

U.S. Department of Labor Employment and Training Administration, Office of Apprenticeship (OA) Washington, D.C. 20210	Distribution: A-539 Headquarters A-544 All Field Techs. A-547 SD+RD+SAA 	Subject: Apprenticeship Quality Assurance Reviews Code: 450.6
Symbols: DSNIP/FDK		Action: Immediate

PURPOSE: To inform OA, State Apprenticeship Agencies' (SAA) staff, Registered Program Sponsors and other Registered Apprenticeship Partners of the revision of Circular 2010-01 and the issuance of a revised Quality Assurance Assessment form, criteria for selection of registered apprenticeship programs for Remote Reviews and instructions for remote preparation and completion of Apprenticeship Program Quality Assurance Assessment on Provisionally and permanently Registered programs.

BACKGROUND: The U.S. Department of Labor's, OA issued a final rule that updates Labor Standards for the National Apprenticeship System effective December 29, 2008. §29.6 Program performance standards is a new section that focuses on quality and performance of registered programs. One of the tools and factors used to evaluate programs is Quality Assurance Assessments. The definition for Quality Assurance Assessment as defined in §29.2 means a comprehensive review conducted by a Registration Agency regarding all aspects of an apprenticeship program's performance, including but not limited to, determining if apprentices are receiving: on-the-job training in all phases of the apprenticeable occupation; scheduled wage increases consistent with the registered standards; related instruction through appropriate curriculum and delivery systems; and that the Registration Agency is receiving notification of all new registrations, cancellations, and completions as required in this part.

The Quality Assurance Assessment review was revised in 2010 to include reviews of Provisionally Registered Programs. Provisional registration means the 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continue as provisional, or rescinded following a review by a Registration Agency, as provided for in the criteria described in §29.3(g) and (h). This revised Circular provides criteria for the selection of programs to conduct Quality Assurance Assessment remote reviews and guidance, instructions for conducting reviews remotely. See Attachment titled Criteria for Selection of Programs for remote reviews and Instructions for Remote Preparation and Completion of Apprenticeship Program Quality Assurance Assessment.

In addition to previously issued sample letters attached are sample letters for conducting remote reviews, and reviews on permanent and provisionally registered programs which will provide conformity and consistency throughout the Program Performance Review process.

If you have any questions please contact Franchella Kendall, Chief, Division of Standards and National Industry Promotion at 202-693-3813.

ACTION: OA and SAA staff should familiarize themselves with this Circular and all attachments.

NOTE: This circular is being sent via electronic mail.

Attachments

[Criteria for Selection of Programs for QAA remote reviews](#)
[Remote Quality Assurance Assessment Provisionally Registered Program](#)
[Remote QAA Review Scheduling Letter](#)
[Quality Assurance Assessment Form](#)
[EEO Review Scheduling Letter](#)
[EEO Review Compliance Letter](#)
[EEO Review Deficiencies Letter](#)
[EEO Review Deficiencies](#)
[Letter to Sponsor of Provisional Programs with no apprentices](#)
[Quality Assessment Letter](#)
[EEO Compliance Review](#)
[EEO Review Scheduling Letter Provision](#)