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| **EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM**  **U.S. DEPARTMENT OF LABOR**  **Washington, D.C. 20210** | **CLASSIFICATION**  Registered Apprenticeship |
| **CORRESPONDENCE SYMBOL**  OA |
| **DATE**  May 19, 2022 |

**ADVISORY: OFFICE OF APPRENTICESHIP BULLETIN NO. 2022-83**

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

OFFICE OF APPRENTICESHIP STAFF

STATE APPRENTICESHIP AGENCIES

**FROM:** JOHN V. LADD

Administrator, Office of Apprenticeship (OA)

**SUBJECT:** Apprenticeship Modernization - *Enhanced Standards Builder Registration On-line Tool*

# Purpose

To inform the staff of OA, the State Apprenticeship Agencies (SAAs), potential Registered Apprenticeship program sponsors, and other National Apprenticeship System partners and stakeholders of enhancements to OA’s Standards Builder Registration On-line Tool. In addition, to announce that OA intends to adopt this on-line tool for the registration of all new programs beginning October 1, 2022.

# Action Requested

The enhanced Standards Builder Registration On-line Tool is available on OA’s website at: <https://www.apprenticeship.gov/employers/registered-apprenticeship-program/register/standards-builder>. Registration Agency personnel (both OA and SAA) and potential program sponsors are strongly encouraged to utilize this tool as the preferred method in the development and approval of future Registered Apprenticeship Program standards. Beginning October 1, 2022, OA intends that all new registrations will utilize this on-line tool.

# Summary and Background

On December 13, 2021, President Biden issued Executive Order 14058, *Transforming Federal Customer Experience and Service Delivery To Rebuild Trust in Government* ([86 FR 71357](https://www.federalregister.gov/documents/2021/12/16/2021-27380/transforming-federal-customer-experience-and-service-delivery-to-rebuild-trust-in-government)), which focuses on ensuring that the government works to deliver services more equitably and effectively, especially for those who have been historically underserved. The Executive Order identified that the Federal Government should work to reduce administrative burdens, and to simplify both public-facing and internal processes to improve efficiency, while also increasing the use of technology to modernize government services that are simple to use, accessible, equitable, protective, transparent, and responsive to the people of the United States. To that end, OA has recently released an enhanced Standards Builder Registration On-line Tool for potential sponsors to use to develop new apprenticeship standards as described under 29 CFR § 29.3 (*Eligibility and procedure for registration of an apprenticeship program)*. This process leverages technology to provide an electronic platform for registering standards with OA. Additionally, leveraging Standards Builder ensures greater standardization and alignment with OA’s regulations and can lead to programmatic efficiencies in the processing of standards. Some noteworthy enhancements of the new Standards Builder On-line Tool include: alignment with the most recent and approved data collection requirements and Boilerplate Standards, program building features that allow for saving progress during Standards development, features that allow for digital signature options, opportunities for real-time collaboration between Registration Agency staff and potential sponsors, and a Section 508 of the Rehabilitation Act accessible set of standards.

# Standards Builder

# Historically, OA has relied on Boilerplate Standards (available in Word) that ensure both consistency and efficiency for the development and registration of programs. While these boilerplates have been streamlined significantly over the past few years, additional efforts are needed to improve customer service and efficiency in the development and registration of programs. The Standards Builder electronic platform will allow users to fully customize the required fields within the OA Boilerplate Standards and electronically submit the documents to the appropriate Registration Agency staff for review. The Standards Builder tool also includes quality control features to ensure all required information needed for developing standards is provided. Potential sponsors will continue to have full access to technical assistance from OA staff during the standards development phase and will also have the ability to save their draft documents within the system.

It is important to note that while Standards Builder provides an enhanced and accessible Standards registration experience, it does not replace the important technical assistance and quality control provided by OA staff to ensure programs meet all the regulatory requirements. Rather, Standards Builder helps provide a path for sponsors to know the necessary steps needed, as well as an immediate connection and collaboration with OA staff during the important program development and registration process.

# The Major Sections of Standards Builder include the following critical elements for program registration:

# Program Information

# Apprentice Eligibility Qualifications

# Occupational Work Process Schedule Outline for each occupation, including:

# On-the-job learning outline

# Related instruction outline

# Wage schedules

# Ratios

# Selection Procedures

# Employer Acceptance Agreements (if applicable)

* Multiple signature capabilities through DocuSign

While developed by OA, the Standards Builder Registration On-line Tool can also be leveraged by SAAs and their potential program sponsors to submit standards for State-level registration. OA encourages all SAAs to consider this tool for developing and registering programs and is ready to provide technical assistance to SAAs that are interested.

# Inquiries

If you have any questions about registering a program, please contact the Registration Agency in your respective state. If you have questions about the information in this Bulletin or are an SAA interested in leveraging Standards Builder, please contact Andrew Ridgeway, Director, Division of Registered Apprenticeship and Policy at (202) 693-3536 or [Ridgeway.Andrew@dol.gov](mailto:Ridgeway.Andrew@dol.gov).

# References

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

*of an apprenticeship program*

* 29 CFR § 29.5 *Standards of apprenticeship*
* Bulletin 2022-17: *Modifications to the Boilerplate Standards of Apprenticeship*

# Attachment

[https://www.apprenticeship.gov/employers/registered-apprenticeship-program/register/standards-builder](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.apprenticeship.gov%2Femployers%2Fregistered-apprenticeship-program%2Fregister%2Fstandards-builder&data=04%7C01%7CMcPherson.Douglass%40dol.gov%7C8ae7a465063340673b4908d9d538f729%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637775262900901199%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=V7%2F%2FPWX%2B0gDti7%2B6IFyAImaUxAvDKZmYbWwMsA%2BzRd0%3D&reserved=0)

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| [A person with the arms crossed  Description automatically generated with medium confidence](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.apprenticeship.gov%2Femployers%2Fregistered-apprenticeship-program%2Fregister%2Fstandards-builder&data=04%7C01%7CMcPherson.Douglass%40dol.gov%7C8ae7a465063340673b4908d9d538f729%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637775262900901199%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=V7%2F%2FPWX%2B0gDti7%2B6IFyAImaUxAvDKZmYbWwMsA%2BzRd0%3D&reserved=0) | [Standards Builder | Apprenticeship.gov](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.apprenticeship.gov%2Femployers%2Fregistered-apprenticeship-program%2Fregister%2Fstandards-builder&data=04%7C01%7CMcPherson.Douglass%40dol.gov%7C8ae7a465063340673b4908d9d538f729%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C637775262900901199%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=V7%2F%2FPWX%2B0gDti7%2B6IFyAImaUxAvDKZmYbWwMsA%2BzRd0%3D&reserved=0)  Registering your apprenticeship program with the U.S. Department of Labor is now easier than ever. With our Standards Builder, you can quickly customize and register your program in a single centralized place.  [www.apprenticeship.gov](http://www.apprenticeship.gov) |