

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> Process for Issuance of "Certificate of Training"/Interim Credential for Approved Programs and Occupations <u>Code:</u> 200
Symbols: DSNIP/FDK		Action: Immediate

PURPOSE: To inform Office of Apprenticeship (OA), State Apprenticeship Agency staff (SAA), Registered Apprenticeship program sponsors and other Registered Apprenticeship partners as to the definition and provisions for the issuance of interim credentials.

BACKGROUND: The U.S. Department of Labor's Employment and Training Administration issued a final rule that updates Title 29, Code of Federal Regulations (CFR) Part 29, Labor Standards for Registration of Apprenticeship Programs. The rule was published on October 29, 2008 and became effective on December 29, 2008.

Section 29.5(b) (16) provides for Registration Agencies to issue interim credentials, at the initiative of the program sponsors, to recognize apprentices' attainment of competency in discrete components of an apprenticeable occupation. As such, interim credentials should be seen as a stackable credential leading to the ultimate goal of a certificate of completion of training.

Where the Registration Agency has been assured by a program sponsor's determination that an apprentice has successfully met the requirements to receive an interim credential as outlined in the program standards, such a credential will be issued. In states where the State Registration Agency chooses not to issue interim credentials, OA will issue interim credentials, where appropriate.

DEFINITIONS: Competency means the attainment of manual or technical skills and knowledge, as specified by an occupational standard and demonstrated by an appropriate written and hands-on proficiency measurement.

Apprenticeable occupation are considered to be "career latticed" if they include pathways where an apprentice can either specialize or gain deeper knowledge and experience in particular areas (i.e., move laterally along the "lattice"), and/or progress upward within that particular occupation. Alternatively, these occupations are considered to provide stackable credentials leading to the ultimate achievement of a certificate of completion of training.

Interim credential is a credential issued by the Registration Agency upon request of the appropriate sponsor as a certification of competency attainment by an apprentice registered in an apprenticeship program for an approved "career latticed" occupation. Currently, interim credentials issued by the Office of Apprenticeship are referred to as a "Certificate of Training."

ACTION: Interim credentials will only be issued to apprentices for attainment of competency if the following criteria are met:

- The apprenticeship standards for that apprentice's program have been approved by the State Registration Agency or OA to include provisions for issuance of interim credentials for specific components of an apprenticeable occupation; and
- The apprenticeable occupation in which the apprentice is being trained and employed has been approved as a "career lattice apprenticeable occupation."

Standards of apprenticeship for programs in apprenticeable occupations approved as "career latticed" will typically feature two or more levels of training that lead to the Certificate of Completion of Apprenticeship.

Program sponsors who choose to include provisions for the issuance of interim credentials in their standards of apprenticeship must provide documentation to the State Registration Agency or OA that:

- Clearly identifies how the apprentice's achievement of competency and entitlement to the interim credential will be determined;
- Specifies how these credentials link to components of an apprenticeable occupation and link the interim credential specifically to the knowledge, skills and abilities associated with those components of the apprenticeable occupations;
- Specifies that the acquisition of the identified competencies must be by the utilization of both written and hands-on proficiency evaluations; and
- Indicates that the interim credentials are recognized by industry as leading toward a Certificate of Completion of Apprenticeship.

Intermediate and post-apprenticeship recognition of training will be approved for those occupations and programs which have been submitted to and approved by the OA Administrator or a State Registration Agency.

Staff is advised that the issuance of interim credentials is only for apprentices registered in competency-based or hybrid programs for career latticed apprenticeable occupations. These interim credentials will be issued by the OA National Office or in SAA states, the State Registration Agency.

If a recognized SAA registers program standards that use a competency-based or hybrid approach for completion of the apprenticeship program, but the SAA does not issue interim credentials, the program sponsor may request the OA to issue interim credentials to apprentices who have successfully met the requirements of an interim credential established in the program standards for their respective apprenticeship programs.

If a recognized SAA does not register program standards that use a competency-based or hybrid approach, then a program sponsor can petition to register the apprenticeship standards with the OA for federal proposes and the OA will issue interim credentials, when the prerequisites are met.

SAA's must insure adequate recordkeeping to track activities related to the issuance of interim credentials.

If you have any questions please contact Franchella Kendall at 202-693-3813.

OA and SAA staff should familiarize themselves with this bulletin.

NOTE: This bulletin is being sent via electronic mail.

CERTIFICATE OF TRAINING
"Mentor Specialty"