

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> Application Process for Recognition of State Apprenticeship Agencies (SAAs)  <u>Code:</u> 700
Symbols: DSNIP/FDK		Action: Immediate

**PURPOSE:** To inform Office of Apprenticeship staff, State Apprenticeship Agency (SAA) staff, registered apprenticeship program sponsors and other registered apprenticeship partners of the process for recognition of SAA's under Title 29 Code of Federal Regulations (CFR) Part 29, Labor Standards for Registration of Apprenticeship Programs.

**BACKGROUND:** The U.S. Department of Labor's Employment and Training Administration issued a final rule that updates Title 29, CFR Part 29 on October 29, 2008. The rule became effective on December 29, 2008.

Currently recognized SAAs have two years from the effective date of the final rule to submit their applications for recognition as a State Registration Agency for Federal purposes. The requirements for recognition are contained in § 29.13.

**REQUIRED INFORMATION:** SAA seeking recognition must submit a package containing the following information:

- a. A letter of request for recognition as the Registration Agency from an official with authority over the SAA;
- b. Physical address of the SAA;
- c. State Office that is the point of contact for the SAA;
- d. A description of the respective powers and duties of the State Office, the SAA and the State Apprenticeship Council;
- e. A copy of the State Apprenticeship law that conforms to the requirements of Title 29, CFR Parts 29 and 30;
- f. Description of composition of State Apprenticeship Council membership, list of council members, and classification of the council as regulatory or advisory;
- g. A description of basic standards, criteria, and requirements for program registration and/or approval, and demonstration of linkages and coordination with the State's economic development strategies and publicly-funded workforce investment system;
- h. Copy of the standard apprenticeship agreement form;
- i. Procedure for recognition of apprenticeable occupations, if applicable;
- j. A description of the policies and operating procedures which depart from or impose requirements in addition to those prescribed in Title 29, CFR Part 29.13;

- k. Copy of the State Plan for Equal Opportunity in Apprenticeship that conforms to the requirements published in Title 29, CFR Part 30;
- l. Provide a description of the resources i.e., budget, list of key personnel, and staffing chart that would support registered apprenticeship;
- m. Copy of the SAA's Certificate of Completion of Apprenticeship;
- n. Copy of the SAA's Certificate of Registration;
- o. Copy of the SAA's Certificate of Training (if applicable);
- p. Copy of SAA data collection instruments and policies;
- q. Copy of the most recent statistical information, i.e., number of active programs, active apprentices, occupations;
- r. List of apprenticeable occupations, terms, O\*NET-SOC Code and type of progression, i.e., time-based, competency-based or hybrid;
- s. Outline of the procedures for data collection, including description of types of data collected; and
- t. All proposed modifications in legislation, regulations, policies and/or operational procedures planned or anticipated.

### **Submission Process**

The completed package must be submitted hard copy by (UPS or FedEx) and electronically to the Office of Apprenticeship Administrator and carbon copy to Franchella Kendall, Chief Division of Standards and National Industry Promotion, no later than December 29, 2010 to:

John V. Ladd, Administrator  
Office of Apprenticeship  
200 Constitution Avenue, NW  
Room N5306  
Washington, DC 20210

Franchella Kendall, Chief  
Office of Apprenticeship  
200 Constitution Avenue, NW  
Room N5425  
Washington, DC 20210

A review tool for application process has been developed to assist the SAAs with putting their application package together and is attached to this document.

**ACTION:** The OA and SAA staff should familiarize themselves with this bulletin.

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

**NOTE:** This bulletin and attachment is being sent via electronic mail.

Attachment

- Bulletin2010-15 - SAA Review Tool for Application Process ([PDF](#))