

**Apprenticeship Occupation Request (AOR)  
User Guide for Sponsor/Employer Submission**

January 2022

# Apprenticeship Occupation Request User Guide

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## Introduction

Welcome to the Apprenticeship Occupation Request (AOR) submission tool. One of the foundational elements of a registered apprenticeship program is that the program provides for employment and training in an industry-approved apprenticeable occupation. To support the expansion and growth of registered apprenticeships and to meet the needs of a changing workforce, the U.S. Department of Labor's Office of Apprenticeship (OA) has modernized this process to allow submissions of a formal request for consideration for a new apprenticeable occupation or to revise an existing one through this system.

## Before You Start

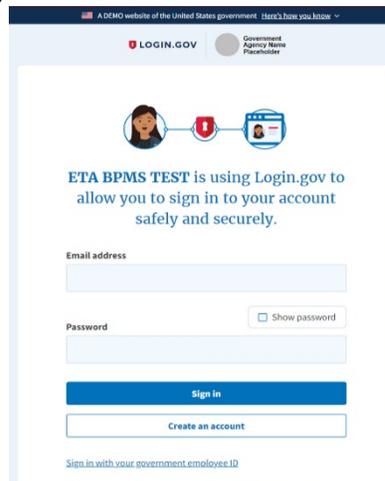
Please be sure to download our set of worksheets to help collect and organize the information for your submission prior to logging in. These worksheets can be found [here](#). (Note: These worksheets will not be uploaded as your submission)

## Getting Started

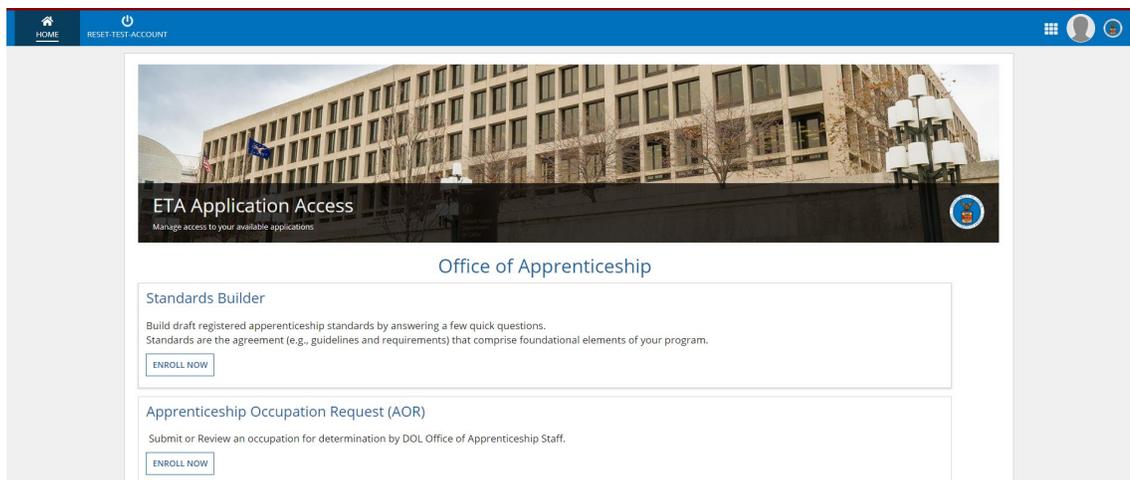
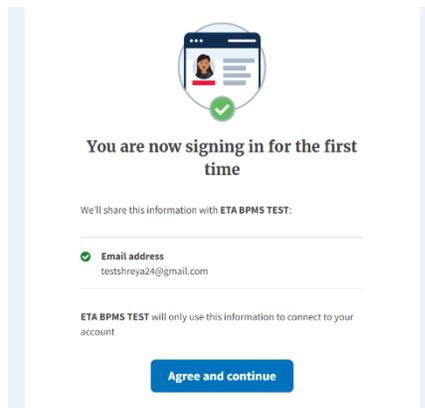
### Logging In

You are able to access the Apprenticeship Occupation Request tool using Login.gov:

1. First time user using the Apprenticeship Occupation tool (follow the following steps if you have never been a Reviewer or Sponsor in the past for a registered apprenticeship program). Click on [this link](#) and click on the Create an account button to follow the steps to create a new account. Once the account has been created, the User will receive an email to confirm the email and create a new password for the account.
2. The next steps would be to set up an authentication method to add a second layer of security: There are four different methods: Security Key, Government employee ID, Authentication Application, and Phone.



3. Once a security method has been chosen, the user will have to click on **Agree** and Continue. The user will be taken to the Rules of Behavior site and will have to click on **Agree** and Continue one more time to be taken to their own profile.



