29/29 SAA RECOGNITION REVIEW CHECKLIST

This checklist includes items and information that a State Apprenticeship Agency must include in its application to the Secretary for recognition as a Registration Agency, for Federal purposes.

YES	NO	#	SUBJECT	CFR - Reference
		1.	Submit a State apprenticeship law that conforms to the requirements of Title 29, CFR parts 29 and 30.	29.13(a)(1)
Comments:				
		2.	Document that a conforming State Apprenticeship Council has been established and has been used on a continuing basis.	29.13(a)(2)
Comments:				
		3.	Submit a copy of the State Plan for EEO in Apprenticeship that conforms to the requirements published in Title 29, CFR part 30.	29.13(a)(3)
Comments:				
		4.	Submit a description of the basic standards, criteria, and requirements for program registration and/or approval and	
Comments:				
		5.	Demonstrate linkages and coordination with the State's economic development strategies and publicly-funded workforce investment system	29.13(a)(4)
Comments:				
		6.	Submit a description of policies and operating procedures which depart from or impose requirements in addition to those prescribed in Title 29 CFR part 29.	29.13(a)(5)
Comments:				

29 – 29 SAA RECOGNITION REVIEW – continued.

YES	NO	#	SUBJECT	CFR - Reference
		7.	Identify the administrative entity (the State Apprenticeship Agency), established and maintained by the State, that is capable of performing the basic functions of a Registration Agency under 29 CFR part 29.	29.13(b)(1)
Comments:				
		8.	Clearly delineate the respective powers and duties of the State Office, the State Apprenticeship Agency and the State Apprenticeship Council.	29.13(b)(3)
Comments:				
		9.	Submit the policies and procedures established to promote equality of opportunity in apprenticeship pursuant to a State Plan for EEO in Apprenticeship which adopts and implements requirements of Title 29, CFR part 30 and to require apprenticeship programs to operate in conformity with such State Plan and Title 29, CFR part 30.	29.13(b)(4)
Comments:				
		10.	Prescribe the contents of apprenticeship agreement, in conformity with Title 29, CFR part 29.7. Submit copy of the State's apprenticeship agreement.	29.13(b)(5) and 29.7
Comments:				
		11.	Ensure that the registration of apprenticeship programs occurs only in apprenticeable occupations, as provided in Title 29, CFR part 29.4 including occupations in high growth and high demand industries. Provide a copy of the procedures for recognition of apprenticeable occupations, if applicable.	29.13(b)(6)
Comments:				

29 – 29 SAA REVIEW – continued.

YES	NO	#	SUBJECT	CFR - Reference
		12.	Accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor. Program sponsors seeking reciprocal approval must meet wage and hour provisions and apprentice ratio standards of the reciprocal State.	29.13(b)(7)
Comments:				
		13.	Provide for the cancellation and/or deregistration, of programs, and for temporary suspension, cancellation and/or deregistration of apprenticeship agreements.	29.13(b)(8)
Comments:				
		14.	Is there provision for written acknowledgement of union agreement or "no objection" to registration when a program is proposed for registration by an employer or employer's association and where the standards, collective bargaining agreement or other instrument provides for participation by a union in any manner in the operation of the substantive matters of the apprenticeship program and such participation is exercised?	29.3(j)
Comments:				
		15.	Under the conditions indicated in 14, above, where no such participation is evidenced and practiced is the union if any, which is the collective bargaining agent, furnished a copy of the application for registration and of the apprenticeship program?	29.3(j)
Comments:				

29 – 29 SAA REVIEW – continued.

YES	NO	#	SUBJECT	CFR - Reference
		16.	Under the conditions of 14 and 15, above, does the State agency provide for receipt of union comments, if any, within 45 days before final action on the application for registration and/ or approval	29.3(j)
Comments:				
		17.	Does the SAA require for approval/registration that apprenticeship programs conform to each of the Standards of Apprenticeship as provided in Title 29, CFR part 29.5?	29.13(a)(4)
Comments:				

DRAFT

29 – 30 SAA REVIEW CHECKLIST

YES	NO	#	SUBJECT	CFR - Reference
		1.	Submit State EEO plan that is consistent with Title 29, CFR part 30.	29/30.15(a)(2)
Comments:				
		2.	Process where appropriate, that sponsors are determining the necessity for goals and timetables based upon proper analysis.	29/30.4(e)
Comments:				
		3.	Process where appropriate, sponsors establish goals and timetables on the basis of analysis of underutilization of minorities and women and its entire affirmative action program and "good faith efforts" is judged by whether it is following its affirmative action plan and attempting to make it work, including evaluation and changes in its program where necessary to obtain maximum effectiveness toward attainment of its goals.	29/30.4(f)
Comments:				
		4.	Does the SAA conduct timely EEO compliance reviews of State registered programs including determination if a sponsor has met its goals within its timetables, or whether it has made good faith efforts? How many reviews has the SAA conducted during the last twelve-month period?	29.6b(1)(ii)
Comments:				
		5.	Does the SAA deregister programs for non-compliance with EEO in apprenticeship requirements and notify OA of such actions?	29/30.15(a)(5)
Comments:				

29 – 30 SAA REVIEW – continued.

