

**Program Registration – Section I**

OMB No. 1205-0223 Expires:

<b>PROGRAM SPONSOR INFORMATION</b>			
<b>1. Employer Identification Number</b>		<b>2. Program Number</b>	
<b>3. Name of Organization</b>			
<b>4. Address</b>			
<b>5. City</b>		<b>6. State</b>	<b>7. Zip Code</b>
<b>PROGRAM SPONSOR'S RELATED CONTACT INFORMATION</b>			
<b>8. Name of Sponsor Contact/Coordinator</b>			
<b>9. Telephone Number</b>	<b>10. Extension</b>	<b>11. Fax Number</b>	<b>12. E-Mail Address</b>
<b>JOURNEYWORKERS EMPLOYED</b>			
<b>13. Sponsor's Occupational Title if Different from O'Net's Titles</b>			
<b>14. Female</b>	<b>15. Minority</b>	<b>16. Youth</b>	<b>17. Total</b>
<b>RELATED TECHNICAL INSTRUCTION INFORMATION (RTI)</b>			
<b>18. Instruction Method</b>		<b>19. Delivery Technique</b>	
<b>20. Instruction Provider</b>		<b>21. Wages Paid During RTI</b>	
		Check Box    21.a <input type="checkbox"/> Yes    21.b <input type="checkbox"/> No	
<b>22. Hours of RTI Instruction Provided Per Year Only</b>			
<b>23. RTI hours and On-the-Job Learning during Length of Program</b>			
<b>24. RTI Provided By</b>			
<b>RTI SOURCE INFORMATION</b>			
<b>25. Select an RTI Option (Only Complete if More Than One RTI Provider)</b>			
<b>26. Create a New RTI Source</b>			
<b>27. Name of Source</b>			
<b>28. Contact Person</b>			
<b>29. Address of Source</b>			
<b>30. Zip Code</b>	<b>31. City</b>	<b>32. State</b>	

<b>PROGRAM SPONSOR</b>		
<b>33.a Signature</b>	<b>33.b Title</b>	<b>33.c Date( MO/DD/YYYY)</b>

<b>TO BE COMPLETED BY APPRENTICESHIP AND TRAINING REPRESENTATIVE (ATR) ONLY</b>	
<b>34. ATR Name</b>	
<b>35. ATR RAPIDS Identification Number</b>	

<b>PROGRAM REGISTRATION INFORMATION</b>	
<b>36. Bargaining Agency</b>	
<b>36.a. Name</b>	<b>36.b National Affiliation</b>

