

U.S. DOL ETA, Bureau of Apprenticeship and Training Washington, D.C. 20210	Distribution: A-541 A-546	Subject: Code: 470 Certificate of Appreciation
Symbols: NPCTG:AB		Action:

**PURPOSE:** To advise all Bureau of Apprenticeship and Training, (BAT) staff of the Guidelines for recommending issuance of the **Certificate of Appreciation**.

**BACKGROUND:** The Bureau has been petitioned for some time to acknowledge exemplary performance by staff associates, apprenticeship system partners, and customers that may not have qualified for the **Certificate of Meritorious Service**. This policy provides the means to publicly recognize and acknowledge those contributions.

**I. General Policy**

- A. In recognizing the exemplary performance of BAT's associates while performing their assigned duties.
- B. In recognizing individuals and groups who have made significant contributions to to apprenticeship and workforce training.

**II. Criteria for Issuance of a Certificate of Appreciation**

The Certificate shall be issued to individuals and organizations whose accomplishments meet the criteria set forth below:

- A. In recognizing exemplary performance of BAT's associates while performing their assigned duties.
  - 1. The associate's activities must have been praiseworthy in the advancement of endeavors to protect the rights and welfare of apprentices and improve the skills of American workers.
  - 2. The activities must have been clearly recognized by his or her associates as a symbolic and exemplary act deed.
- B. In recognizing individuals and groups who made dedicated loyal service to the Bureau's workforce training.
  - 1. The activity must be an identifiable activity clearly recognized as an exemplary accomplishment.
  - 2. The activity must have been of sufficient significance as to warrant presentation of the certificate at a public ceremony.

### **III. Justification of Nomination**

Each nomination shall include a written justification consistent with the criteria stated above which details the basis for the award. If the nomination originates in the field, endorsement or approval of the appropriate BAT Regional Director is required; if originating in the National Office, approval by the Director or Chief of the originating office is required.

All nominations shall be submitted to the Chief of the National Program Coordination and Training Group (NPCTG). The NPCTG shall be responsible for determining the acceptability of the nomination consistent with the criteria stated above and for preparing the Certificate. Nominations shall be submitted and received (allow one week for mailing) not later than 45 days prior to the date of presentation.

The format for submitting your request is attached.

Attachment

(attachment to Cir. 94-03)

DATE

MEMORANDUM FOR: CHIEF, NPCTG

THROUGH:

FROM:

SUBJECT: Recommendation for Certificate of Appreciation

INDIVIDUAL'S NAME/GROUP/ORGANIZATION:

BACKGROUND INFORMATION:

JUSTIFICATION:

EFFECTIVE/PRESENTATION DATE OF CERTIFICATE:

CONTACT PERSON:

Name: (Individual recommending certificate)

Title:

Telephone Number:

APPROVED BY:

BAT Regional Director

DATE

BAT National Director

DATE

Attachment(s)  
(If applicable)