6. After clicking on the **ENROLL** button, user will see text confirming their enrollment into the Apprenticeship Occupation Request application. Click the **“here”** link to navigate to the AOR Application.



## Begin Your Submission

To start a new submission, users should click on the **REQUEST** button at the top. When logged into the Apprenticeship Occupation Request tool, users will see a dashboard with two different grids: “My Requests Awaiting Submission” and “My Submitted Request”.

In the **My Requests Awaiting Submission** grid, users will see all the submissions that they have started but not yet submitted. They can go into the submission and edit any of the content as needed and submit the request form.

The **My Submitted Requests** grid will hold all submissions that were done by the user. This grid will also show the status of each request as it transfers through the process once submitted

## Request Form

To start a new form, users should click on the **REQUEST** button at the top.



In order to move on the next pages, the user will need to fill out information for all the required fields on the first page such as:

2. **Initial:** User is submitting a new request for an apprenticeship for the first time and sending it out for review.
3. **Resubmittal:** User is resubmitting a request that was submitted before but needed additional information for the apprenticeship to be approved.

**Program Type:** Time-Based, Competency-Based or Hybrid.

- **Time-Based Approach** measures skill based on completion of on-the-job training. Generally, this type of apprenticeship lasts between 1 and 4 years.
- **Competency-Based Approach** measures skill based on successful demonstration and evaluation of apprentice skills and knowledge. Generally, this type of apprenticeship lasts between 1 and 4 years.
- **Hybrid Approach** measures skill based on combination of on-the-job training and skill demonstration. Generally, this type of apprenticeship lasts between 1 and 4 years, averaging at 2-2.5 years.

**O\*Net SOC Code:** Code for the occupation that the user is submitting.

**Sponsor’s Occupation Title:** The occupation of the sponsor that is sponsoring the submittal of this new apprenticeship request.

**Proposed Term:** Term of the apprenticeship request in either Years, Months, or Hours. This field will

change if the request type is a Hybrid Request. There will be two different fields for Min and Max Terms

**Unit:** User to select the duration of the term in either Years, Months or Hours

**Industry:** User to select what industry the apprenticeship falls under

**SVP:** Level of skill the apprentice should have before starting the apprenticeship

**Is this occupation part of a recognized apprenticeable occupation?** Required question. If the user selects yes, user to answer the question about why a separate Apprenticeship recognition is justified.

- Name
- Address
- City, State
- Zip code
- Trained Apprentices
- Number of Workers
- Ratio (this will be the number of apprentices to journey workers, and Number of Employers)

▼ Potential Sponsor \*

Name	Address 1	Address 2	City	State	Zipcode	Trained Apprentices	No. of Workers	Ratio	No. of Employers	
Name	Address	Appt.#, Suite	City	Select a State	Zipcode	No. of appre	No. of worke	Ratio	No. of empl.	✖
<a href="#">Add a New Sponsor</a>										

- The Name of the Union
- Address
- City
- State

- Zip code
- Contact Name
- and if they support the Apprenticeship request

▼ Union (If applicable)

Name	Address 1	Address 2	City	State	Zipcode	Contact	Support Apprenticeship?
<i>Name</i>	<i>Address</i>	<i>Address 2</i>	<i>City</i>	--- Please select a value ---	<i>ZipCode</i>	<i>Contact Name</i>	<input type="radio"/> Yes <input type="radio"/> No <span style="float: right;">✖</span>

**IMPORTANT NOTE!**  
Using the “Next” button will not save your data. You can use the “Save” button at any time to save your data and return to it later. Your data will be editable until you submit your request as the final step.

## Request Form Continued

On the second page of the Request form, the user will enter in information regarding the National Employer Association, if the Sponsor has had a history of formalized training, and if the sponsor has previously recognized and undertaken Formalized training. If the user selects ‘Yes’ to any of the options, they will need to provide a justification.

[HOME](#)
[CONTACT US](#)
[REQUEST](#)
Apprenticeship Occupation Request

Request Form
Request Form Contd.
Work Process Schedule
Work Process Schedule Contd.
Related Instruction
Related Instruction Contd.
Contacts
Review/Submit

### Apprenticeship Request Form Continued

▼ National Employer Association

Name	Address 1	Address 2	City	State	Zipcode	Contact	Support Apprenticeship?
<i>Name</i>	<i>Address</i>	<i>Address 2</i>	<i>City</i>	--- Please select a value ---	<i>ZipCode</i>	<i>Contact Name</i>	<input type="radio"/> Yes <input type="radio"/> No <span style="float: right;">✖</span>

**Does the sponsor have a history of utilizing formalized training? \***

*Please select* ▼

**Has this sponsor previously recognized and undertaken formalized training in the requested occupation? \***

*Please select* ▼

**Briefly describe the occupation--what the worker does, how it is performed, and the skills involved (Narrative Job Description): \***

You have 3000 characters left

Continue to next page to create the Work Process in which the apprentices will receive training, showing the approximate time to be spent in each major process. If the occupation is going to be hybrid or competency-based, it must first meet the requirements of Circular 2016-01

Once all the information is entered on this page, users can click on **SAVE** or **NEXT** to either save or continue to the next page.

