

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship (OA) Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAA+; Lab.Com	<u>Subject:</u> Policy on Authentication and Issuance of Certificates of Registration of Apprenticeship Programs <u>Code:</u> 400.1
Symbols: DSNIP/FJH	 ApprenticeshipUSA	Action: Immediate

PURPOSE: To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors and other Registered Apprenticeship partners of our policy on authentication and issuance of Certificates of Registration of Apprenticeship Programs. This Circular supersedes Circular 92-01 and subsequent Circular 92-01 amendment.

BACKGROUND: Title 29 CFR part 29, Apprenticeship Programs, Labor Standards for Registration was amended on October 29, 2008, and became effective on December 29, 2008. This circular and checklist supersedes Circular 92-01 and subsequent amendment to align itself with the revised regulation.

General Policy

It is the policy to enhance the significance of the Registration of Apprenticeship Programs by the Office of Apprenticeship (OA) or by a State Apprenticeship Agency (SAA). Such registration means that the sponsor has met the labor standards for registration of an apprenticeship program in conformance with the program requirements of Title 29, CFR parts 29 and 30.

Authentication of Registration of Apprenticeship Programs

Where the OA is the Registration Agency, a Certificate of Registration will be issued to the program sponsor upon receipt of approval from the Regional Director. The State Director shall have written or electronic confirmation from the field representative that the program sponsor meets all of the requirements of Labor Standards for Registration (see attached checklist) including a related instruction outline for each occupation(s). It is expected that every registered apprenticeship program must have at least one registered apprentice, except for the following specified periods of time, which may not exceed 1 year per Title 29, CFR part 29.6(a)(1-2).

- (1) Between the date when a program is registered and the date of registration for its first apprentice(s); or
- (2) Between the date that a program graduates its last apprentice and the date of registration for the next apprentice(s) in the program.

Issuance of OA Registration of Apprenticeship Programs with SAAs

In States delegated Registration Authority by the OA; OA Certificates of Registration for State registered programs will not be issued to programs, except upon written approval from the appropriate official of the SAA.

Registration Certificate Signature

The Certificate of registration of Apprenticeship program contains the signatures of the Secretary of Labor and the OA Administrator. Therefore, regional/field staff will not sign the certificate.

ACTION: The OA staff should familiarize themselves with this Circular and the attachment.

If you have any questions, please contact, Felecia Hart, Team Leader, Division of Standards and National Industry Promotion at (202) 693-3792.

NOTE: This bulletin is being sent via electronic mail.

Attachment

- [Apprenticeship Standards Checklist](#)

STANDARDS OF APPRENTICESHIP - CHECKLIST

PROGRAM SPONSOR:

DATE FORM COMPLETED:

An Apprenticeship Program to be eligible for registration/approval by a Registration Agency must conform to the following standards. The program must have an organized, written plan (program standards) embodying the terms and conditions of employment, training and supervision of one or more Apprentices in the apprenticeable occupation as defined in this part, and subscribed to by a sponsor who has undertaken to carry out the Apprentice Training Program. The program standards must contain provisions that address:

	(1) SKILLED OCCUPATION: The employment and training of the Apprentice in a skilled occupation. 29.5(b)(1)
	(2) TERM: A term of apprenticeship, which for an individual apprentice may be measured either through the completion of the industry standard for on-the-job learning not less than 2,000 (two thousand) hours of work experience, consistent with training requirements as established by industry practice. (Time-based, Competency-based, Hybrid). 29.5(b)(2)
	(3) WORK PROCESSES: An outline of the work processes in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate amount of time to be spent in each major process. 29.5(b)(3)
	(4) RELATED TRAINING: Provision for organized related instruction in technical subjects related to the occupation. A minimum of 144 hours for each year of apprenticeship is recommended. This instruction in technical subjects may be accomplished through media such as classroom, occupational or industry courses, electronic media, or other instruction approved by the Registration Agency. 29.5(b)(4)
	(5) WAGES: A progressively increasing schedule of wages to be paid the apprentice consistent with the skill acquired. The entry wage must not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable Federal law, State law, respective regulations, or by collective bargaining agreement. 29.5(b)(5)
	(6) PERIODIC REVIEW: Periodic review and evaluation of the apprentice's performance on the job and in related instruction, and the maintenance of appropriate progress records. 29.5(b)(6)
	(7) RATIO: The numeric ratio of apprentices to journeyworkers, consistent with proper supervision, training, safety and continuity of employment, and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, workforce, department or plant. 29.5(b)(7)
	(8) PROBATIONARY PERIOD: A probationary period reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship. The probationary period cannot exceed 25 percent of the length of the program, or 1 year, whichever is shorter. 29.5(b)(8)

