

Process for Recognition of a State Apprenticeship Agency as the Registration Agency for Federal Purposes

Background

The National Apprenticeship System's revised regulations, Title 29, CFR part 29, went into effect December 28, 2008.

Currently recognized State Apprenticeship Agencies (SAA) have two years from the effective date of the regulations 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. Location of the SAA as an administrative entity within the State government;
- c. Physical address of the SAA;
- d. State Office that is the point of contact for the State Apprenticeship Agency;
- e. A description of the respective powers and duties of the State Office, the State Apprenticeship Agency and the State Apprenticeship Council;
- f. State Apprenticeship Law that conforms to the requirements of Title 29, CFR parts 29 and 30;
- g. Description of composition of State Apprenticeship Council membership, list of Council members, and classification of the council as Regulatory or Advisory;
- h. 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;
- i. Copy of the standard Apprenticeship Agreement form;
- j. Procedure for recognition of Apprenticeable occupations, if applicable;
- k. 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;

- l. Copy of the State Plan for Equal Opportunity in Apprenticeship that conforms to the requirements published in Title 29, CFR part 30;
- m. Resources—Budget, List of Key Personnel –Staffing chart;
- n. Copy of SAA Certificate of Apprenticeship of Completion;
- o. Copy of Certificate of Registration;
- p. Copy of Certificate of Training (if applicable);
- q. Copy of SAA Data collection instrument, policies;
- r. Recent Statistical Information i.e. number of active programs, active apprentices, occupations;
- s. List of Apprenticeable Occupations, terms, O*NET-SOC Code and Type of progression, i.e., Time-based, Competency-based or Hybrid;
- t. Outline of the procedures for data collection, including description of types of data collected; and
- u. 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 cc to Franchella Kendall, Chief Division of Standards and National Industry Promotion:

John 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