## Work Process Schedule

On the Work Process Schedule page, the User will need to provide the Occupational Description of the Apprenticeship request that is being submitted. All the other information will be pre-populated based on what the user entered on the first page of the Apprenticeship Request form.

**Work Process Schedule**

O\*NET-SOC Code: 11-1031.00  
 Occupation Title: Legislators  
 Sponsors Occupation Title: Legislators  
 Industry: Energy

Minimum Term \*: 1  
 Maximum Term \*: 2  
 Unit: Years

Occupational Description (List skills and major duties)

You have 2000 characters left

## Work Process Schedule Continued

To enter in a detailed Work Process schedule, the user can click on **Add a New Section** and that will prompt the system to allow the user to enter in the Name of the Section. Once that has been added, the user will be able to add additional rows for each section. This step can be repeated as many times as needed to enter in all the information. Users are also able to delete any fields that are not needed.

**Work Process Schedule Continued**

Total Minimum Hours \*: 2000

Approximate Time		
Recommended minimum = 2000 hrs		
Year	Months	Hours
1	12	2000
2	24	4000

\* Please list the detailed work process and approximate hours spent

Work Process Section(s)

Total Hours: 0

*\* Please list the detailed work process and approximate hours spent*

**Work Process Section(s)**

A. Example Text ✖

Work Process

Sample Row ✖

[Add New Row](#) → Click to add new Rows

**Approx Hours for Above Section:**

→ Hours must match the hours entered at the top of the screen

**Total Hours: 2000**

ADD NEW SECTION

→ Click to add new Sections

PREVIOUS

EXIT

NEXT

SAVE

## Related Instruction

On the **Related Instruction** field, the user will enter in the Approximate Hours and the Related Instruction section with the skills and major duties that will be related to the Apprenticesability request.

HOME CONTACT US REQUESTApprenticeship Occupation Request ▼

Request FormRequest Form Contd.Work Process ScheduleWork Process Schedule Contd.Related InstructionRelated Instruction Contd.ContactsReview/Submit

### Related Instruction

**O\*NET-SOC Code**

**Industry**

**Occupation Title**

**Approximate Hours \***

**Sponsors Occupation Title**

**Related Instruction - This instruction shall include, but not be limited to:**

*List skills and major duties*

You have 2000 characters left

Continue to the next page to complete an outline for Related Instruction.

PREVIOUS

EXIT

NEXT

SAVE

Similar to the **Work Process Schedule Continued** page, the user will be prompted to enter in approximate hours for the **Related Instruction** section.

To add detailed **Related Instruction** sections, the user can click on **Add a New Section** and that will prompt system to allow the user to enter in the name of the section. Once that has been added, the user will be able to add additional rows for each section. This step can be repeated as many times as needed to enter in all the information. Users are also able to delete any fields that are not needed.

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**Note:** Hours entered at the top of the request form needs to match the hours entered on the detailed work process section. The system will not let the user proceed unless those sections match up.

## Contacts

The **Contacts** section allows the user to enter in any National Contacts or Regulatory Agencies that are associated with the Apprenticeship Request.

- Company name or Agency name
- Address
- City
- State
- Zip Code

- Contact Name
- Email and Phone number

Users are also able to delete contacts as needed.

Regulatory Agencies

Agency Name	Address 1	Address 2	City	State	Zipcode	Contact	Email	Phone	
Test Agency	1800 Washington Ave	Appt#, suite	Washington DC	District of Columbia	22109	Jane Doe	Jane.Doe@gmail.com	(240) 123-4563	

→ Click to add a New Agency
 Click to delete Contact

On the last page of the **Apprenticeability Request** page, users will be provided a summary of all the information entered on all the pages of the request form. Users will be given the ability to edit any section as needed.

Before submitting, submitters will also be able upload any additional documents that support the Apprenticeability of the request.

The submitter will also have to check a disclaimer box before submitted confirming that they allow the Office of Apprenticeship to share any of the information submitted as part of the Apprenticeship request form.

**Upload Document(s)**

Drop files here

Disclaimer: Do not upload WPS and RI. Please upload documents supporting the recommendation of this Apprenticeability request.

