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| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2023-113 |
| **DATE**  July 26, 2023 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

OFFICE OF APPRENTICESHIP STAFF

STATE APPRENTICESHIP AGENCIES

**FROM:** JOHN V. LADD /s/

Administrator, Office of Apprenticeship

**SUBJECT:** New Apprenticeable Occupation: Program Analyst

1. **Purpose.** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of the following new apprenticeable occupation: Program Analyst
2. **Action Requested.** OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.

Program Analyst will be added to the List of Occupations Recognized as Apprenticeable by OA located on www.apprenticeship.gov. A suggested Work Process Schedule and Related Instruction Outline are attached.

1. **Summary and Background.**
   1. Summary – The occupation Program Analyst was submitted by Mr. Joseph Jenkins, Apprenticeship Training Representative, on behalf of the Office of Apprenticeship, Department of Labor, were processed by Joseph P. Taylor and approved by the OA Administrator on July 10, 2023.
   2. Background –

***New/Revised Occupation Background -*** Under 29 CFR section 29.4, an occupation for a RAP must meet the following criteria to be determined apprenticeable:

1. Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the job supervised learning:
2. Be clearly identified and commonly recognized throughout an industry;
3. Involve the progressive attainment of manual, mechanical, or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
4. Require related instruction to supplement the on-the job learning.
5. **New Apprenticeable Occupation.** The occupation Program Analyst was submitted for an apprenticeability determination.

Program Analyst

O\*NET-SOC CODE: 13-1111.00

RAPIDS CODE: 3057HY

Type of Training: Hybrid

Average Term: 2000-3000 Hours

Program Analyst duties are:

Apprenticeship Legislation and Guidance, Policy Research and Guidance, Policy Research and Analysis, Communication and Information Technology.

1. **Inquiries.** If you have any questions, please, contact Joseph P. Taylor, Program Analyst at 202-693-3960.
2. **Attachments.**

