



IRAPS ACCREDITING ENTITY INFORMATION

CREATE ACCOUNT

Please provide your email address and hit submit. You will receive a confirmation email with instructions to set a new password.

Email Address *

Username *

SUBMIT

You are about to access a U.S. Government computer/information system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this computer system or of the data contained herein, or in transit to/from this system, may constitute a violation of Title 18, United States Code, Section 1030 and other federal or state criminal and civil laws. These systems and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user.

If monitoring reveals possible misuse or criminal activity, notice of such may be provided to supervisory personnel and law enforcement officials as evidence.

Anyone who accesses a Federal computer system without authorization or exceeds their access authority, and by any means of such conduct obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer, may be subject to fine or imprisonment, or both.

Your use of this system indicates understanding that you are personally responsible for your use and any misuse of your access including your system account and password. Use further indicates understanding that by accessing a U.S. Government information system that you must comply with the prescribed policies and procedures. Lastly, your use shall serve as acknowledgement of receipt of, your understanding of your responsibilities, and your willingness to comply with the rules of behavior for this system.



IRAPS ACCREDITING ENTITY INFORMATION

CREATE ACCOUNT

Now select a password for your account.
(add email rules)

Password *

Re-Enter Password *

SUBMIT

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LOGIN

Username *

Password *

LOGIN

[Forgot Password?](#)
[Don't have an account?](#)

If the user has NO form created, the login button would take them [here](#)

If the user has only ONE form created, the login button would take them [here](#)

If the user has multiple forms created, the login button would take them to the [dashboard](#).

YES

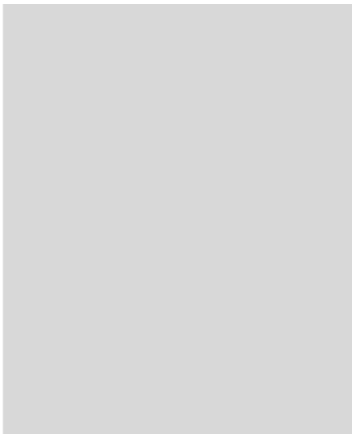
NO

Please select the best description of your organization's standing and national reach to accredit apprenticeship programs across the country.

Select Option

SAVE & CLOSE

SAVE & NEXT





IRAPS ACCREDITING ENTITY INFORMATION

1 IDENTIFYING INFORMATION

2 CAPABILITIES AND EXPERIENCE

3 EVALUATION AND OVERSIGHT

4 POLICIES AND PROCEDURES

5 PROGRAM QUALITY

6 ATTESTATION

OMB NO. 1205-XXXX / EXPIRES: XX/XX/XXXX

Accrediting Entity Identifying Information

EMPLOYER INFORMATION

Employer Identification Number of Accrediting Entity:

Website:

Name of Accrediting Entity:

Address:

City:

State:

Zip Code:

EMPLOYER POINT OF CONTACT INFORMATION

Contact Person:

E-Mail Address:

Telephone Number:

RELATED BODIES

REQUIRED ATTACHMENTS

Documentation of organization's legal status.

Select file to upload



(Examples of acceptable documents: Articles of Incorporation, SEC filings, Tax ID)

Foundations, affiliates, parent/subordinate organizations:

Please list any confirmed or potential partners who will be engaged in your accreditation activities and describe their roles:

SCOPE OF CERTIFICATION(S) BY OCCUPATION(S) TO BE ISSUED:

Please list the industries, occupations, and certifications your organization is seeking to accredit.

Of the above certifications listed, which is/are your organization already qualified to grant?

Does your organization sell, offer, or provide or plan to sell, offer, or provide off-the-shelf or custom apprenticeship programs or elements of apprenticeship programs (e.g., training plans, mentoring programs)?

YES

If your organization also sells or otherwise offers off-the-shelf or custom apprenticeship programs or program elements (e.g., training plans), describe in detail any organization structures or reporting relationships that separate or otherwise ensure your organization's objectivity between the programs/elements it offers and the programs it accredits and oversees.

