

<p>U.S. Department of Labor Employment and Training Administration Office of Apprenticeship (OA) Washington, D.C. 20210</p>	<p><u>Distribution:</u> A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAA+; Lab.Com</p> 	<p><u>Subject:</u> Delegation of the approval authority and Process for Issuance of “Certificate of Training”/Interim Credential for Approved Programs and Occupations</p> <p><u>Code:</u> 200</p>
<p>Symbols: DSNIP/FDK</p>		<p>Action: Immediate</p>

**PURPOSE:** To inform the staff of OA, of the revision for the process and approval authority for the Office of Apprenticeship’s (OA) issuance of a “Certificate of Training” Interim Credential for career lattice approved occupations and program sponsors. This Circular supersedes Bulletins 2008-10.

**BACKGROUND:** On August 18, 2004, the OA Administrator formally approved the “Certificate of Training” Interim Credential. Interim credential is a credential issued by the Registration Agency upon request of the appropriate sponsor as certification of “competency” attainment by an apprentice. Competency means the attainment of manual or technical skills and knowledge, as specified by an occupational standard and demonstrated by an appropriate written and hands-on proficiency measurement. Where the Registration Agency has determined that an apprentice has successfully met the (program sponsor identified) requirements to receive an interim credential, such credential will be issued for career lattice approved apprenticeable occupations that have received prior approval for recognition by the OA Administrator and programs that have been approved for career lattice occupations by the Registration Agency. Career lattice approved apprenticeable occupations feature *two (2)* or more levels of training leading to the OA Certificate of Completion of Apprenticeship. Career lattice apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship credential.

**General Policy:** On April 21, 2004, under Bulletin 2004-11, the OA Administrator approved the first Career Lattice apprenticeship occupation for the Healthcare Industry. Under Bulletin 2008-10 the authority for approval of standards utilizing career lattice approved apprenticeable occupation were approved by the OA Administrator. This Circular delegate’s approval authority for approval of standards utilizing career lattice approved apprenticeable occupations to the OA State Director. OA State Directors must follow Circular 2016-02 Policy on Delegation of Authority and Process for Approval of Apprenticeship Programs in states where the OA is the Registration Agency Standard Operating Procedures.

**ACTION:** Effective immediately, the approval of all new and revised program standards for career lattice approved apprenticeable occupations in states where OA is the Registration Agency is being delegated to the appropriate State Director for approval and signature.

Only those career lattice apprenticeable occupations that have been approved by the OA Administrator will be eligible for issuance of a "Certificate of Training". OA staff should familiarize themselves with this Circular.

If you have any questions, please contact, Franchella Kendall (202) 693-3798.

**NOTE:** This Circular is being sent via electronic mail.