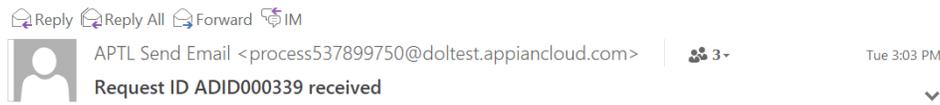
By checking this box you are agreeing for the Office of Apprenticeship to share the attached Work Process Schedule and Related Instruction Outline with industry experts to determine whether the occupation meets the criteria for an apprenticeable occupation as defined in 29 CFR 529.4.

## Next Steps

### Post-Submission Email Confirmation

Once the request has been submitted, an email will be sent out to the OA Staff notifying them that a new request has been submitted.

Below is an email of what the OA Staff will receive when the Submitter submits a new request



CAUTION - The sender of this message is external to the DOL network. Please use care when clicking on links and responding with sensitive information. Send suspicious email to [spam@dol.gov](mailto:spam@dol.gov).

A new Request for an Apprenticeable Occupation was received on 12/14/2021 3:02 PM EST. See the details below

O\*NET SOC Code: 13-1051.00  
Occupational Title: Cost Estimators  
Sponsor's Occupation Title: Cost Estimators  
Submitter Name: Public User  
Sponsor's Name: Test

## Assignment of an Apprenticeship Technical Representative (ATR)

### Monitoring Your Submission

You can login to the AOR tool at any time by going to <https://dol.appiancloud.com/suite/> and using your Login.gov credentials created at the start of this process. When you login you will see the following grid where you can view a read-only version of your submission and other details.

ADID	O*NET-SOC Code	Sponsor's Occupation Title	Submittal Type	Program Type	Submitted On	Status
ADID414	11-1031.00	Legislators	Initial	Competency-Based	2/9/2022 10:43 PM EST	Awaiting Assignment

## Final Determination Notification

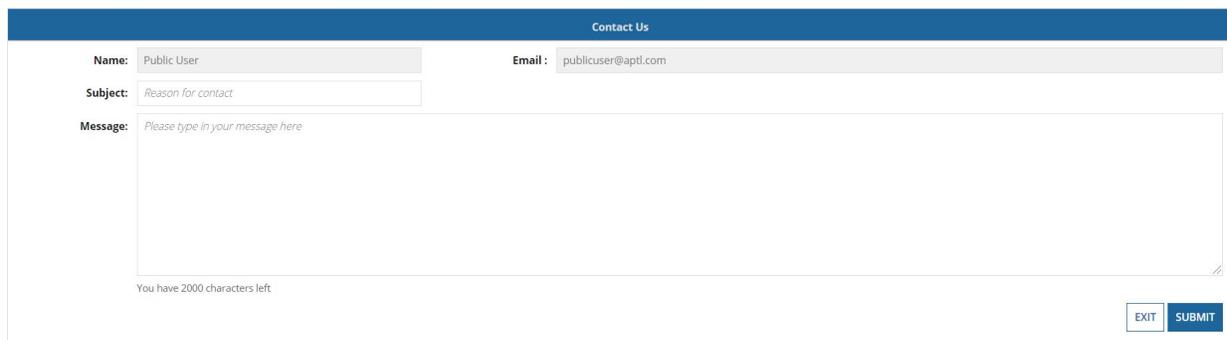
Once your occupation has been approved by the Department of Labor, your ATR will send you an email with the decision on your occupation. If your occupation was accepted, you can include this in your Registered Apprenticeship Program.

If your occupation was declined, you will have an opportunity to re-submit the occupations with changes through this same tool.

## Getting Help

### How to Contact Us

If you have questions during the submission process, please use the “Contact Us” form found in the tool.



The screenshot shows a web form titled "Contact Us". It has a blue header bar with the title. Below the header, there are two input fields: "Name:" with the value "Public User" and "Email:" with the value "publicuser@aptl.com". Below these is a "Subject:" field with the placeholder text "Reason for contact". The main part of the form is a large text area for the "Message:" with the placeholder text "Please type in your message here". At the bottom left of the message area, it says "You have 2000 characters left". At the bottom right, there are two buttons: "EXIT" and "SUBMIT".

## Additional Resources

### Glossary

#### AOR

Apprenticeship Occupation Request

#### ONET

An occupational information framework used by Standards Builder for choosing occupations in the process of setting up new standards for program sponsors.

#### Sponsor

An organization/entity that partners with the Office of Apprenticeship to provide communities with quality pre-apprenticeship and apprenticeship opportunities.

#### ATR

**Apprenticeship and Training Representative – Role in Office of Apprenticeship, US Department of Labor****Time-Based**

A method of assessing skill acquisition during apprenticeships, based on specified work tasks and activities, along with the corresponding number of required hours to put towards said activities.

**Competency-Based**

A method of assessing skill acquisition during apprenticeships, based on demonstration of skill and the technical proficiency of work performance.

**Hybrid**

Application of a combination of time-based and competency-based measurements to reflect skill acquisition and apprentice progress.