

SUPPORTING STATEMENT

Civics and Citizenship Toolkit/Teacher Training

Registration

(File No. OMB-58)

A. Justification

1. Section 312 of the Immigration and Nationality Act requires immigrants aspiring for U.S. citizenship to have a “knowledge and understanding of the fundamentals of the history, and of the principles and form of government, of the United States.”

Section 451 of the Homeland Security Act of 2002 (Public Law 107–296) requires U.S. Citizenship and Immigration Services (USCIS), to promote instruction and training on citizenship rights and responsibilities, including the development of educational materials.

To comply with these requirements, USCIS developed a citizenship toolkit and training workshops.

2. The toolkit is provided free to organizations that serve, or that are interested in serving, immigrants. The toolkit includes immigration and civics publications, handbooks, multimedia tools and guidance on how to use these products to help legal permanent residents integrate into their local communities and American society.

Adult educators and volunteers who work with immigrants may use the publications, videos and curriculum in the toolkit to teach American history, civics and citizenship in a classroom setting. Immigrants may also use the toolkit

as a self-study resource to learn more about the United States and prepare for the naturalization process.

In addition, USCIS provides free training workshops and conferences for:

- Adult English as a Second Language (ESL),
- Civics and citizenship teachers, volunteers, and immigrant-serving organizations to enhance their skills in teaching U.S. history, civics, and the naturalization process to immigrant students.

These training opportunities will include sessions on the new naturalization test, the naturalization process, and an overview of the fundamental principles of American democracy.

Individuals and organizations wishing to obtain a toolkit or training must complete and submit a registration form to USCIS.

3. The registration form for the toolkit resides on the USCIS Web site and can be completed and submitted electronically to USCIS. The electronic form resides at <http://www.citizenshiptoolkit.gov/RegisterUser.aspx>.

To register for training an applicant can complete the form on the USCIS Website at http://www.uscis.gov/files/article/Registration_Form.pdf, print the completed form, and fax to USCIS.

4. A review of USCIS Forms Inventory Report revealed no duplication of effort, and there is no other similar information currently available which can be used for this purpose.
5. This collection of information does not have an impact on small businesses or other small entities.

6. If the information is not collected USCIS will not be able to enroll an applicant or organization for training or distribute the toolkit.
7. The special circumstances contained in item 7 of the supporting statement are not applicable to this information collection.
8. On January 21, 2011, USCIS published a 60-day notice in the Federal Register at 76 FR 3920. USCIS did not receive any comments on the 60-day notice. On March 23, 2011, USCIS published a 30-day notice in the Federal Register at 76 FR 16436. USCIS did not receive any comments on the 30-day notice.
9. USCIS does not provide payments or gifts to respondents in exchange for a benefit sought.
10. There is no assurance of confidentiality. There is no system of record notice associated with this information collection. There is no associated privacy impact assessment.
11. There are no questions of a sensitive nature.

12. **Annual Reporting Burden for Toolkit Registration:**

A.	Number of Registrants	7,000
B.	Number of Responses per each Respondent	1
C.	Total Annual Responses	7,000
D.	Hours per Response	.166
E.	Total Annual Reporting Burden	1,162

Total annual reporting burden hours for Toolkit Registration is 1,162. This figure is based on multiplying the number of respondents (7,000) x (1) frequency or response x .166 (10 minutes) per response.

The projected hours per response for this collection of information were derived by first breaking the process into two basic components:

Learning how to order the toolkit:	8 minutes
Completion of the form:	2 minutes
Total hours per response:	10 minutes

Annual Reporting Burden for Teacher Training Workshop Registration:

A. Number of Registrants	1,100
B. Number of Responses per each Respondent	1
C. Total Annual Responses	1,100
D. Hours per Response	.166
E. Total Annual Reporting Burden	182

Total annual reporting burden hours for Training Workshop Registration is 182. This figure is based on multiplying the number of respondents (1,100) x (1) frequency or response x .166 (10 minutes) per response.

The projected hours per response for this collection of information were derived by first breaking the process into three basic components:

Reading instructions:	2 minutes
Completion of the form:	3 minutes
Faxing the completed form	5 minutes
Total hours per response:	10 minutes

Total annual reporting burden is 1,344.

13. There are no capital or start-up costs associated with this information collection.

14. **Annualized Cost Analysis:**

a.	Printing Cost	\$	0
b.	Collecting and Processing	\$	26,892
c.	Total Cost to Program	\$	26,892
d.	Fee Charge, if any	\$	0
e.	Total Annual Cost to Government	\$	26,892

Government Cost

The estimated cost of the program to the Government is \$26,892. This figure is calculated by multiplying:

- The number of respondents applying for the toolkit (7,000) x (1) number of responses x .083 (5 minutes) x \$40 (Suggested average hourly rate for clerical, officer, and supervisory time with benefits); plus
- The number of respondents applying for training (1,100) x (1) number of responses x .083 (5 minutes) x \$40 (Suggested average hourly rate for clerical, officer, and supervisory time with benefits).

Public Cost

The estimated annual burden cost is \$40,189.

- The number of respondents applying for the toolkit (7,000) x (1) number of responses x .166 (10 minutes) x \$29.89 (Average hourly rate); plus
- The number of respondents applying for training (1,100) x (1) number of responses x .166 (10 minutes) x \$29.89 (Average hourly rate).

15. Since this is a new information collection there is an increase of 1,344 annual burden hours to the OMB inventory.

16. USCIS does not intend to employ the use of statistics or the publication thereof for this collection of information.
17. USCIS will display the OMB expiration date for this information collection.
18. USCIS does not request an exception to the certification of this information collection.

B. Collection of Information Employing Statistical Methods

Not Applicable

C. Certification and Signatures

PAPERWORK CERTIFICATIONS

In submitting this request for OMB approval, I certify that the requirements of the Privacy Act and OMB directives have been complied with including paperwork regulations, statistical standards or directives, and any other information policy directives promulgated under 5 CFR 1320.

Sunday Aigbe,
Chief,
Regulatory Products Division,
Office of the Executive Secretariat,
U.S. Citizenship and Immigration Services,
Department of Homeland Security.

Date