**Program Registration and  
Apprenticeship Agreement**  
Office of Apprenticeship

**U.S. Department of Labor**  
Employment and Training Administration

<b>37. Program Type (Check Box)</b>					
<b>37.a 1 = INJ</b> <input type="checkbox"/>	<b>37.b 2 = IJ</b> <input type="checkbox"/>	<b>37.c 3 = GJ</b> <input type="checkbox"/>	<b>37.d 4 = GNJ</b> <input type="checkbox"/>		
<b>38. Number of Participating Employers</b>					
<b>39. Employers: If GNJ program, Attach Employer Acceptance Agreements. (Check Box)</b>					
39.a <input type="checkbox"/> Yes, Agreement is attached.			39.b <input type="checkbox"/> No, Agreement is not attached.		
<b>40. Waiver (Check Box)</b> 40.a <input type="checkbox"/> Yes 40.b <input type="checkbox"/> No		<b>41. Size of Workforce (includes all employees)</b>			
<b>42. Bargaining Agency Contact</b>					
<b>42.a Name</b>			<b>42.b Title</b>		
<b>43. Street Address</b>					
<b>44. City</b>		<b>45. State</b>	<b>46. Zip Code</b>		
<b>47. Telephone Number</b>		<b>48. Cell Telephone Number</b>		<b>49. Fax Number</b>	
<b>50. E-mail Address</b>			<b>51. Web-Site Address</b>		
<b>52. North American Industrial Classification System (NAICS)</b>					
<b>52.a Employer NAICS Code</b>		<b>52.b NAICS 2 Digit Category</b>		<b>52.c Products/Services</b>	
<b>53. Apprenticeship Committee Exists (Check Box)</b>			53.a <input type="checkbox"/> Yes	53.b <input type="checkbox"/> No	
<b>54. Membership List Is Attached (Check Box)</b>			54.a <input type="checkbox"/> Yes	54.b <input type="checkbox"/> No	
<b>55. Occupational Title</b>					
<b>56. Rapids Code</b>					
<b>57. Apprenticeship Term in Hours (See Instructions)</b>			<b>58. Probation Length in Hours (See Instructions)</b>		
<b>59. Written School-To-Apprenticeship Agreement (STA) (Check Box)</b>			59.a <input type="checkbox"/> Yes	59.b <input type="checkbox"/> No	
<b>60. Prison Indicator (Check Box)</b>			60.a <input type="checkbox"/> Yes	60.b <input type="checkbox"/> No	
<b>61. Affirmative Action Plan (Check Box)</b>			61.a <input type="checkbox"/> Yes	61.b <input type="checkbox"/> No	
<b>62. Selection Procedures (Check Box)</b>			62.a <input type="checkbox"/> Yes	62.b <input type="checkbox"/> No	
<b>63. WAGE RECORD (Includes Four Wage Schedules)</b>					
<b>63.a Wage Schedule</b>	<b>63.b Increment Type</b>	<b>63.c Start Date MO/DD/YYYY</b>	<b>63.d Apprentice Entry Wage Rate (Hour, Month, Year)</b>	<b>63.e Journeyworker Wage Rate</b>	<b>63.f Number of Periods</b>
(1.)					
(2.)					
(3.)					
(4.)					
<b>64. Program Registration Date (MO/DD/YYYY)</b>			<b>65. Last Program Revision Date (MO/DD/YYYY)</b>		
<b>66. ATR</b>					
<b>66.a Signature</b>			<b>66.b State (2 Digit Alpha)</b>	<b>66.c Date (MO/DD/YYYY)</b>	

**Program Definitions and/or Instructions:**

**Unless otherwise indicated below, the program sponsor responds to Fields 1., 3. - 33.a-c and the ATR responds to fields 34 - 66.a-c.**

1. **Employer Identification Number (EIN)** - is an Internal Service Revenue Federal tax identification number that is used to identify a business entity. The submission of your EIN is voluntary. The employer who enters this number is verifying that the business is legitimate with intentions of maintaining a registered program and training apprentices. This quality assurance check protects the welfare of the apprentice.
2. **Program Number** - a program generated number assigned to a sponsor program when the program is registered in the Registered Apprenticeship Partners Information Data System (RAPIDS), the Office of Apprenticeship database.
- 3.-12. **Self-explanatory.**
13. **Sponsor's Occupational Title** - Specific title of an occupation that may or may not be the same as that designated by the O'Net data system.
14. **Female** - the number of female journeyworkers in this occupation.
15. **Minority** - the number of minority journeyworkers in this occupation.
16. **Youth** - the number of workers between the ages of 16 and 21 in this occupation (best guess).
17. **Total** - the number of total journeyworkers in this occupation.
18. **Instruction Method** - example: classroom, correspondence, self paced.
19. **Delivery Technique** - example: time based (4 yrs., 5 yrs.), competency based obtained from Program's Standards of Apprenticeship.
20. **Instruction Provider** - example: community college, adult education, sponsor, etc.
21. **Wages paid during RTI?** Are apprentices paid while attending classes (Yes or No)?
22. **Hours of RTI Provided** - The hours of related instruction provided per year.
23. **Total Length of Instruction** - The hours of instruction (related classroom and on-the-job learning) provided during length of program.
24. **RTI Provided By** - name of college, adult education, or sponsor.
- 25.-32. **RTI Source Information** - Only enter information if there is more than the one RTI Provider identified in Item 39.
- 33.a-c **Self-explanatory.**

