

March 18, 1992

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING
ADMINISTRATION
Bureau of Apprenticeship
and Training

Washington D. C. 20210

Symbols: TWA/MMW

Distribution:

A-539 All Tech.
Hdqtrs.

A-544 All Field
Techs.

Subject: Code: 450

Policy on Registration
of Programs and Certifi-
cates of Completion

Action:

BACKGROUND: Circular 92-01 issued under date of December 20, 1991, is herewith being amended by changing the word "State" to "Federal" in line 3 of Item 13, CHECKLIST OF APPRENTICESHIP STANDARDS. This amendment changes Item 13 to read as follows:

13. The placement of an apprentice under a written apprenticeship agreement as required by the Federal apprenticeship law and regulation, and Standards incorporated as part of the agreement.

(page) ____

ACTION:

Please substitute the attached page for the one you now hold.

Attachment

Attachment 1 to Circular 92-01
December 20, 1991 (Amendment, March 18, 1992)

9. The numeric ratio of apprentices to journeymen consistent with proper supervision, training, safety, and continuity of employment. (page) _____

10. A probationary period reasonable in relation to the full apprenticeship term with full credit given for this period. (page) _____

11. Adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on the job and in related instruction. (page) _____

12. The minimum qualifications required by a sponsor for persons entering the apprenticeship program, with a starting age of not less than 16 years. (page) _____

13. The placement of an apprentice under a written apprenticeship agreement as required by the Federal apprenticeship law and regulation, and Standards incorporated as part of the agreement. (page) _____

14. The granting of advanced standing or credit for previously acquired experience, training or skills, with commensurate wages. (page) _____

15. Transfer of employer's training obligation when the employer is unable to fulfill obligations under the apprenticeship agreement to another employer under the same program with consent of all parties to the agreement. (page) _____

16. Assurance of qualified training personnel and adequate supervision on the job (page) _____

17. Recognition for successful completion of apprenticeship evidenced by an appropriate certificate. (page) _____

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Policy on Registration
of Programs and Certifi-
cates of Completion

Action:

PURPOSE: To provide all Bureau Technical staff with a clarification of our policy regarding authentication and issuance of certificates for the registration of apprenticeship programs and completion of apprentices.

BACKGROUND: It has become apparent that it is appropriate to clarify and supplement current BAT policy on the subject material.

ACTION: The attached statements of policy including their attachments are to be followed by all Bureau staff and they are to supplement and supersede statements number 13 and 14 found on pages 28 and 29 and number 21 on page 37 of the Policy Section of the ATR Manual.

Attachments

REGISTRATION OF APPRENTICESHIP PROGRAMS

General Policy

It is the policy to enhance the significance of the Registration of Apprenticeship Programs by the Bureau or by a State apprenticeship agency. Such registration means that the sponsor has met the labor standards for registration of an apprenticeship program in conformance with the program requirements.

Authentication of Registration of Apprenticeship Programs

Where the Bureau is the registration agency, a Certificate of Registration will be issued to the program sponsor upon receipt of registration from the Regional Director. The State Director shall have written confirmation from the field representative that the program sponsor meets all of the requirements of Labor Standards for Registration (see attached checklist) including a related instruction outline for the occupation(s). It is expected that within the first forty-five calendar days after the program is registered, an apprentice will be registered unless there are exceptional circumstances.

Issuance of Bureau Registration of Apprenticeship Programs with State Agencies

In States having been delegated Registration Authority by the Bureau, Bureau certificates of registration for State registered programs will not be issued to programs, except upon written approval from the appropriate official of the State agency.

Registration Certificate Signature

Signing of registration certificates is the responsibility of the Regional Directors. If this responsibility is delegated to State Directors they will use a signature stamp of the Regional Director.

CHECKLIST OF APPRENTICESHIP STANDARDS
C F R 29 - 29

Each item should be checked to be eligible for registration.

1. The program is an organized, written plan embodying the terms and conditions of employment, training and supervision of one or more apprentices in an apprenticeable occupation. (page) _____

2. A statement that the program will be conducted, operated and administered in conformity with applicable provisions of 29 CFR Part 30, as amended, or a State EEO in apprenticeship plan adopted pursuant to 29 CFR Part 30 and approved by the Department. (page) _____

3. The employment and training of the apprentice in a skilled trade. (trade) _____
4. A term of apprenticeship, not less than 2000 hours of work experience. (page) _____

5. An outline of the work processes in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate time to be spent in each major process. (page) _____

6. Provision for organized, related and supplemental instruction in technical subjects related to the trade. A minimum of 144 hours for each year of apprenticeship is recommended. (page) _____

7. A progressively increasing schedule of wages to be paid the apprentice. (page) _____

8. Periodic review and evaluation of the apprentice's progress in job performance and related instruction; and the maintenance of appropriate progress records. (page) _____

Attachment 1 to Circular 92-01
December 20, 1991

9. The numeric ratio of apprentices to journeymen consistent with proper supervision, training, safety, and continuity of employment. (page) _____