If your organization plans to develop and sell, offer, or provide off-the-shelf programs or program elements (e.g., training plans), please detail the policies and procedures your organization will implement so that its off-the-shelf programs or program elements are evaluated and overseen in an objective, impartial, and equitable manner as compared with programs and/or program elements developed by other vendors or by the program sponsor.

NO

Please select the best description of your organization's standing and national reach to accredit apprenticeship programs across the country.

SAVE & CLOSE

SAVE & NEXT >



IRAPS ACCREDITING ENTITY INFORMATION

1 IDENTIFYING INFORMATION

2 CAPABILITIES AND EXPERIENCE

3 EVALUATION AND OVERSIGHT

4 POLICIES AND PROCEDURES

5 PROGRAM QUALITY

6 ATTESTATION

OMB NO. 1205-XXXX / EXPIRES: XX/XX/XXXX

Accrediting Entity Identifying Information

List the industries and occupations your organization is seeking to accredit.

Industry(s): *Separate multiple items with a comma*

Occupation(s): *Separate multiple items with a comma*

Certifications: *Separate multiple items with a comma*

Of the certifications listed, identify those your organization is already qualified to grant:

Separate multiple items with a comma

List any confirmed or potential partners who will be engaged in your accreditation activities and describe their roles.

Separate multiple items with a comma

Does your organization sell, offer, or provide or plan to sell, offer, or provide off-the-shelf or custom apprenticeship programs or elements of apprenticeship programs (e.g., training plans, mentoring programs)?

- Yes
- No

Please select the best description of your organization's standing and national reach to accredit apprenticeship programs across the country.

SAVE & CLOSE

SAVE & NEXT >



IRAPS ACCREDITING ENTITY FORM

1 IDENTIFYING INFORMATION

2 CAPABILITIES AND EXPERIENCE

3 PROGRAM ELEMENTS

4 POLICIES AND PROCEDURES

5 PROGRAM QUALITY

6 ATTESTATION

OMB NO. 1205-XXXX / EXPIRES: XX/XX/XXXX

Capabilities and Experience of the Accrediting Entity

ORGANIZATION OPERATIONAL INFORMATION

Please summarize your organization's operations, covering all of the following elements:

- Your organizational structure, including:
 - Lines of authority and responsibility of those associated with the apprenticeship programs and credentials offered
 - Depiction of separation between the individuals who assess the apprenticeship program and the individuals who make the accreditation decision.
- How your organization has acquired, or has developed plans to acquire, the financial resources to sustain the program for next five years.

REQUIRED ATTACHMENTS

Organization Chart

Select file to upload



Financial Statement

Select file to upload



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Accrediting Entity Identifying Information

ORGANIZATION OPERATIONAL INFORMATION

Organizational Qualifications:

1. Your organization's qualifications (in detail) to serve as an accreditor of high-quality industry-recognized apprenticeship programs.

2. Your organization's qualifications to evaluate the classroom and workplace-education standards, structure, and curricula for an industry-recognized apprenticeship program in a given industry sector or occupational cluster.

3. Your organization's capability and experience in obtaining substantial, broad-based input, support, and consensus from employers and industry experts in the relevant industry sector(s).

4. Your organization's experience conducting similar work-based learning accrediting, credentialing, or certifying activities, to one or more programs (required: at least 2 years of experience and/or at least two cohorts of completed/graduated accreditations, credentials, or certificates).

5. The names and qualifications/competencies of the individuals who will be directly involved in the accreditation process to evaluate the work-based experiences and education related instruction of programs your organization will accredit and oversee.

SAVE & CLOSE

SAVE & NEXT >



← BACK TO APPRENTICESHIP.GOV

IRAP FORM

ABOUT	1 EMPLOYER INFORMATION	2 OPERATIONAL INFORMATION	3 POLICIES AND PROCEDURES	4 AFFIRMATION/SIGNATURE	SUMMARY
-------	-------------------------------	----------------------------------	----------------------------------	--------------------------------	---------

GENERAL ACCREDITATION PROGRAM

Please describe your organization's proposed general processes, policies, and procedures for accrediting and overseeing high-quality industry-recognized apprenticeship programs, covering all of the following elements:

1. Your organization's proposed processes for accreditation of high-quality industry-recognized apprenticeship programs, and removal of such accreditation, in their industries or occupational clusters. (ATTACHMENTS REQUIRED – SEE LIST AT RIGHT)

2. The different types of accreditation statuses (e.g. probationary, preliminary, etc.) and

3. The accreditation cycle and the rationale/evidence used to determine the length of cycle.

4. How your organization's proposed accreditation process will result in nationally portable, industry-recognized, competency-based standards.

