

Industry-Recognized Apprenticeship Program Standards Recognition Entity Application Resource Guide

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Introduction

This Industry-Recognized Apprenticeship Program (IRAP) Standards Recognition Entity (SRE) resource guide provides direction for setting up an account, tips for using the online application portal, and considerations when completing the application.

Consistent with 29 CFR 29 subpart B, entities interested in becoming an SRE must apply with all the required information and attachments to and receive approval from the U.S. Department of Labor's Office of Apprenticeship (OA).

Getting Started

Login

Before you can input information and submit your application, you must first login.

Access the application portal at <https://www.apprenticeship.gov/dashboard> and you will be directed to Login.gov – a U.S. government service for secure access participating agency programs.

1. **Already have a Login.gov account?** Login with your existing Login.gov. After a successful login, you will be directed to the application portal Dashboard.
2. **Don't have a Login.gov account?** You are required to create an account with Login.gov. Follow the instructions detailed on the Login.gov website to create your account <https://login.gov/help/creating-an-account/how-to-create-an-account/>

Note: In addition to a strong password, Login.gov requires the use of a second layer of security known as two-factor authentication (TFA) or multi-factor authentication (MFA). Login.gov offers multiple options to you including text messages, phone calls, an authentication application, a security key, or backup codes. Government employees may even use a PIV or CAC card. The text message or phone call options are the most common.

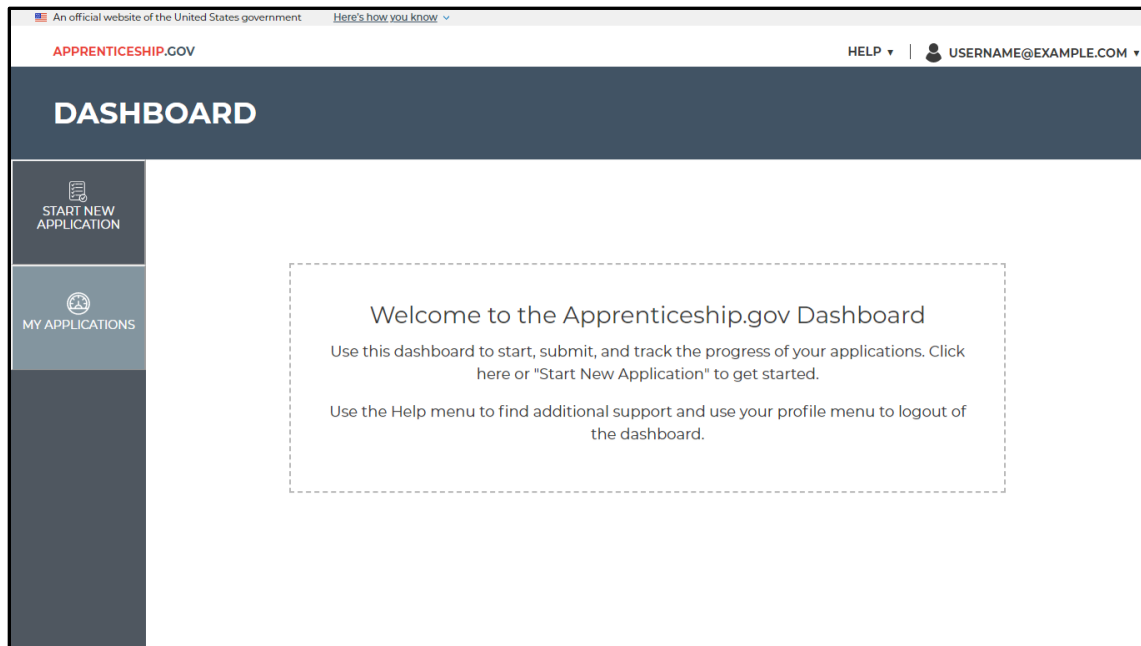
Having Trouble with Your Login.gov Account?

