidelines, they can encourage the student to submit an agency application.

Apprentice applicants are required to submit the following information:

* Resume;
* Official college or university transcript;
* One-to-two-page essay that serves as a writing sample; and
* A recommendation from an academic adviser or department head, chair or vice chair.

The sponsoring transit system is expected to interview all candidates and select the most qualified applicant for their specific project and/or need before or during the month of **April 2025.**

The NCDOT Board of Transportation will review and approve funding for all Sponsor Apprentice Program Applicants at the **January 2025**, Board meeting. Any changes that may occur as a result of this meeting will be communicated to the affected parties immediately.

Apprentices should begin working at their sponsor transit beginning no earlier than **May 15, 2025**, system unless

the sponsor and the apprentice have made other arrangements.

**NOTE: Application approval is contingent on BOT approval and the availability of state funds.**

The NCDOT Integrated Mobility Division is requiring all transit grantees to use the online application process when

applying for grants through the division, including sponsorship of

the Apprentice Program.

Direct questions to:

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