5. How your organization will require the programs it accredits to provide a safe working environment for apprentices that adheres to all applicable Federal, state, and local safety laws and regulations.

REQUIRED ATTACHMENTS

Accreditation Application

Select file to upload



Accreditation Certificate

Select file to upload



IRAP Agreement

Select file to upload



SAVE & CLOSE

SAVE & NEXT





IRAP FORM

ABOUT	1 EMPLOYER INFORMATION	2 OPERATIONAL INFORMATION	3 POLICIES AND PROCEDURES	4 AFFIRMATION/SIGNATURE	SUMMARY
-------	------------------------	---------------------------	---------------------------	-------------------------	---------

ELEMENTS OF A HIGH-QUALITY IRAP

Please describe your organization's specific policies and procedures for evaluating and overseeing high-quality industry-recognized apprenticeship programs so that the IRAP(s) it accredits and oversees have documented and verifiable evidence of all elements of a high-quality apprenticeship program.

1. Paid Work Component

Please describe your organization's specific policies and procedures for evaluating and overseeing each program's Paid Work Component, specifically that each program:

- Has evidence that it will pay apprentices at least the minimum wage (according to Federal, state, and local requirements) or a Federally-approved stipend under Federal wage requirements.
- Has defined circumstances under which the wages of its apprentices will increase.
- Will provide participants the opportunity to gain upward mobility in their chosen occupation or industry.

2. On-the-Job Instruction/Work Experience

3. Classroom Instruction, Educational Partners, and Educational Credentials

4. Occupations and Occupational Credentials.

5. Equal Employment Opportunity Requirements

SAVE & CLOSE

SAVE & NEXT >



IRAPS ACCREDITING ENTITY FORM

1 IDENTIFYING
INFORMATION2 CAPABILITIES AND
EXPERIENCE3 PROGRAM
ELEMENTS4 POLICIES AND
PROCEDURES5 PROGRAM
QUALITY

6 ATTESTATION

OMB NO. 1205-XXXX / EXPIRES: XX/XX/XXXX

Elements of a High-Quality Apprenticeship Program

ELEMENTS OF A HIGH-QUALITY IRAP

Please describe your organization's specific policies and procedures for evaluating and overseeing high-quality industry-recognized apprenticeship programs so that the IRAP(s) it accredits and oversees have documented and verifiable evidence of all elements of a high-quality apprenticeship program.

A. Paid Work Component. Please describe your organization's specific policies and procedures for evaluating and overseeing each program's Paid Work Component, specifically that each program:

- Has evidence that it will pay apprentices at least the minimum wage (according to Federal, state, and local requirements) or a Federally-approved stipend under Federal wage requirements.
- Has defined circumstances under which the wages of its apprentices will increase.
- Will provide participants the opportunity to gain upward mobility in their chosen occupation or industry.

B. On-the-Job Instruction/Work Experience. Please describe your organization's specific policies and procedures for evaluating and overseeing each program's On-the-Job Instruction/Work Experience, specifically that each program:

- Has documented, well-designed, and highly structured work experiences for apprentices.
- Will provide mentorship opportunities for apprentices.

C. Classroom Instruction, Educational Partners, and Educational Credentials. Please describe your organization's specific policies and procedures for evaluating and overseeing each program's Classroom Instruction, Educational Partners, and Educational Credentials, specifically that each program:

- Will provide or arrange for high-quality classroom or related instruction that helps apprentices gain occupational proficiency, earn occupational credentials or certifications, and/or receive college credit. If the program will not provide such instruction directly, the sponsor-applicant organization must identify potential educational partners, such as a vendor, community college, occupational school, or any other entities qualified to provide the instruction and ensure it is integrated with work experience, and must provide the following information about each of those entities:
 - Potential educational partners of related instruction
 - Address(es) of potential educational partners
 - Type of instruction (college class, vocation education, online, etc.)