YES	NO	#	SUBJECT	CFR - Reference
		6.	Have any programs been deregistered for EEO reasons since the last SAA review? (List programs and reasons on attached sheet.)	29/30.15(a)(5)
Comments:				
		7.	Does the SAA maintain adequate records?	29/30.8(d)
Comments:				
		8.	Does the SAA provide records and documents to OA pertinent to Title 29, CFR part 30 when requested?	29/30.8(d)&(e)
Comments:				
		9.	How many EEO complaints has the SAA received since the last SAA review/how many resolved? Number received:	29/30.8(d)
Comments:				
		10.	Does the SAA have a written procedure for investigating complaints pertaining to EEO? (Provide status of EEO complaints received on attached sheet.)	30.11b(3)
Comments:				
		11.	Provide the following most available statistical data:	30.9
Comments: **SEE WORKSHEET BELOW**				

INDUSTRY	TOTAL APPRENTICES	MINORITY APPRENTICES	FEMALE APPRENTICES
Construction Industry			
Non-Construction			
TOTAL ALL			
Date of data:			

Management Review of SAA Operations

I. ADMINISTRATIVE

YES	NO	#	SUBJECT	CFR - Reference
		A.	List current Council members, their affiliation, and the areas they represent (labor, management, public).	29.13(b)(2)
Comments:				
		B.	How often does the Council meet and when was the last meeting?	29.13(b)(2)
Comments:				
		C.	Briefly describe the duties of the Council.	29.13(b)(3)
Comments:				
		D.	What is the role of the council, advisory or regulatory?	29.13 (b)(3)
Comments:				
		E.	Give the name and title of the administrative head of the operating staff of the SAA.	29.13(b)(3)
Comments:				
		F.	Briefly describe the duties of the State operating staff.	29.13(b)(3)
Comments:				
		G.	Provide the number and type of State positions devoted to apprenticeship. Indicate the percentage of time devoted to apprenticeship if positions have other responsibilities.	29.13 (b)(2)
Comments:				
		H.	What is the dollar amount of the State apprenticeship budget?	29.13(b)(2)
Comments:				

1. ADMINISTRATIVE – continued.

YES	NO	#	SUBJECT	CFR - Reference
		I.	Describe the operating workload division between the SAA and OA, e.g., geographically, by industry or trade.	29.13(a)(1)
Comments:				
		J.	Indicate the type of work done by SAA staff and the type done by OA staff. For example, do both OA and SAA develop, service, and make EEO reviews?	29.13(a)(1)
Comments:				

DRAFT

II. DATA COLLECTION

(This information need not be collected during the on-site review if it is known by OA personnel, but it is to be included in the report submitted to the Regional Director)

YES	NO	#	SUBJECT	CFR - Reference
		A.	What is the total number of active programs and apprentices registered by the State? (per period/date)	
Comments:				
		B.	Is the State's data collection system automated? If so, does it feed into our Registered Apprenticeship Partners Information Data System (RAPIDS)?	
Comments:				
		C.	Indicate the number of programs and apprentices in the workload of the SAA staff and in the workload of the OA staff. (per period/date)	
Comments:				
		D.	How many new programs were registered by the State in the last 12 months?	
Comments:				
		E.	How many programs were deregistered in the last 12 months?	
Comments:				
		F.	How many programs were considered for registration during the last 12 months that were denied registration?	
Comments:				

III. POLICY

YES	NO	#	SUBJECT	CFR - Reference
		A.	What occupations, if any, are recognized by the State as apprenticeable which OA does not recognize?	
Comments:				
		B.	Has the State refused to recognize any occupations recognized by OA as apprenticeable? If so, name them and give the reasons for refusal.	
Comments:				
		C.	Does the State have a "little Davis-Bacon Act"?	
Comments:				
		D.	Has the State submitted all proposed modifications in legislation, regulations, policies and/or operational procedures planned or anticipated by a the SAA, either at the time of application for recognition or subsequently, to the OA for review and obtained the OA's concurrence prior to implementation.	29.13(b)(9)
Comments:				
		E.	Are there any State policies or procedures that limit access by any potential sponsors to the apprenticeship system? If so, explain.	
Comments:				