Apprenticeship Occupation Request User Guide

Table of Contents

Contents

Introduction ....................................................................................................................................2
Before You Start ..............................................................................................................................2
Getting Started ................................................................................................................................2
  Logging In ................................................................................................................................................ 2
Begin Your Submission .....................................................................................................................4
  Request Form.......................................................................................................................................... 4
  Request Form Continued ........................................................................................................................ 6
  Work Process Schedule ........................................................................................................................... 7
  Work Process Schedule Continued ......................................................................................................... 7
  Related Instruction ................................................................................................................................. 8
  Related Instruction (Continued) ............................................................................................................... 8
  Contacts .................................................................................................................................................. 9
  Reviewing and Submitting Requests.....................................................................................................10

Next Steps .....................................................................................................................................11
  Post-Submission Email Confirmation....................................................................................................11
  Assignment of an Apprenticeship Technical Representative (ATR)......................................................11
  Monitoring Your Submission ................................................................................................................ 11
  Final Determination Notification ..........................................................................................................12

Getting Help ..................................................................................................................................12
  How to Contact Us ................................................................................................................................ 12

Additional Resources ......................................................................................................................12
  Glossary.................................................................................................................................................12
Introduction
Welcome to the Apprenticeship Occupation Request (AOR) submission tool. One of the foundational elements of a register 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 at2-2.5 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 Apprenticeability 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)

- The Name of the Union
- Address
- City
- State
- Zip code
- Contact Name
- and if they support the Apprenticeability request

**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.
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 Apprenticeability 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 Apprenticeability Request form.

### 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.
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 Apprenticeability request.

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.
**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 Apprenticeability Request.

- Company name or Agency name
- Address
- City
- State
- Zip Code
Users are also able to delete contacts as needed.

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.
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:

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.
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.

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.