



Kentucky TRAINED. Kentucky BUILT.

Apprenticeship Registration, Standards and Agreement

Name of Sponsor:

Program Number:

Provisional Registration Date:

Final Registration Date:



Program Registration, Standards and Apprenticeship Agreement

Program Registration – Section I

OMB No. 1205-0223 Expiration Date: 06/30/2024

NOTE: This form should be completed by the program sponsor in conjunction with the registration agency.

A. PROGRAM SPONSOR'S IDENTIFYING INFORMATION

1. Employer ID Number:		2. Program Number (When Assigned):	
3. Sponsor Name:			
4. Doing Business As (If Applicable):			
5. Address:		6. City:	
7. State:	8. Zip Code:	9. County:	
10. Is the program sponsor's address provided immediately above different from the program sponsor's principal place of business in the United States (i.e., the location of the program sponsor's headquarters)? (Select One)			YES NO
If yes, please provide the address and point of contact information (first name, middle initial, last name, title, telephone number, and e-mail address) at the program sponsor's principal place of business in the United States.			
11. Sponsor Type (Select All That Apply):			
Employer Union/Labor Business Association Intermediary Community College/University State Agency Community-Based Organization Workforce Development Board Foundation Federal Agency City/County Agency Other:			
12. Parent Organization/National Affiliation:			

B. PROGRAM SPONSOR'S POINT OF CONTACT & OTHER RELEVANT INFORMATION

1. Last Name, First Name, & Middle Initial:		2. Title:	
3. Is this person the primary point of contact for information about the program? (Select One)			YES NO
NOTE: If there are additional program sponsor points of contact, please provide their name and contact information in section H. Separate Attachment Area.			
4. Point of Contact's Address (If different from Sponsor's Address in Section A):			
5. City:	6. State:	7. Zip Code:	8. County:
9. Telephone Number:		10. Extension (Optional):	
11. Cell Phone Number (Optional):		12. E-Mail Address:	
13. Is the program sponsor different from the employer that employs apprentices? (Select One)			YES NO
If yes, please provide the employer name and the employer's primary point of contact information (first name, middle initial, last name, title, address, telephone number, cell phone number (optional), and e-mail address) below. (Note: If there are multiple employers, please provide their names and their primary point of contact information in section H. Separate Attachment Area.)			
14. Does this program employ apprentices in more than one U.S. state and/or territory? (Select One)			YES NO
If yes, please list below each U.S. state and/or territory where the sponsor's apprenticeship program employs apprentices:			
15. Is the program sponsor willing to be placed on the statewide Eligible Training Provider (ETP) List? (Select One)			YES NO
If yes, please contact ETPL to register as an Eligible Training Provider.			

C. ADDITIONAL PROGRAM CLASSIFICATION INFORMATION (INCLUDING SPONSOR'S POINT OF CONTACT FOR COMPLAINTS)

1. Program Type (Select All That Apply): Single Employer Multi-Employer National Program Standards Local Apprenticeship Standards	
If you selected local apprenticeship standards, are these standards based on National Guidelines for Apprenticeship Standards?	YES NO
If yes, please provide the National Guidelines for Apprenticeship Standards program name and certification number:	
2. Does this program have a Collective Bargaining Agreement? (Select One) YES NO	
If yes, please provide Bargaining Agency Name and then proceed to question #3 immediately below:	
If no, please skip question #3 immediately below and proceed to question #4.	
3. Does the union waive any privileges under this program (specifically, in instances where: (1) a program is registered by an employer or employers' association, (2) a collective bargaining agreement exists, and (3) the union elects not to participate in the operation of substantive matters of the apprenticeship program)? (Select One)	YES NO
4. Size of Workforce (includes all employees):	5. Employer NAICS Code:
6. Does this program have an Inmate Program? (Select One) YES NO	
7. Does this program require specialized documentation to verify credit for previous experience? (Select One) YES NO	
If yes, please specify below:	
8. Complaints Point of Contact: Name and Contact Information (first name, middle initial, last name, title, address, telephone number, cell phone number (optional), and e-mail address) of the Individual Designated by the Program Sponsor to Receive Complaints.	