- Point of contact(s) at the institution(s)
- Credential or certification(s) gained at educational institution

Also summarize how your proposed evaluative processes support the development of high-quality instruction related to work experience.

D. Occupations and Occupational Credentials. Please describe your organization's specific policies and procedures for evaluating and overseeing each program's Occupations and Occupational Credentials, specifically that each program:

- Provides a nationally portable and industry-recognized credential to all apprentices successfully completing its program.
- Has documented information about the credential(s) it offers in its program, including a description of generally accepted credentials for the industry, the portability benefits that such credentials are expected to confer, and whether the programs the applicant will accredit will lead to the receipt of one of those existing credentials. In sectors where independent credentials exist and are not issued by the apprenticeship program, they must identify the alternative credential that they will offer. Please include all the following:
 - Occupation(s)
 - O*NET Code for occupation(s)
 - Name of credential(s)
 - Organization issuing the credential(s)
 - Average time required to obtain credential(s)
 - Transferrable or portable credential (please choose one: yes, no, unsure)

E. Equal Employment Opportunity Requirements Please describe your organization's specific policies and procedures for evaluating and overseeing each program's Equal Employment Opportunity Requirements, specifically that each program:

- Will adhere to all applicable Federal, state, and local laws and regulations pertaining to Equal Employment Opportunity (EEO)
- Has comprehensive outreach strategies to reach diverse populations
- Has documented processes to keep its workplace free from harassment, intimidation, and retaliation (including the provision of anti-harassment training and the establishment of procedures for handling equal opportunity and harassment complaints)

SAVE & CLOSE

SAVE & NEXT >



IRAP FORM

ABOUT	1 EMPLOYER INFORMATION	2 OPERATIONAL INFORMATION	3 POLICIES AND PROCEDURES	4 AFFIRMATION/SIGNATURE	SUMMARY
-------	------------------------	---------------------------	---------------------------	-------------------------	---------

DATA AND RECORDS COLLECTION, MANAGEMENT, AND RETENTION

Please describe your organization's specific policies and procedures for evaluating and overseeing high-quality industry-recognized apprenticeship programs so that the IRAP(s) it accredits and oversees have documented and verifiable evidence of all elements of a high-quality apprenticeship program.

✓ 1. Data collection approach, infrastructure, and systems

Please describe the approach, infrastructure, and systems your organization will maintain to collect data and report on required elements of your accreditation program, covering all of the following elements:

- Your process for providing documentation of a substantive change made to your organization's processes after DOL approval has been granted. Note that this must be provided to the Department within 15 days of the change.
 - A substantive change would include any major change that could affect the operations of the program, including financial or personnel changes to the accreditation process, lawsuits, legal status, or any other circumstances your organization believes should be reported.

Please describe the approach, infrastructure, and systems your organization will maintain to collect data and report on required elements of your accreditation program, covering all of the following elements:

- Your process, systems, policies, and procedures for maintaining all records relating to the following for a term of five (5) years after the termination of a program:
 - o Personnel related to each apprenticeship program(s) you accredit and oversee,
 - o Subcontracting agreements,
 - o Formal complaints and appeals (including those currently in its possession), and
 - o Legal status.

- Your process, systems, policies, and procedures for retaining and making available to the Department up-to-date contact information for all the industry-recognized apprenticeship programs your organization accredits for the term of the DOL approved determination.

> 2. Metrics and Data Retention

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SAVE & NEXT >



IRAP FORM

ABOUT	1 EMPLOYER INFORMATION	2 OPERATIONAL INFORMATION	3 POLICIES AND PROCEDURES	4 AFFIRMATION/SIGNATURE	SUMMARY
-------	------------------------	---------------------------	---------------------------	-------------------------	---------

ACCREDITOR AND ACCREDITATION INTEGRITY

Please describe your organization's specific policies and procedures for evaluating and overseeing high-quality industry-recognized apprenticeship programs so that the IRAP(s) it accredits and oversees have documented and verifiable evidence of all elements of a high-quality apprenticeship program.