Login.gov offers several resources for assistance including how to reset your password, identify your email address, and how to address a locked account. Access these resources on the Login.gov Signing-In webpage <https://login.gov/help/signing-in/how-to-sign-in/>

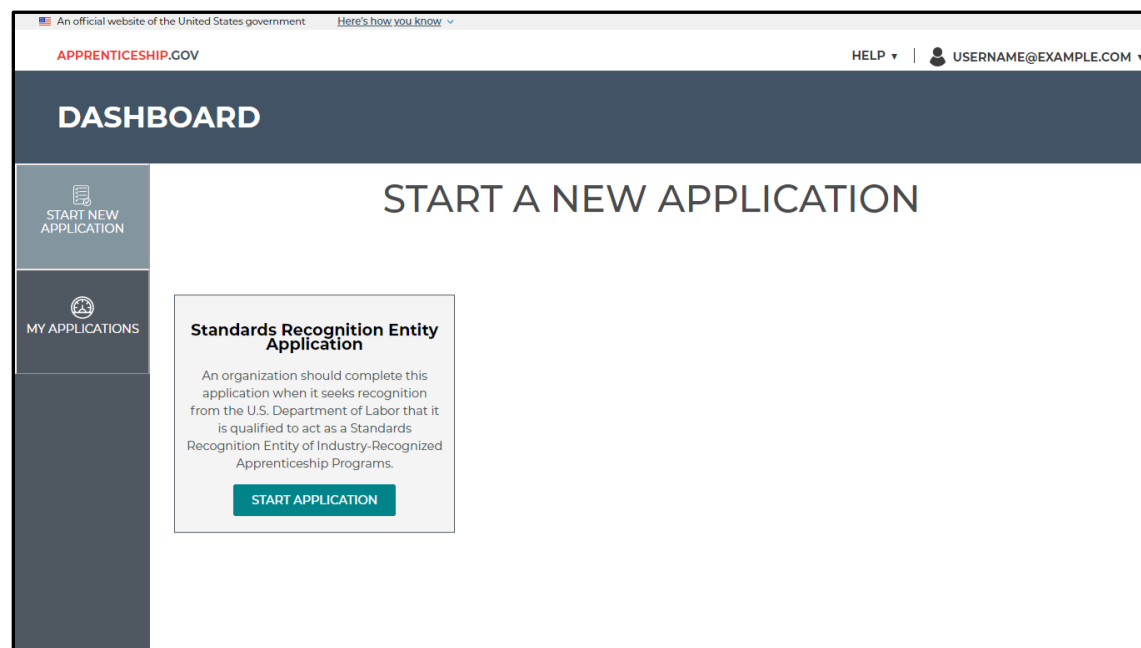
Starting a New Application

Once you have successfully authenticated, you will be directed to your dashboard <https://www.apprenticeship.gov/dashboard> and will be presented with a welcome message.

Click "START NEW APPLICATION" on the left sidebar.



Click on the "START APPLICATION" button to begin your application.



General Instructions

When starting a new application, you will first be presented with the general instructions. Please read these instructions to learn more about this application. Once you have finished reading the instructions, click the button at the bottom that reads "CLICK HERE TO BEGIN THE APPLICATION PROCESS".

An official website of the United States government [Here's how you know](#)

APPRENTICESHIP.GOV HELP | USERNAME@EXAMPLE.COM

INDUSTRY-RECOGNIZED APPRENTICESHIP PROGRAM STANDARDS RECOGNITION ENTITY APPLICATION

GENERAL INSTRUCTIONS | 1 IDENTIFYING INFORMATION | 2 CAPABILITIES AND EXPERIENCE | 3 PROGRAM ELEMENTS | 4 POLICIES AND PROCEDURES | 5 ATTESTATION | SUMMARY

OMB NO. 1205-0536 / EXPIRES: 03/31/2023

GENERAL INSTRUCTIONS

WHO SHOULD USE THIS APPLICATION?
Consistent with 29 CFR 29 subpart B, prospective Standards Recognition Entities (SREs) that intend to recognize Industry-Recognized Apprenticeship Programs (IRAPs) must submit the information requested in this application to the Administrator of the U.S. Department of Labor's Office of Apprenticeship (Administrator). This application must include all required policies and procedures, which will be reviewed by the Administrator when making a recognition determination.