D. OCCUPATION INFORMATION, RELEVANT WAGE INFORMATION, & MINIMUM QUALIFICATION REQUIREMENTS

1. Occupation Type (Select One): Time-based Competency-based Hybrid	
2. Occupation Title (Note: If there are additional occupation titles, please provide the information associated with each occupation (see fields D1 – D21) in a separate attachment)	
3. RAPIDS Code:	4. O*NET Code:
5. Sponsor Occupation Title (If different from the Occupation Title):	
6. Does this occupation have interim credentials (career lattice occupation)? YES NO	
7. Term Length (Duration of Apprenticeship):	8. Probationary Period:
9. Minimum Requirements for Entry into the Program (If Applicable)	
A. Minimum Age:	
B. Education:	
C. Physical:	
D. Aptitude Tests:	
E. Other:	

10. Is there a Written School-To-Apprenticeship Agreement (STA)? (Select One) YES NO				
11. Is there an established on-the-job learning/training plan (e.g., work process schedule)? (Select One) YES NO				
If yes, please provide the plan in a separate attachment. If no, please work with the Registration Agency to develop a plan.				
12. What is the Apprentice to Journeyworker (i.e., Experienced Worker) ratio?			Apprentice(s) to	Journeyworker(s)
13. Are wages paid during Related Instruction (RI)? (Select One) YES NO				
14. Hours when RI is provided (Select One): During Work Hours Not During Work Hours Both During & Not During Work Hours				
15. Number of Journeyworkers Employed:			16. Journeyworker Wage:	
15A. Journeyworkers Numbers				
Females:	Ages 16-24:	American Indian or Alaskan:	Native Hawaiian/Pacific:	
Males:	Ages 25-54:	Black/African American:	White:	
Veterans:	Age 55+:	Hispanic:	Not Identified:	
Disabled:	Asian:	Non-Hispanic:	Foster Youth:	
Department of Juvenile Justice Youth:				
17. Apprentice Start Wage:			18. Apprentice End Wage:	
19. Wage Units for Journeyworker & Apprentice (Select One): Hourly Weekly Monthly Semi-Annually Annually Competencies				
20. Wage Rate (Select One): % of Journeyworker wage \$ amount of wage Both % and \$ amount of wage				
21. Wage Schedule Information				
A. Period	B. Duration (If Applicable)	C. Number of Competencies (If Applicable)	D. % of Journeyworker Wage	E. \$ Amount of Wage
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

E. RELATED INSTRUCTION (RI) PROVIDER(S) INFORMATION

1. Name of Primary RI Provider:		
2. Address:	3. City:	
4. State:	5. Zip Code:	6. Website (Optional):
7. Instruction Method (Select All That apply): Classroom Correspondence/Shop Web-Based Learning		
8. Provider Type (Select All That Apply): Sponsor Community College/Technical School Vocational School Other:		
9. Total Length of RI:	10. Is there an established RI outline/plan? (Select One) YES NO	
If yes, please provide the outline/plan in a separate attachment. If no, please work with the Registration Agency to develop an outline/plan.		
11. Contact Person (First Name and Last Name Required):		
12. Telephone Number and Email Address:		
13. Name of Secondary RI Provider (If Applicable): (Note: If there are more than two RI providers, please provide their information in a separate attachment in section H. Separate Attachment Area).		
14. Address:		15. City:
16. State:	17. Zip Code	18. Website (Optional):
19. Instruction Method (Select All That Apply): Classroom Correspondence/Shop Web-Based Learning		
20. Provider Type (Select All That Apply): Sponsor Community College/Technical School Vocational School Other:		
21. Total Length of RI:	22. Is there an established RI outline/plan? (Select One) YES NO	
If yes, please provide the outline/plan in a separate attachment. If no, please work with the Registration Agency to develop an outline/plan.		
23. Contact Person (First Name and Last Name Required):		
24. Telephone Number and Email Address:		

F. SELECTION PROCEDURES

1. Does this program have an established Selection Procedure? (Select One) YES NO
If yes, please provide the procedures in a separate attachment. If no, please work with the Registration Agency to develop procedures.

