

# Non-Substantive Change Request JUSTIFICATION for ETA form 671—OMB Control Number 1205-0223

**Background:** On April 3, 2012 a Notice of Action was issued by the Office of Management and Budget (OMB) reauthorizing with revisions the collection of information related to OMB control number 1205-0223—ETA form 671, program registration (section 1) and apprentice registration (section 2). The form’s new expiration date is April 30, 2015.

The Employment and Training Administration (ETA) would like approval of two non-substantial revisions to the collection of registration information for the agency’s Registered Apprenticeship program (<http://www.doleta.gov/oa/>).

**Request One:** Approval to make the following non-substantial change to section 1 of ETA form 671 (OMB control number 1205-0223)

**Issue:** The program recently requested and received OMB approval to add the collection of a provisional date to section one of ETA form 671 (program registration). The information is to be entered by program office staff at the time of a program registration. It has subsequently been determined that the collection of this date is unnecessary since it will be automatically calculated by the program’s case management system based on the program’s registration date.

**Change:** Delete question 32 (Section 1, Part H) and related instructions

Current—Expiration Date of 04/30/2015

32. Program Registration Date (MO/DD/YYYY)
33. Provisional Date (MO/DD/YYYY)
34. Last Program Revision Date (MO/DD/YYYY)

**Related Instructions:** BE COMPLETED BY THE APPRENTICESHIP AND TRAINING REPRESENTATIVE

- H32. **Program Registration Date** - the date the program was officially registered
- H33. **Provisional Registration Date** - the date the one-year initial provisional approval for a new program begins.
- H34. **Last Program Revision Date (Significant Date)** - RAPIDS database generates this data.

Proposed Change

32. Program Registration Date (MO/DD/YYYY)
33. Last Program Revision Date (MO/DD/YYYY)

**Related Instructions:** BE COMPLETED BY THE APPRENTICESHIP AND TRAINING REPRESENTATIVE

- H32. **Program Registration Date** - the date the program was officially registered

H33. **Last Program Revision Date (Significant Date)** – RAPIDS database generates this data.

**Request Two:** Approval to make the following non-substantial change to section 2 of ETA form 671 (OMB control number 1205-0223)

**Issue:** The check box for the collection of information related to “incumbent workers” (individuals that before becoming an apprentice are currently employed full-time by the sponsor) was inadvertently left off the newly approved form. Furthermore, it was our original intent to simplify the collection of this information using the following simplified language that does not require any related instructions:

Employment Status (Mark one)  New Employee  Existing Employee

**Change:** Modify question 7 (Section 2, Part A) to once again identify if existing employees (incumbent workers) receive apprenticeship training

OLD—Expiration Date of 01/31/2012

7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse)  None  Incumbent Worker  Adult  Youth  
 Dislocated Worker  Trade Adjustment Assistance  Job Corps  School-to-Registered Apprenticeship  
 YouthBuild  HUD/STEP-UP  Direct Entry: \_\_\_\_\_

**Item 7. Instructions:**

Indicate any career linkage (definitions follow) or direct entry. Enter “None” if no career linkage or direct entry apply. Enter “Incumbent Worker” if the individual before becoming an apprentice was currently employed full-time by the sponsor or entities participating in the apprenticeship program (Military). Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration (U.S. DOL/ETA) to states and local communities.

**Adult.** Also includes individuals participating in Native American Programs, and/or Migrant and Seasonal Farmworker Programs.

**Youth.** Includes Youth ages 16-21 years, and other concentrated Youth programs in designated areas.

**Dislocated Worker.** Includes an individual that has been terminated or laid off and is unlikely to return to the industry or occupation. It also includes a displaced homemaker who has been providing unpaid services to family members in the home, is no longer supported, and is unemployed or underemployed.

**Trade Adjustment Assistance.** Includes trade-affected workers who have become unemployed as a result of increased imports or shifts in production out of the United States.

**Job Corps.** Youth ages 16-24 years usually receiving services in a residential setting.

**School-to-Registered Apprenticeship.** Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

**YouthBuild.** Program transferred from the U.S. Department of Housing and Urban Development (HUD) to U.S. DOL/ETA in September 2006. It assists youth ages 16-24 to obtain education and skill training and advance toward post-secondary education and career pathways in construction and other high growth, high demand occupations while building affordable housing in their communities.

**HUD/STEP-UP.** Developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

**Direct Entry.** A graduate from an accredited technical training school, Job Corps training program, Youth Build Program, or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, fill in the name of the program.

Current—Expiration Date of 04/30/2015

7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse)  None  One-Stop Referral  
 Trade Adjustment Assistance  Job Corps  YouthBuild  School-to-Registered Apprenticeship  HUD/STEP-UP  
 Direct Entry: \_\_\_\_\_

**Item 7. Instructions:**

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry applies.

**Career linkage** includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration (U.S. DOL/ETA) to states and local communities.

**One-Stop Referral.** Includes Workforce Investment Act (WIA) and Employment Services (ES) participants referred to the Registered Apprenticeship program and/or apprentices that receive WIA funded services that support their participation in their Registered Apprenticeship program.

**Trade Adjustment Assistance.** Includes trade-affected workers who have become unemployed as a result of increased imports or shifts in production out of the United States.

**Job Corps.** Youth ages 16-24 years usually receiving services in a residential setting.

**YouthBuild.** Program transferred from the U.S. Department of Housing and Urban Development (HUD) to U.S. DOL/ETA in September 2006. It assists youth ages 16-24 to obtain education and skill training and advance toward post-secondary education and career pathways in construction and other high growth, high demand occupations while building affordable housing in their communities.

**School-to-Registered Apprenticeship.** Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

**HUD/STEP-UP.** Developed in conjunction with HUD. The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

**Direct Entry.** A graduate from an accredited technical training school, Job Corps training program, Youth Build Program, or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, insert the name of the program.

### Proposed Change

7a. Employment Status (Mark one)  New Employee  Existing Employee

7b. Career Linkage or Direct Entry (Mark one) (Instructions on reverse)  None  One-Stop Referral  Trade Adjustment Assistance

Job Corps  School-to-Registered Apprenticeship  HUD/STEP-UP  Direct Entry: \_\_\_\_\_

#### **Item 7b. Instructions:**

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry applies.

**Career linkage** includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration (U.S. DOL/ETA) to states and local communities.

**One-Stop Referral.** Includes Workforce Investment Act (WIA) and Employment Services (ES) participants referred to the Registered Apprenticeship program and/or apprentices that receive WIA funded services that support their participation in their Registered Apprenticeship program.

**Trade Adjustment Assistance.** Includes trade-affected workers who have become unemployed as a result of increased imports or shifts in production out of the United States.

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**Direct Entry:** A graduate from an accredited technical training school, Job Corps training program, Youth Build Program, or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, insert the name of the program.