10. A probationary period reasonable in relation to the full apprenticeship term with full credit given for this period. (page) _____

11. Adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on the job and in related instruction. (page) _____

12. The minimum qualifications required by a sponsor for persons entering the apprenticeship program, with a starting age of not less than 16 years. (page) _____

13. The placement of an apprentice under a written apprenticeship agreement as required by the State apprenticeship law and regulation, and Standards incorporated as part of the agreement. (page) _____

14. The granting of advanced standing or credit for previously acquired experience, training or skills, with commensurate wages. (page) _____

15. Transfer of employer's training obligation when the employer is unable to fulfill obligations under the apprenticeship agreement to another employer under the same program with consent of all parties to the agreement. (page) _____

16. Assurance of qualified training personnel and adequate supervision on the job (page) _____

17. Recognition for successful completion of apprenticeship evidenced by an appropriate certificate. (page) _____

Attachment 1 to Circular 92-01
December 20, 1991

18. Identification of the registration agency. (page) _____

19. Provision for the registration, cancellation and deregistration of the program; and requirement for the prompt submission of any modification or amendment thereto. (page) _____

20. Provision for registration of apprenticeship agreements, modifications, amendments, cancellations, suspensions, and terminations, and causes therefor. (page) _____

21. Authority for the termination of an apprenticeship agreement during the probationary period by either party without stated cause. (page) _____

22. Name and address of the appropriate authority under the program to receive, process and make disposition of complaints. (page) _____

23. Recording and maintenance of all records concerning apprenticeship as may be required by the Bureau or recognized State Apprenticeship Agency and other applicable law, for a 5 year period. (page) _____

24. Affirmative Action Plan for 5 or + (page) _____

25. Selection Method for 5 or + (page) _____

Attachment 2 to Circular 92-01
December 20, 1991

CERTIFICATE OF COMPLETION OF APPRENTICESHIP*

General Policy

It is the policy to enhance the significance of the Certificate of Completion of Apprenticeship issued by the Bureau or by a State apprenticeship agency. Such certificate means that the apprentice has completed training substantially in conformance with the program requirements.

Authentication of Requests for Certificate of Completion

Where the Bureau is the registration agency, a Certificate of Completion of Apprenticeship will be issued to apprentices upon receipt of a written request from the sponsor to the appropriate field representative. The field representative shall have in evidence a written request for an application for certification of completion of apprenticeship (attachment). The sponsor will verify that the apprentice has completed all requirements of apprenticeship including a sign off or copy of transcripts from the provider of the related instruction.

When a large number of apprentices are completing at the same time one application form for the sponsor can be used with an attached list of pertinent information for the apprentices.

If the request for a certificate of completion is irregular in some respect, the circumstance shall be fully explained.

Issuance of Bureau Completion Certificates to Apprentices Registered with State Agencies

In States having apprenticeship agencies, Bureau certificates will not be issued to State registered apprentices, except upon written approval from the appropriate official of the State agency.

Issuance of Certificates by Program Sponsors

In BAT States an apprenticeship program sponsor may indicate on its own Certificate of Completion that the apprentice was registered and trained under a program registered with the U. S. Department of Labor's Bureau of Apprenticeship and Training.

*NOTE:

This policy is also applicable for trainees and the attached form may be use by changing reference from apprenticeship/apprentice to training/trainee.

U.S. DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING

APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP
(Submit One Copy Only)

1. Name of Sponsor _____
(Employer, J.A.C., etc.)

2. Address _____
(Street No.) (City and State)

3. Full Name of Apprentice _____

3a. Social Security No. _____

4. Trade _____ 5. Term _____
(Years, Months, or Hours)

6. Beginning Date of Apprenticeship _____ Registered _____

7. Number of years, months or hours of Advanced Credit Allowed _____

8. Date of Completion _____

9. Total Hours of Related Technical Instruction Completed _____

10. Related Instruction furnished by:

- _____ (a) Public Vocational School
- _____ (b) Private Trade School
- _____ (c) Correspondence
- _____ (d) Company
- _____ (e) Employee Organization
- _____ (f) Journeyworker Instructor
- _____ (g) Individual Study
- _____ (h) Other (Specify) _____

11. Teacher(s) or Director(s) of Related Instruction Certifying to Item 9 above.

Name _____	Address _____	(Street)	(City)
Name _____	Address _____	(Street)	(City)
Name _____	Address _____	(Street)	(City)

12. On behalf of the above-named sponsor, I hereby certify that the apprentice named on this application has satisfactorily completed his/her apprenticeship program as registered with the Bureau of Apprenticeship and Training and hereby recommend the issuance of the Certificate of Completion of Apprenticeship.

Date _____ Signed _____
Title _____

Attachment 1 to Circular 92-01
December 20, 1991

COMMENTS

I recommend approval of this program.

ATR DATE _____

State Director DATE _____