G. PROGRAM SPONSOR'S WRITTEN ASSURANCES WITH RESPECT TO VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing below the program sponsor official whose name and initials are subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program (**Initials of program sponsor official:** _____);
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits a veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code (**Initials of program sponsor official:** _____); and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above (**Initials of program sponsor official:** _____).

Attestation: I declare under penalty of perjury that I have read and reviewed the contents of this apprenticeship program registration document, including the foregoing assurances required of program sponsors under Pub. L. 116-134, and that to the best of my knowledge, the information contained therein is true and accurate.

I hereby subscribe to the basic requirements for apprenticeship set forth by the Kentucky Education & Workforce Development Cabinet, Office of Employer and Apprenticeship Services, the Kentucky Apprenticeship Council, Kentucky State Plan for Equal Employment Opportunity in Registered Apprenticeship Programs and the Supervisor of Apprenticeship as prescribed in 787 KAR 3:010, in cooperation with the U.S. Department of Labor, Office of Apprenticeship, and in accordance with the basic Standards of Apprenticeship 29 Code of Federal Regulations (CFR) Parts 29 and 30. I acknowledge that certain information submitted by the program sponsor is considered confidential by the Office of Employer and Apprenticeship Services pursuant to governing authority. Further, as part of the review process for program registration, I understand that the Office of Employer and Apprenticeship Services will seek documentation of any citations of record issued to the program sponsor from the Kentucky Labor Cabinet.

Electronic signatures: By signing your name electronically in the attestation section, you are agreeing that your electronic signature is the legal equivalent of your handwritten (manual) signature and shall have the same legal validity, enforceability, and admissibility to the fullest extent permitted by applicable law, including KRS 369.101 to 369.120 "Uniform Electronic Transactions Act" and other applicable law.

Name of Program Sponsor Official (Last, First, Middle Initial):

Signature of Official:

Title of Official:

Date:

Approving ATR Signature:

Date:

Supervisor of Apprenticeship Signature:

Date Program Approved:

H. SEPARATE ATTACHMENT (provide areas listed above)

NOTE: If there are additional program sponsor points of contact, please provide their name and contact information in a separate attachment or section labeled Separate Attachment.

Additional program sponsor points of contact, please provide their name and contact information (first name, middle initial, last name, title, address, telephone number, cell phone number (optional), and e-mail address).

If there are multiple employers, please provide the employer's name and the employer's primary point of contact information their names and their primary point of contact information (first name, middle initial, last name, title, address, telephone number, cell phone number (optional), and e-mail address).

If there are more than two RI providers, please provide their information (first name, middle initial, last name, title, address, telephone number, cell phone number (optional), and e-mail address)

STANDARDS SECTION

I. STANDARDS

It is understood and agreed that effective on the date of approval, the following will constitute the standards of apprenticeship for:

(Name of program sponsor)

II. OBJECTIVES

The purpose of this program is to promote high standards of learning opportunities resulting in certification of a specified occupation. These standards of apprenticeship shall be met by on-the-job training supplemented with related classroom instruction. It shall be the policy of the sponsor that all apprentices shall be employed and trained in accordance with these standards. The sponsor must conduct, operate, and administer its registered apprenticeship program in accordance with all applicable provisions of 29 CFR part 29, subpart A and part 30, and all relevant guidance issued by the U.S. Department of Labor's Office of Apprenticeship. The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document "[Requirements for Apprenticeship Sponsors Reference Guide](#)."