WHO CAN APPLY?
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; non-profit 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.

Ineligible to Apply for DOL Recognition:
Under 29 CFR § 29.30, the U.S. Department of Labor (Department or DOL) will not recognize SREs that intend to recognize 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. After receiving recognition, SREs may not recognize programs seeking to train apprentices in these activities.

HOW WILL DOL USE THIS APPLICATION?
Based upon the information submitted, the Department will determine whether the applicant is qualified to be recognized as an SRE of IRAPs under 29 CFR 29 subpart B.

HOW SHOULD THIS APPLICATION BE SUBMITTED?
Applications should be submitted electronically using this online application form. Organizations interested in applying can simply click the button below to begin the application process.

WHEN SHOULD AN APPLICATION BE SUBMITTED?
An entity must file this application when it seeks recognition from the Department to become an SRE. An SRE will be recognized for 5 years, and must reapply at least 6 months before the date that its current recognition is set to expire if it seeks re-recognition.

Once recognized, an SRE must provide notice through an updated application when it seeks to recognize programs in additional industries, occupational areas, or geographical areas. The notice must be provided prior to the SRE implementing changes. The SRE may not implement changes to where or how it recognizes IRAPs prior to the Administrator's evaluation and approval.

Based on the information received, the Administrator will evaluate whether the SRE is or remains qualified for recognition, including its qualification to recognize IRAPs in the new industries, occupational areas, or geographical areas identified.

QUESTIONS?
For any questions regarding the application or the application process, you can reach us by email at apprenticeship@dol.gov or by phone at 1-877-US-230BS (1-877-872-5627).

[CLICK HERE TO BEGIN THE APPLICATION PROCESS](#)

Entering Information

The application has five sections and fourteen subsections – you will be required to submit information in each section, and some sections also require information that must be uploaded as an attachment.

At the bottom of each section includes a “SAVE & CLOSE” button to save your progress and return to the dashboard screen and a “SAVE & NEXT” button to save your progress and proceed to the next section.

Reviewing a Completed Application

Before you submit your application, be sure to review each section for accuracy and to confirm that you have provided all the required information. Be particularly attentive to the attachments, ensuring that you upload the correct documents.

Submitting an Application

The system dynamically checks that required application inputs are completed and you will not be able to submit the application until all required information is provided. When you click the “SAVE & NEXT” button on the final section, you will proceed to a summary screen that shows you the status of each section. Completed sections will have a status of “COMPLETED”. Sections missing required information will have a status of “NOT STARTED” or “IN PROGRESS”. Click the button “VIEW UNANSWERED ITEMS” to jump to that section and complete the missing information. When you have completed all sections, the “SUBMIT” button will activate. When ready to submit your application, click the “SUBMIT” to send your application to the U.S. Department of Labor for recognition.

Note: Please review your responses before clicking the submit button as all submissions are final.

The screenshot shows a web application interface for the Industry-Recognized Apprenticeship Program. At the top, there is a navigation bar with the text "APPRENTICESHIP.GOV" and a user profile "USERNAME@EXAMPLE.COM". Below this is a dark blue header with the title "INDUSTRY-RECOGNIZED APPRENTICESHIP PROGRAM STANDARDS RECOGNITION ENTITY APPLICATION". A horizontal menu contains six items: "GENERAL INSTRUCTIONS", "1 IDENTIFYING INFORMATION", "2 CAPABILITIES AND EXPERIENCE", "3 PROGRAM ELEMENTS", "4 POLICIES AND PROCEDURES", and "5 ATTESTATION". The main content area is titled "Summary" and contains the text: "All sections must be complete to proceed. Please review your responses before clicking the submit button as all submissions are final." Below this text is a table with five rows, each representing a section of the application. Each row shows the section name, its status as "Complete", and a "Change" link. At the bottom of the page, a green "SUBMIT" button with a right-pointing arrow is highlighted with a red rectangular border.