1. Organization transparency, accountability, impartiality, confidentiality, objectivity, and independence

Please describe the approach your organization will take to ensure transparency, accountability, impartiality, confidentiality, objectivity, and independence, covering all of the following elements:

- How your organization's policies and procedures facilitate objectivity, confidentiality, and impartiality in decision-making related to approval of industry-recognized apprenticeship programs.
- The policies and procedures your organization will implement so that the industry-recognized apprenticeship programs it evaluates receive objective, impartial, and equitable treatment, and will be evaluated on the merits of the program(s).
- **CONDITIONAL QUESTION:** If your organization plans to develop and sell, offer, or provide off-the-shelf programs or program elements (e.g., training plans), please detail the policies and procedures your organization will implement so that its off-the-shelf programs or program elements are evaluated and overseen in an objective, impartial, and equitable manner as compared with programs and/or program elements developed by other vendors or by the program sponsor.
- Your complaints and appeals process.

> IRAPs Accreditation Maintenance

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SAVE & NEXT >



IRAP FORM

ABOUT

1 EMPLOYER
INFORMATION2 OPERATIONAL
INFORMATION3 POLICIES AND
PROCEDURES4 AFFIRMATION/
SIGNATURE

SUMMARY

Accrediting Body Record Retention

Please affirm that, if your organization receives a favorable determination from the U.S. Department of Labor that it is qualified to act as an accreditor of industry-recognized apprenticeship programs, your organization will maintain all records relating to the following: personnel related to the apprenticeship program(s), subcontracting agreements, formal complaints and appeals (including those currently in its possession), and legal status for a term of five (5) years after the termination of the DOL approval period during which the records were created.

- Yes, I affirm
 No, I do not affirm

Contact Information:

Please affirm that, if your organization receives a favorable determination from the U.S. Department of Labor that it is qualified to act as an accreditor of industry-recognized apprenticeship programs, your organization will retain and make available

- Yes, I affirm
 No, I do not affirm

to the Department up-to-date contact information for all of the industry-recognized apprenticeship programs it accredits for the term of the DOL approved determination.

Safe Workplaces:

Confirm that, if your organization receives a favorable determination from the U.S. Department of Labor that it is qualified to act as an accreditor of industry-recognized apprenticeship programs, your organization it will ensure that each program provides a safe working environment for apprentices that adheres to all applicable Federal, state, and local safety laws and regulations.

- Yes, I affirm
 No, I do not affirm

Data and Performance Metrics:

Please affirm that, if your organization receives a favorable determination from the U.S. Department of Labor concerning its qualifications to act as an accreditor of industry-recognized apprenticeship programs, your organization will retain required documentation for the period of time you hold the DOL approved determination, and make available to the public annually the following performance- and outcome-related metrics for each of the industry-recognized apprenticeship programs it accredits:

- Yes, I affirm
 No, I do not affirm

- Total number of apprentices enrolled in each program
- Total number of apprentices who successfully completed the program
- Completion rate for apprentices
- Median length of time for program completion
- Employer retention rate of apprentices who successfully complete the program
- Information on the return on investment for each program sponsor

- Post-apprenticeship employment rate of apprentices within a year of successfully completing the program
- Pre and post program wages for apprentices

The individual listed below, as a representative of the accrediting entity described in section I of this form, hereby certifies that all of the information disclosed in this form is true and complete to the best of his, or her knowledge.

Yes, I affirm

Printed Name

Date

Public Burden Statement – Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average _____ minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project (1205-0223)).

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SAVE & NEXT





[← BACK TO APPRENTICESHIP.GOV](#)

IRAP FORM

- ABOUT
- 1** EMPLOYER INFORMATION
- 2** OPERATIONAL INFORMATION
- 3** POLICIES AND PROCEDURES
- 4** AFFIRMATION/SIGNATURE
- SUMMARY

EMPLOYER INFORMATION	100%	View unanswered items
OPERATIONAL INFORMATION	100%	CHANGE
POLICIES AND PROCEDURES	100%	View unanswered items
AFFIRMATION / SIGNATURE	100%	View unanswered items

[SUBMIT](#)