III. DEFINITIONS

- A. Sponsor:** Any person, committee or organization in whose name or title the program is to be registered, irrespective of whether such an entity is an employer.
- B. Employer:** Any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship or on-the-job training agreement with the Apprentice.
- C. Apprenticeship Agreement:** A written agreement voluntarily entered into by the apprentice or through his/her parent or guardian with the sponsor which must be registered with the Registration Agency. The agreement contains the terms and conditions of employment and training of the apprentice to enable the apprentice to learn the business, craft, or occupation of the sponsor.
- D. Council:** The Kentucky Apprenticeship Council appointed by the Governor of Kentucky.
- E. Registration Agency:** The Kentucky Education & Workforce Development Cabinet, Office of Employer and Apprenticeship Services is recognized by the U.S. Department of Labor, Office of Apprenticeship as a State Apprenticeship Agency (SAA) for Kentucky that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with 29 CFR part 29 subpart A, and part 30; and quality assurance assessments.
- F. Office of Apprenticeship:** The U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship.

G. Related Classroom Instruction: An organized and systematic form of instruction designed to provide the theoretical and technical subjects related to the registered occupation.

H. Subject Matter Expert: A subject matter expert is an individual, such as a journey worker/mentor, who is recognized within an industry and by the sponsor as having expertise in the related occupation.

I. Supervisor of Apprenticeship: : The supervisor of apprenticeship appointed by the Commissioner, with approval of the Governor, to effectuate the purposes of KRS Chapter 343 (“Apprenticeship”).

J. Commissioner: The Commissioner of the Department of Workforce Investment, under the direction and supervision of the secretary of the Education and Workforce Development Cabinet, or any person authorized to act in his or her behalf.

K. Apprenticeship and Training Representative (ATR): The term ATR shall mean a representative of the Kentucky Education & Workforce Development Cabinet, Office of Employer and Apprenticeship Services, the Supervisor of Apprenticeship, or a representative of the U.S. Department of Labor, Office of Apprenticeship or a representative contracted by the Supervisor of Apprenticeship to act as a consultant on problems of apprenticeship training.

III. Equal Employment Opportunity Pledge

The Registered Apprenticeship sponsor will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years or older. The Registered Apprenticeship sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 CFR Part 30 and the Kentucky State Plan for Equal Employment Opportunity in Registered Apprenticeship Programs.

IV. Selection Procedures

Selection procedures shall define the method of recruitment of apprentices if a program has five (5) or more apprentices in the program.

V. Ratio

The sponsor agrees to employ apprentices consistent with the proper journeyworker supervision, training and reasonable continuity of employment, in a ratio in accordance with 787 KAR 3:010, Section 3.

VI. Supervision of Apprentices

Apprentices will be under the supervision of the sponsor who is responsible for the duty assignment of the apprentices. To ensure adequate training, the sponsor shall designate a person to supervise the apprentice(s) and be responsible for his/her on-the-job training. The apprentice must work under the direct supervision of a journey worker at all times.

VII. Hours of Work

The scheduled workday and work week for apprentices are subject to the sponsors operating plan and to the training requirement of the apprentice. Conditions for overtime work;

1. It is not the intent that apprentices will displace journey workers for overtime work.
2. The sponsor may assign overtime to apprentices. Overtime shall not conflict with the apprentice’s attendance of his/her regularly scheduled related classroom instruction.

VIII. Program Registration/Modification/Deregistration

The sponsor may modify these standards for operational needs of the employer or to incorporate changes in technology; however, the sponsor shall promptly notify the Registration Agency in writing or electronic transmission of any changes, modification or amendments.

Registration of an apprenticeship program described in these Standards of Apprenticeship does not exempt the sponsor, or any employers participating in the program, or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.

This program may be deregistered upon the voluntary action of the sponsor by the sponsor’s written request for cancellation to the Registration Agency or by the Registration Agency upon a finding of reasonable cause in accordance with 29 CFR § 29.8. The Registration Agency will operate in compliance with 29 CFR § 29.8 and § 20.10 for deregistration matters.

In accordance with 29 CFR § 29.6 and 787 KAR 3:010, Section 4, the Registration Agency will conduct performance reviews of each registered apprenticeship program. See Item XIV below. Every registered apprenticeship program must have at least one registered apprentice except for the time periods specified in 29 CFR § 29.6(a).