	(9) SAFETY: Adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on the job and in related instruction. 29.5(b)(9)
	(10) MINIMUM QUALIFICATIONS: The minimum qualifications required by a Sponsor for persons entering the Apprenticeship Program, with an eligible starting age of not less than sixteen (16) years. 29.5(b)(10)
	(11) APPRENTICESHIP AGREEMENT: The placement of an apprentice under a written Apprenticeship Agreement that meets the requirements by § 29.7 or the State apprenticeship law of a recognized Registration Agency. The Agreement must directly, or by reference, incorporate the Standards of the Program as part of the Agreement. 29.5(b)(11)
	(12) CREDIT FOR PREVIOUS EXPERIENCE: The granting of advanced standing or credit for demonstrated competency, acquired experience, training or skills for all applicants equally, with commensurate wages for any progression step so granted. 29.5(b)(12)
	(13) TRANSFER OF TRAINING: Transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors, and must comply with the following requirements. 29.5(b)(13)(i-iii)
	(14) QUALIFIED TRAINERS AND SUPERVISION: Assurance of qualified training personnel and adequate supervision on the job. 29.5(b)(14)
	(15) COMPLETION CERTIFICATE: Recognition for successful completion of apprenticeship evidenced by an appropriate certificate issued by the Registration Agency. 29.5(b)(15)
	(16) COMPETENCY-BASED OR HYBRID APPROACH: Program standards that utilize the competency-based or hybrid approach for progression through an apprenticeship and that choose to issue interim credentials must clearly identify the interim credentials, demonstrate how these credentials link to the components of the apprenticeable occupation, and establish the process for assessing an individual apprentice's demonstration of competency associated with the particular interim credential. Further, interim credentials must only be issued for recognized components of an apprenticeable occupation, thereby linking interim credentials specifically to the knowledge, skills, and abilities associated with those components of the apprenticeable occupation. 29.5(b)(16)
	(17) REGISTRATION AGENCY: Identification of the Registration Agency as the US Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency. 29.5(b)(17)
	(18) REGISTRATION/CANCELLATION/DEREGISTRATION OF PROGRAM: Provision for the registration, cancellation, and deregistration of the program and for the prompt submission of any program standard modification or amendment to the Registration Agency for approval. 29.5(b)(18)
	(19) REGISTRATION/COMPLETION/CANCELLATION OF APPRENTICES: Provision for registration of apprenticeship agreements, modifications, and amendments; notice to the Registration Agency of persons who have successfully completed apprenticeship programs; and notice of transfers, suspensions and cancellations of apprenticeship agreements and a statement of the reasons therefore. 29.5(b)(19)
	(20) PROBATIONARY PERIOD TERMINATION: Authority for the cancellation of an apprenticeship agreement during the probationary period by either party without stated cause, cancellation during the probationary period will not have an adverse impact on the sponsor's completion rate. 29.5(b)(20)

	<p>(21) EQUAL EMPLOYMENT OPPORTUNITY: Compliance with 29 CFR part 30, including the equal opportunity pledge prescribed in 29 CFR 30.3(b); an affirmative action plan complying with 29 CFR 30.4; and a method for the selection of apprentices authorized by 29 CFR 30.5, or compliance with parallel requirements contained in a State plan for equal opportunity in apprenticeship adopted under 29 CFR part 30 and approved by the Department. The apprenticeship standards must also include a statement that the program will be conducted, operated and administered in conformity with applicable provisions of 29 CFR part 30, as amended, or, if applicable, an approved State plan for equal opportunity in apprenticeship. 29.5(b)(21)</p>
	<p>(22) PERSON TO RECEIVE COMPLAINTS: Contact information (name, address, telephone number, and e-mail address if appropriate) for the appropriate individual with authority under the program to receive, process and make disposition of complaints. 29.5(b)(22)</p>
	<p>(23) RECORDS MAINTENANCE: Recording and maintenance of all records concerning apprenticeship as may be required by the Office of Apprenticeship or recognized State Apprenticeship Agency and other applicable law. 29.5(b)(23)</p>
	<p>(24) ALL DOCUMENTS HAVE BEEN CHECKED FOR SPELLING, FORMATTING, GRAMMAR, (INCLUDING TABLE OF CONTENTS), ETC.</p>

I hereby attest that the standards as submitted have been found to be in conformance with the requirements set forth in Title 29 CFR 29 and 30; meet each of the above provisions; have been reviewed for accuracy and are recommended for registration.

ATR

DATE: _____

STATE DIRECTOR

DATE: _____