



## STANDARDS RECOGNITION ENTITY FOR INDUSTRY-RECOGNIZED APPRENTICESHIP PROGRAMS

### PRE-APPLICATION CHECKLIST

A Standards Recognition Entity (SRE) is a third-party entity, recognized by the U.S. Department of Labor (Department) as qualified to recognize Industry-Recognized Apprenticeship Programs (IRAPs). To be recognized as an SRE, entities must submit an application starting May 11 and receive approval from the Department. The online application is available on <https://www.apprenticeship.gov/industry-recognized-apprenticeship-program>.

#### Who Can Apply?

To successfully apply to become an SRE, an entity must be qualified under 29 CFR 29.30:

- Types of entities that can become SREs include, but are not limited to, trade, industry, and employer groups or associations; corporations and other organized entities; educational institutions, such as universities and community colleges; state and local government agencies or entities; nonprofit organizations; unions; joint labor-management organizations; certification and accreditation bodies or entities for a profession or industry; or a consortium or partnership of entities such as those above.
- SREs are prohibited from recognizing programs that train apprentices to perform construction activities, consisting of the erecting of buildings and other structures (including additions); heavy construction other than buildings; and alterations, reconstruction, installation, and maintenance and repairs. As such, SREs that apply to recognize programs that train apprentices to perform construction activities will have their application denied.
- SREs can also be IRAP and RAP sponsors but need to adhere to the conflicts of interest requirements in 29 CFR 29.21(b)(6).

#### Evaluation Criteria

Applicants should be aware that DOL will evaluate applications on the areas listed below. To be considered qualified to serve as a DOL recognized SRE, applications must at a minimum:

- Be complete and include all signatures and assurances of compliance;
- Provide detailed responses that meet the requirements consistent with 29 CFR 29 Subpart B; and
- Provide required documentation (policies, procedures, or other documentation) for all sections below.

Please note that a complete application requires multiple types of responses, in that some sections may require both a written entry into a field in the electronic system as well as the upload of some form of documentation, while other sections only require the documentation to be uploaded in order to be considered responsive.

#### Application Attachment Checklist

The application is divided into three sections. Any existing materials such as organization charts and information on your training programs may be used to meet the documentation requirements of the application, but please be certain that these materials adequately respond to all the application questions to which you respond with materials not created solely for the application. *Applicants must submit individual attachments for each of the areas listed in the table below.* If one Standard Operating Procedure addresses multiple areas, it can be used more than once to fulfill the documentation requirements as long as it adequately responds to the application question.



**Capabilities and Experience** – Applicants must demonstrate the expertise to set competency-based standards through a consensus-based process involving industry experts.

- Documents describing your organization’s structure and resources to operate as an SRE for a 5-year period.
- Documents describing your organization’s qualifications and standing to serve as an SRE of high-quality IRAPs by industry including, if any, experience in conducting recognition or certification activities of similar work-based learning, training, and/or credentialing programs.
- Resumes for each expert who will be involved in developing standards.
- Specific policies, procedures, or structures to mitigate actual or potential conflicts of interest that may arise, including those that might arise if your organization plans to recognize an apprenticeship program created by your organization or a subsidiary or related organization.
- Specific policies, procedures, or structures for recognizing and validating the compliance of IRAPs. These materials must indicate how IRAPs will meet all requirements of 29 CFR 29.22(a)(4).
- Specific policies, procedures, or structures to mitigate financial conflicts of interest.

**Evaluating and Monitoring Elements of a High-Quality Apprenticeship Program** – Applicants must demonstrate the specific policies and procedures for evaluating and monitoring high-quality IRAPs so that the programs it recognizes, and monitors have documented and verifiable evidence of all elements of a high-quality apprenticeship program.

- Specific policies and procedures for evaluating and monitoring high-quality IRAPs.
- Specific policies and procedures for evaluating and monitoring each program’s written training plan.
- Specific policies and procedures for evaluating and monitoring each program’s paid work component.
- Specific policies and procedures for evaluating and monitoring each program’s on-the-job instruction/work experience.
- Specific policies and procedures for evaluating and monitoring each program’s related instruction.
- Specific policies and procedures for evaluating and monitoring each program’s occupations and occupational credentials.
- Specific policies and procedures to ensure apprentices receive credit for prior knowledge and experience relevant to the instruction of the IRAP.
- Process for publicly disclosing the credential(s) associated with any IRAP that is recognized.
- Specific policies and procedures to ensure each recognized program provides a working environment for apprentices that adheres to all applicable Federal, State, and local safety laws and regulations.
- Specific policies and procedures for evaluating, monitoring, and requiring that each IRAP adhere to applicable Federal, State, and local laws pertaining to Equal Employment Opportunity.
- Specific policies and procedures, as applicable, regarding potential harassment, intimidation, and retaliation.
- Specific policies and procedures, as applicable, that reflect your comprehensive outreach strategies to reach diverse populations

**Policies and Procedures** – Applicants must demonstrate that they have the general recognition processes, integrity, and quality assurance processes in place to recognize high-quality IRAPs and competency-based standards.

- Proposed general processes, policies, and procedures for recognizing and monitoring high-quality IRAPs including the policies and procedures for the suspension or derecognition of an IRAP that fails to comply with the regulation, along with the approach your organization will take to retain and make available to the public performance- and outcome-related metrics and data for each of the programs it recognizes.
- Operations and the approach your organization will take to ensure transparency, accountability, impartiality, confidentiality, objectivity, and independence.
- Policies and procedures on how the organization maintains or will maintain high quality in its recognition processes and in the IRAPs it recognizes.
- Process describing the consensus-based process to approve competency-based standards for training, structures, and curricula.

## QUESTIONS?

For questions related to IRAPs, SRE applicants are encouraged to review the additional resources posted on [apprenticeship.gov](http://apprenticeship.gov). These resources include a series of fact sheets, a list of frequently asked questions, and other informative materials. For other questions, you can reach us by email at [apprenticeship@dol.gov](mailto:apprenticeship@dol.gov) or by phone at 1-877-US-2JOBS (1-877-872-5627).

