

**CIRCULAR 2002-01****Date: March 8, 2002**

<b>U.S. DEPARTMENT OF LABOR/ EMPLOYMENT AND TRAINING ADMINISTRATION</b> <b>Office of Apprenticeship Training, Employer and Labor Services (OATELS) /Bureau of Apprenticeship and Training (BAT)</b>	<b>Distribution:</b> A-541 Hdqrs. Staff A-543 SD+RD A-544 All Field Staff	<b>Subject Code: 507.5</b>  Operations Improvement Policy.
<b>Symbols:</b> Administrators Office/AS		<b>Action: Immediate</b>
<p><b><u>Purpose:</u></b> To advise field staff of National Office policy relative to registration of new and or revised apprenticeship programs.</p> <p><b><u>Background:</u></b> One of the primary goals of the Secretary of Labor and the Employment and Training Administration (ETA) is to streamline products and services to the public, in support of the President's improved management agenda. The Secretary's Advancing Apprenticeship initiative compels OATELS to be proactive in streamlining our customer services.</p> <p><b><u>Action:</u></b> OATELS/BAT staff at all levels is expected to make every effort to reduce the turnaround time on the processing of new/revised program registrations in support of the Administration's initiative. A 90-day calendar period shall be the maximum time permitted for the processing of all new/revised program registrations. This will include advising and assisting potential/current sponsors with technical assistance they need to ensure all requirements are met for registration. Potential/current sponsors requesting registration will be provided an adequate and timely explanation in writing as to any issues identified which would impede their registration approval, within the 90-day time period.</p> <p><b><u>Reporting:</u></b> It is important that all field staff and State Directors notify Regional Offices of any difficulties in complying with this process. Regional Directors should notify the National Office as appropriate.</p>		