Section	Status	Action
IDENTIFYING INFORMATION	Complete	Change
CAPABILITIES AND EXPERIENCE	Complete	Change
PROGRAM ELEMENTS	Complete	Change
POLICIES AND PROCEDURES	Complete	Change
ATTESTATION	Complete	Change

Application Portal Tips

Saving an Application

There are three ways to save and come back to an in-progress application:

1. “Logout” button – Click your username in the top right corner to display the dropdown menu. Click the “Logout” button. After clicking this button, you will be asked to confirm that you are leaving the application. As you confirm this action, the system will automatically save your application, and you will be re-directed to the Apprenticeship.gov homepage. To continue working on your application, log back into the application portal and go to the Dashboard.

2. “Dashboard” button– Click your username in the top right corner to display the dropdown menu. Click the “Dashboard” button. After clicking this button, you will be asked to confirm that you are leaving the application. When you accept this message, the system will automatically save your application, and you will be re-directed to the dashboard screen. To continue working on your application, click the edit button from the “My Applications” screen.
3. “Save & Close” button– After clicking this button, the system will automatically save your application and redirect you to the Dashboard.

Continuing Working on an In-progress Application

Log in to the application portal and go to the Dashboard. From the Dashboard, you can edit your in-progress application.

Note: You may only have one application open at any given time.

Application Attachments

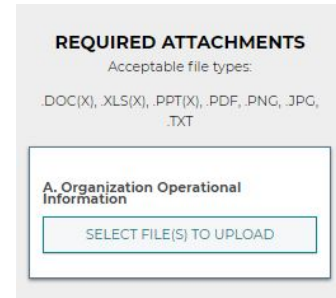
The application includes sections that require both direct data entry into a form field and the upload/attachment of supporting documents. Other sections only require the upload/attachment of supporting documents. Applicants should assess that your submission is responsive to all section requirements. **There is a total of twenty-two (22) attachments required as part of the application process. Use the [application checklist](#) to make sure you have responded to all application requirements.**

Uploading Documents to the Application

To upload documents, click the “**Select File(s) to Upload**” button in the Attachment section. You can upload multiple files in each attachment section.

Allowable File Formats for Uploading

You can upload files in the following formats: .doc(x), .xls(x), .ppt(x), .pdf, .png, .jpg, and .txt.



The screenshot shows a section titled "REQUIRED ATTACHMENTS" with the subtext "Acceptable file types:". Below this, a list of file formats is provided: DOC(X), XLS(X), PPT(X), PDF, PNG, JPG, and TXT. A specific attachment requirement is listed as "A. Organization Operational Information". Below this requirement is a button labeled "SELECT FILE(S) TO UPLOAD".

Character and Word Limits in the Application Sections

There is no limit on characters or words in any section. However, we encourage you to be detailed and directly responsive to each respective question.

System Requirements for Completing an Application

The application can be completed on all operating systems, and is compatible with the following browsers: Chrome, Firefox, Safari, Edge, and Internet Explorer.

Application Fields and Formats

Some fields in the application require a specific format:

- ✓ Federal Tax ID or Employer Identification Number (EIN) of SRE: enter as 11-1111111

- ✓ Zip Code: only numbers in format XXXXX or 11111-1111
- ✓ Email Address: ensure email includes “@” sign
- ✓ Telephone Number: only numbers
- ✓ Telephone EXT: only numbers are allowed

Multi-Select Fields

There are two multi-select fields in this application which are both presented in Section 1: Identifying Information. For the “Scope of Apprenticeship Program(s)”, you may select multiple industries by holding down the ctrl button on your keyboard. If you plan to recognize IRAPs in multiple states, you may select multiple states by holding down the ctrl button on your keyboard.

Still have questions? Please contact support at:

www.apprenticeship.gov/help/irap-support