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| OFFICE OF APPRENTICESHIP  BULLETIN | **CLASSIFICATION**  Registered Apprenticeship |
| **CORRESPONDENCE SYMBOL**  OA |
| **DATE**  March 24, 2022 |

**ADVISORY: OFFICE OF APPRENTICESHIP BULLETIN NO. 2022-67**

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

OFFICE OF APPRENTICESHIP STAFF

STATE APPRENTICESHIP AGENCIES

**FROM:** JOHN V. LADD

Administrator, Office of Apprenticeship

**SUBJECT:** Apprenticeship Modernization – *Apprenticeship Occupation Request Tool*

# Purpose

To inform the staff of OA, the State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other National Apprenticeship System partners and stakeholders of the new Apprenticeship Occupation Request Tool. The Apprenticeship Occupation Request Tool is part of OA’s modernization efforts that will now allow users to remotely complete each of the digital forms needed for processing apprenticeability requests within an online portal.

# Action Requested

The New Apprenticeship Occupation Request Tool is accessible on apprenticeship.gov at <https://www.apprenticeship.gov/employers/registered-apprenticeship-program/register/apprenticeship-occupation-request> on the Resources Tab. Prospective sponsors and staff should access this tool for the development and submission of future Apprenticeability Determination Requests.

# Summary and Background

1. *Summary -* The Office of Apprenticeship has developed the New Apprenticeship Occupation Request Tool for sponsors or potential sponsors to use to request new or revised occupations for apprenticeability under 29 CFR 29.4 *Criteria for apprenticeable occupations*. This process will work to streamline the submission and review process of occupations for all National Apprenticeship System stakeholders.
2. *Background* – 29 CFR 29.4 *Criteria for apprenticeable occupations. -*An apprenticeable occupation is one which is specified by industry and which must;
3. Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning;
4. Be clearly identified and commonly recognized throughout an industry;
5. 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
6. Require related instruction to supplement the on-the-job learning.

# Apprenticeship Occupation Request Tool

The Apprenticeship Occupation Request Tool is a modernized approach that will allow users to complete each of the forms needed for processing apprenticeability requests on electronic pages within the portal. The system will also provide quality control functions to ensure all required information is submitted and to address specific accuracy on proposed Work Process Schedules and Related Instruction Outlines. Prospective industry respondents can provide comments within the portal and submit entries electronically to OA staff. OA will now be able to review and approve requests electronically, which will assist in ensuring high quality submissions and can reduce the overall response time for stakeholders.

# Inquiries

If you have any questions about the Apprenticeability Determination process, please contact the Registration Agency in your respective state. If you have questions about the information in this Bulletin, please contact Doug McPherson, Supervisory Apprenticeship and Training Representative, at (202) 693-3783 or mcpherson.douglass@dol.gov.

# References

1. National Apprenticeship Act, 29 U.S.C. 50
2. 29 CFR 29.3 *Eligibility and procedure for registration*

*of an apprenticeship program*

1. 29 CFR 29.4 *Criteria for apprenticeable occupations*
2. 29 CFR 29.5 *Standards of apprenticeship*

# Attachment

<https://www.apprenticeship.gov/employers/registered-apprenticeship-program/register/apprenticeship-occupation-request>