

**NOTICE:**

In order to automate completion of the Forms attached to the following Circular, it is suggested that each be saved as a separate file. Retrieve the Circular from your c:/trans directory, block each form and save as a separate file, e.g., appr-req.frm and occp-stn.frm.

In order to retain the formats, you must rename the forms each time they are used, assigning names that relate to the current request. Since both forms will be used for each request, you may want to save them as one file, e.g., areq-ostn.fms.

While typing information on the **Apprenticeability Request Form**, it will be necessary to use Typeover Mode (Press 0-Ins on keypad) and Underline to prevent text from moving and to retain the line.

U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION Bureau of Apprenticeship and Training  Washington, D.C. 20210	<u>Distribution:</u>  A-541 A-546 A-547	<u>Subject:</u> Code: 400  Apprenticeship Requests
Symbols: NPCTG:BAJ		Action: Immediate

**PURPOSE:** To establish the Bureau's new procedure for submitting requests for apprenticeship determinations.

**BACKGROUND:** The need to recognize new occupations as apprenticeship continues to grow in order to keep pace with technological advances, and to assure an adequate number of skilled workers to meet industry demands.

Bureau staff should give consideration to occupations in all industries. They should, however, insure that the occupation meets **ALL** of the criteria for apprenticeship occupations set forth in Title 29 CFR Part 29.4. The occupations should be listed in the Revised 4th Edition of the **Dictionary of Occupational Titles** (DOT) or its supplements.

**ACTION:** If the occupation is not listed in the DOT, an **Occupational Code Request** form should be sent to an Occupational Analysis Field Center, U.S. Employment Service. When a DOT Code has been issued, attach a copy of the completed form to the **Apprenticeship Request Form**.

In requesting apprenticeship approval of an occupation, it should be ascertained that **ALL** criteria for apprenticeship occupations are met, and that **ALL** of the questions on the **Apprenticeship Request Form** are answered.

The request should be accompanied by a State-wide or area survey which identifies employer and/or labor organizations that represent the employment environment and that support apprenticeship of the occupation. A work process schedule and an outline of related instruction, following the format of the **Occupational Standards** form attached to this Circular, should also be attached to the **Apprenticeship Request Form**. This information will serve as a basis for determining apprenticeship for the proposed apprenticeship occupation.

The apprenticeship request may be submitted directly to the Division of National Industry Promotion (DNIP). When submitted by an Apprenticeship and Training Representative, a courtesy copy is to be sent to the appropriate BAT State Director. The DNIP will inform the sender of the status of the pending request within 45 working days.

A copy of the **Apprenticeship Request Form** and a copy of the **Occupational Standards (Work Process Schedule/Related Instruction Outline)** format is attached. Additional copies may be reproduced.

This Circular cancels Circular 83-5, Code 400, dated November 9, 1982, and is effective immediately

Attachments