IX. Apprenticeship Agreement

Each apprentice employed and trained under these standards of apprenticeship shall be signatory to an apprenticeship agreement between the apprentice and sponsor. The sponsor shall submit signed apprenticeship agreements to the Registration Agency within 45 days of enrollment of apprentices. The apprenticeship agreement shall be incorporated as part of these apprenticeship standards and shall be registered with the Supervisor of Apprenticeship. The sponsor of these apprenticeship standards shall notify the registration agency in writing or electronic transmission, of all apprentice registrations, modifications, amendments, cancellations, suspensions, terminations, and completions of the apprenticeship agreement and causes thereof and dates of any action taken. The sponsor shall give the apprentice adequate notice in writing of any adverse action affecting the apprentice (i.e. disciplinary action, layoff, etc.) Copies of the apprenticeship agreement must be distributed as follows:

1. Apprentice
2. Program Sponsor
3. Registration Agency

NOTE: The registration agency may require different methods of transmitting the agreement for approval (e.g., RAPIDS, or any other electronic registration system deemed appropriate).

X. Credit for Previous Experience

Credit for previous experience may be allowed at the discretion of the sponsor. Such credit shall be stated on the apprenticeship agreement at the time of registration or may be granted at any time during the apprentice probationary period upon written request of the sponsor. Credit for previous experience shall be limited to fifty (50%) percent of the term of apprenticeship unless said previous experience was acquired as a registered apprentice in a program registered with the Office of Apprenticeship or a recognized state registration agency. Credit for previous experience shall be awarded to apprentices equally. Apprentices who receive credit for previous experience shall be paid upon entrance to the program the wage rate to which such credit advances them. Previous agreements with pre-apprenticeship programs for completion credit should be granted at the time of registration and said pre-apprenticeship program noted on the apprenticeship agreement.

XI. Probationary Period

The term of probation shall be stated for each trade not to exceed 1 year or 25% of the apprenticeship term. During the probationary period, either party may cancel the apprenticeship agreement by written notice to the registration agency without adverse impact on the sponsor. After the probationary period, the apprenticeship agreement may be canceled or suspended for good cause with due notice to the apprentice and a reasonable opportunity for corrective action. Written notice of final action taken must be provided in writing to the apprentice and the registration agency. The probationary period shall be counted toward the completion of the apprenticeship.

XII. Related Technical Instruction/On-The-Job Training/Performance

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. For journey worker certification requirements, each apprentice shall be required to complete instructional classes as established by the sponsor for not less than 144 hours for each year of the term of his/her apprenticeship.

Related classroom instruction may be provided by an entity recognized as a quality technical provider by an accredited agency. Other methods of instruction, including online courses, may be offered if approved by the registration agency.

All related technical instructors must meet the state education requirements for a vocational technical instructor in Kentucky, or be a subject matter expert.

The apprentice shall be required to follow instructions and perform tasks assigned by the sponsor for on-the-job training. OJT hours must be recorded daily by the program sponsor on an appropriate log sheet showing

the actual tasks and hours of work performed by the apprentice.

The apprentice's total record of performance shall be reviewed periodically by the sponsor. The sponsor will assure each apprentice that they will be provided qualified training personnel. Failure on the part of the apprentices to fulfill their obligation as to the related training studies and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their apprenticeship agreement. An apprentice may be removed from the program whenever a review of performance shows that he/she has failed to satisfactorily perform the related or on-the-job training requirements. An outline of the related technical instruction to be included in this training is attached hereto.

XIII. Recordkeeping

Appropriate records reflecting the apprentice's progress in on-the-job-training, job performance, and related instruction shall be maintained for each apprentice. These records shall also include a periodic review of the apprentice's progress in each of the above-mentioned area. All records concerning apprentice selections, action, and performance shall be kept and maintained for a minimum of five (5) years after completion or exit of program.