**Reminder that ATR enters data in fields 34 - 66.**

34. **Apprenticeship and Training Representative (ATR) Name** - Self-explanatory.
35. **ATR RAPIDS Identification Number** - alpha-numerical code that identifies the ATR in the RAPIDS database.
- 36.a **Bargaining Agency Name** - name of local union, if applicable.
- 36.b **National Affiliation** - Union acronym, example: IBEW, SMWIA, etc.
37. **Program Type** - Enter appropriate numerical code:
  - 1 = INJ (Independent, non joint = single employer not covered by Collective Bargaining Agreement.)
  - 2 = IJ (Independent, joint = single employer covered by collective bargaining agreement.)
  - 3 = GJ (Group, joint = multi employer association, covered by collective bargaining agreement.)
  - 4 = GNJ (Group, non joint = multi employer association not covered by collective bargaining agreement.)
38. **Number of Participating Employers** - Number of employers who are signatories to the standards of apprenticeship for training of apprentices.
39. **Self-explanatory.**
40. **Waiver** - Under a joint program (IJ or GJ) where one of the sponsoring parties under a Collective Bargaining Agreement does not wish to participate in the operation of the program and has elected to "Waiver" any rights and privileges under that program.

41. **Size of Workforce** - Includes all employees, workers, management, clerical, etc.
- 42.-51. **Self-explanatory.**
- 52.a **North American Industrial Classification System (NAICS)** - formerly, the Standard Industrial Classification (SIC) System. NAICS is a six-digit classification code used to designate industries such as mining, construction, manufacturing to identify the type of the program sponsor's industrial activities. This code is used by government entities for statistical purposes.
- 52.b **Employer NAICS Code, NAICS Two-Digit Category, Products/Services.**
- 52.c Products/Services - a short written description of the products/services that the sponsor provides.
- 53.a-b **Apprenticeship Committee Exists (Yes/No).**
54. **Membership List Attached (Yes/No).**
55. **Occupational Title** - example: carpenter, plumber, sheet metal worker, etc.
56. **RAPIDS Code** - alpha-numeric code of occupation in RAPIDS database.
57. **Apprenticeship Term** - Number of Hours: length of apprenticeship in hours, example: 1 year equals 2,000 hours).
58. **Probation Length in Hours** - Number of Hours: length of probation in hours, example: 3 months equals 500 hours; 6 months equals 1,000 hours).
59. **Written School-to-Apprenticeship (STA) Agreement** - Sponsor has an agreement that would be signed by the high-school student, parent, school, employer or employer's agent.
60. **Prison Indicator (Yes or No)** - Sponsor has an agreement with a prison system for training inmates.
61. **Affirmative Action Plan (Yes or No).**
62. **Selection Procedures (Yes or No).**
63. **Wage Record Schedule** - Multiple wage schedules may apply to a program that has the same occupation in different geographic localities. The wages are based on the prevailing wage rates and fringe benefits determined by the Secretary of Labor for inclusion in covered contracts.
- 63.a **Includes four wage schedules.**
- 63.b **Increment Type** - Is wage advancement based on percent or hours of journeyperson's wage.
- 63.c **Start Date** - Date program is registered. Enter today's date.
- 63.d **Apprentice Entry Wage Rate (Hour, Month, Year)** - Apprentice's current wage today.
- 63.e **Journeyworker Wage Rate** - Wage in hours, monthly, or annually at apprentice completion of program obtained from Program's Standards of Apprenticeship.
- 63.f **Number of Periods** - Each period is a specific length of time to acquire a specific skill which is obtained from the Program's Standards of Apprenticeship.
64. **Program Registration Date (Significant Date)** - RAPIDS database generates this data.
65. **Last Program Revision Date (Significant Date)** - RAPIDS database generates this data.
- 66.a-c **Self-explanatory.**

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