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| U.S. Department of Labor  Employment and Training  Administration  Office of Apprenticeship (OA)  Washington, D.C. 20210 | Distribution:  A-541 Headquarters  A-544 All Field Tech  A-547 SD+RD+SAC+; Lab.Com | Subject: Announcement of the Registered Apprenticeship Program Review Manual and Related Materials; and Overview of Program Review Procedures  Code: 400.1 |
| Symbols: DRAP/NL | Action: Immediate |
| **PURPOSE:** To inform the staff of OA and the State Apprenticeship Agencies (SAAs), Registered Apprenticeship program sponsors, Registered Apprenticeship partners, and other interested parties of OA’s development and release of the Registered Apprenticeship Program Review Manual and related technical assistance materials to support the Registered Apprenticeship program review process.  **BACKGROUND**: Pursuant to the regulatory requirements contained in 29 CFR part 29, subpart A (Registered Apprenticeship Programs) and 29 CFR part 30 (Equal Employment Opportunity in Apprenticeship), Registration Agencies must evaluate performance of registered apprenticeship programs to include, but not limited to: (i) quality assurance assessments; and (ii) Equal Employment Opportunity (EEO) compliance reviews. § 29.6; § 30.13.  In the past, OA conducted Quality Assurance Reviews utilizing procedures established in Circular 2013-01 (titled “Apprenticeship Quality Assurance Reviews”) to meet the requirements of the 2008 Labor Standards for the National Apprenticeship System. More recently, the updated 2016 EEO regulations set forth expanded requirements for registered apprenticeship programs. As a result, OA has revised its program review processes to more accurately reflect current regulatory requirements for both parts.  OA is pleased to announce the release of the **Registered Apprenticeship Program Review Manual (the Manual)**. The Manual provides OA staff with the knowledge and procedures necessary to conduct comprehensive reviews to evaluate the performance of a sponsor’s Registered Apprenticeship program, and to offer quality technical assistance to help sponsors meet their EEO requirements and affirmative action goals, where applicable. The Manual supersedes Circular 2008-18 and Circular 2013-01 and their respective attachments. The standard operating processes and procedures set forth in the Manual are not optional for OA staff and provide a framework for standardizing the review process. Please note that with the rescission of Circular 2013-01, specifically the provision requiring that no more than 50 percent of reviews in a fiscal year can be conducted remotely, remote reviews may now be conducted for any review, if appropriate.  The Manual establishes two main types of program reviews to assess conformance with the requirements of each Part:   * Apprenticeship Program Review (APR): conducted of all sponsors, assesses an apprenticeship program’s performance with regard to the provisions outlined in 29 CFR part 29 (previously, the “Quality Assurance Review”), as well as an apprenticeship program’s compliance with regard to those provisions of 29 CFR part 30 that apply to all sponsors. * Extended Apprenticeship Program Review (EAPR): assesses an apprenticeship program’s compliance with those provisions in 29 CFR part 30 that cover only sponsors that are required to develop an Affirmative Action Program under 29 CFR § 30.4.   ***Apprenticeship Program Review (APR)***  An APR is a comprehensive review of all aspects of a registered apprenticeship program’s performance. It assesses the overall condition of a sponsor’s program and compliance with its registered Standards and the relevant federal regulations, including but not limited to determining if apprentices are receiving:   * On-the-job learning in all phases of the apprenticeable occupation; * Scheduled wage increases consistent with the sponsor’s registered Standards; * Related instruction through appropriate curriculum and delivery systems; and * Equal opportunity in all aspects of the apprenticeship program, in accordance with relevant federal regulations   **:**  The APR also ascertains as to whether OA is receiving notification of all new registrations, cancellations, and completions as required in 29 CFR part 29, subpart A. During an APR, OA reviews all sponsors for performance with respect to 29 CFR part 29, subpart A, and compliance with those provisions of 29 CFR part 30 that apply to all sponsors.  The APR Tool is the primary instrument for recording information identified during APRs. It consists of seven checklists. These checklists walk the OA reviewer through the process of ascertaining the sponsor’s performance with respect to and compliance with the labor standards contained in 29 CFR part 29, subpart A, and the EEO responsibilities for all RAPs contained in 29 CFR part 30. Each checklist addresses a specific aspect of the review, including program registration information, OJL and RTI provisions, selection procedures, and general program operations.  ***Extended Apprenticeship Program Review (EAPR)***  The EAPR assesses compliance with the aspects of 29 CFR part 30 for those sponsors that are required to develop Affirmative Action Programs under 29 CFR section 30.4. OA staff should use the APR Tool and the EAPR Tool to guide them through their reviews and technical assistance efforts and to record information identified during these reviews.  Please note that the APR and EAPR Tools have been uploaded to the Registered Apprenticeship Partners Information Database System (RAPIDS) for convenience.  ***Timing of Program Reviews***  As a reminder, OA conducts provisional and periodic reviews, and other reviews occasioned by the receipt of credible information or a written complaint that a sponsor has not conformed to its Standards or to the apprenticeship regulations. Some examples of when OA conducts program reviews include:   * End of 1st year of program operation (Provisional) * End of 1st full training cycle * For EAPRs, at the sponsor’s first review since its two-year compliance date * Subsequently at least once in every 5-year span * Outside planned review schedule, if warranted, when: * OA receives credible information of a sponsor’s failure to conform to its Standards or to relevant CFR regulations * OA receives a written complaint of a sponsor’s failure to conform   OA staff will contact the sponsor at least 14 days in advance to schedule the program review and to let the sponsor know what to expect during the review.  ***State Apprenticeship Agencies (SAAs)***  While SAAs may adopt independent procedures for review of its registered apprenticeship programs, provided the review adequately measures performance with respect to the regulatory requirements of 29 CFR part 29, subpart A (Registered Apprenticeship Programs) and compliance with 29 CFR part 30 (Equal Employment Opportunity in Apprenticeship), OA encourages SAAs to leverage the Manual and APR and EAPR Tools in their program and compliance reviews.  **ACTION**: OA staff should use this version of the Manual, APR, and EAPR tools, which are also updated in RAPIDS. SAAs are encouraged to leverage the Manual and resources in refining or updating their review processes.  Any questions about the Manual and its related documents should be directed to Andy Ridgeway, DRAP Director, via email at [Ridgeway.Andrew@dol.gov](mailto:Ridgeway.Andrew@dol.gov).  **NOTE**: This bulletin is being sent via electronic mail.  **Attachments:** | | |