XIV. Program Reviews

Kentucky's Office of Employer and Apprenticeship Services will complete a review of your Registered Apprenticeship program in accordance with 29 CFR § 29.6 and 787 KAR 3:010, Section 4. This is for needed technical assistance and review of program records for program compliance with the requirements contained in the "Registered Apprenticeship Programs" regulation at 29 CFR Part 29, subpart A, and the "Equal Employment Opportunity in Apprenticeship" regulation at 29 CFR Part 30. Programs that have five (5) or more active apprentices must have an approved Affirmative Action Plan (AAP) that meets the requirements of 29 CFR § 30.4. Program reviews will include review of whether the registered apprenticeship program has at least one registered apprentice participating in its program at the time of review or is otherwise in compliance with 29 CFR 29.6(a) and 787 KAR 3:010, Section 4 (1).

XV. Certification of Completion

Upon satisfactory completion of the apprenticeship training under these standards, the sponsor shall request that the registration agency issue a Certificate of Completion of Apprenticeship on behalf of the program sponsor.

XVI. Safety

Pursuant to the provisions set forth in Chapter 338 of the Kentucky Revised Statutes, the sponsor shall be required to comply with all applicable occupational safety and health laws, rules, regulations and standards. The apprentice shall be instructed in safe working practices in accordance with the Occupational Safety and Health Act, Public Law 91.506 and Chapter 338 of the Kentucky Revised Statutes.

XVII. Federal and State Law

Nothing in these standards shall be contrary to Federal or State laws and regulations.

XVIII. Good Standing with KY Labor Cabinet

Employer/Program must be in good standing with the Kentucky Labor Cabinet, Department of Workplace Standards, Division of Wages and Hours upon registration and at the time of EEO and Quality Program Review. Any outstanding violations or citations must be satisfied with the Kentucky Labor Cabinet in order to receive registration approval and prevent program suspension.

XIX. Transparency

Kentucky's Office of Employer and Apprenticeship Services provides a list of all Kentucky Registered Apprenticeship Programs on its website and reports. The information contained on this list includes Employer/Sponsor Contact and Program Information. No proprietary work process information is shared therein.

XX. Reciprocity of Apprenticeship Programs.

Per 29 CFR 29.13(b)(7), the Registration Agency will accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or their respective State Apprenticeship Agencies if such reciprocity is requested by the apprenticeship program sponsor. Sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the Commonwealth of Kentucky.

Section A: Program Sponsor's Identifying Information

- A1. An **Employer Identification Number (EIN)** is an Internal Revenue Service Federal Tax Identification Number that is used to identify a business entity. The employer who enters this number is verifying that the business is legitimate with intentions of maintaining a registered apprenticeship program and training apprentices. This quality assurance check protects the welfare of the apprentice.
- A2. A **Program Number** is a generated number assigned to a program sponsor when a program is registered in the Office of Apprenticeship's Registered Apprenticeship Partners Information Data System (RAPIDS).
- A3. A **Sponsor Name** is any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.
- A12. A **Parent Organization/National Affiliation** refers to the employer, labor union, or association which may be a party to the program sponsor's standards of apprenticeship.

Section B: Program Sponsor's Point of Contact and Other Relevant Information

- B13. An **Employer** is any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.
- B15. Each state has an **Eligible Training Provider (ETP) List** that is comprised of entities with a demonstrated capability of training individuals to enter quality employment. In accordance with the Workforce Innovation and Opportunity Act, participants in need of training services to enhance their job readiness or career pathway may access career training through this list of state-approved training providers and their state-approved training programs.

Section C: Additional Program Classification Information (Including Sponsor's Point of Contact for Complaints)

- C1. A **Program Type** includes the following:
 - **National Program Standards (NPS)** are apprenticeship programs that are generally appropriate for large national employers that wish to implement the same apprenticeship program across the country in multiple jurisdictions. NPS is a registered apprenticeship business model which affords a program sponsor a uniformed approach for training nationally with a single point of registration.
 - **Local Apprenticeship Standards** are apprenticeship programs that are appropriate for registration in a specific jurisdiction.
 - **National Guidelines for Apprenticeship Standards (NGS)** are suitable for organizations that seek to provide some level of consistency in standards across their affiliates, but wish to allow for some ability to customize programs at the local level. While NGS are approved and certified by the Office of Apprenticeship at a national level, programs are registered by local jurisdictions.
- C4. The **Size of Workforce** equates to the number of employees (e.g., support staff, professional staff, management, etc.) associated with the program's employer(s).
- C5. An **Employer North American Industrial Classification System (NAICS) Code** is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. For more information on NAICS, please go to the following website: <https://www.census.gov/eos/www/naics/>.
- C6. An **Inmate Program** refers to a program established under an agreement between a sponsor and a prison system for training inmates. Please note that these programs are not subject to Federal or state minimum wage requirements.
- C8. **Complaints:** Identifies the individual or entity responsible for receiving complaints (29 CFR 29.7(k)).
- C9. A **Program Registration Date** is the date the program was officially registered.

Section D: Occupation Information, Relevant Wage Information, and Minimum Qualification Requirements

- D1. **Occupation Type** refers to the following three training approaches listed below.
 - A Time-based Approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

- A **Competency-based Approach** measures skill acquisition through the individual apprentice’s successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies. An apprentice must be registered in an approved competency-based occupation for 12 calendar months of on-the-job-learning.
 - A **Hybrid Approach** measures the individual apprentice’s skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.
- D2. An **Occupation Title** is the specific title of an occupation that a sponsor designates using the apprenticeable occupation list.
- D3. A **RAPIDS Code** is the numeric code of the occupation in the apprenticeable occupation list.
- D4. An **Occupational Information Network (O*NET) Code** is an 8-digit code in the O*NET data system (<https://www.onetonline.org/>).
- D5. A **Sponsor Occupation Title** is a specific title of an occupation that may or may not be the same as the O*NET occupational title.
- D6. **Interim Credentials** (Certificate of Training) applies to career lattice occupations. These credentials are issued by the Registration Agency upon request by the program sponsor. Interim credentials provide certification of competency attainment by an apprentice, but does not necessarily indicate completion of the program.
- D7. A **Term Length** of the occupation is based on the program sponsor’s training approach as approved by the Registration Agency.
- D8. A **Probationary Period** is the number of hours or weeks of on-the-job learning during the apprentice’s probationary period. A probationary period cannot exceed 25 percent of the term length of the occupation or one year, whichever is shorter.
- D10. A **Written School-to-Apprenticeship (STA) Agreement** is based on when a sponsor has an agreement that would be signed by the high-school student, employer, and parent or guardian, if applicable. The agreement may include a supplemental articulation agreement outlining the duties and responsibilities of all parties.
- D15. The **Number of Journeyworkers Employed** represents the total number of journeyworkers in an occupation.
- D21. The **Wage Schedule Information** requires a progressively increasing schedule of wages during the apprentice’s apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Multiple wage schedules may apply to a program that has the same occupation in different geographic localities.

Section E: Related Instruction (RI) Provider(s) Information

- E1-24. The **Related Instruction (RI) Provider(s) Information** section requires the sponsor to enter information on the RI provider in E1–12 and in E13–24, if there is an additional RI provider.
- E9 & E21. The **Total Length of RI** is the duration spent in related instruction in technical subjects related to the occupation, which is recommended to be not less than 144 hours per year.

Section F: Selection Procedures

A **Selection Procedure** is any measure, combination of measures, or procedure used as a basis for any decision in apprenticeship. Selection procedures include the full range of assessment techniques from traditional paper and pencil tests, performance tests, training programs, or probationary periods and physical, educational, and work experience requirements through informal or casual interviews and unscored application forms.

Public Burden Statement – Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average forty-five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 U.S.C. 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room C-5321, Washington, D.C. 20210 (OMB Control Number 1205-0223).