

OMB Approval: 1205-0536
 Expiration Date: XX/XX/XXXX

**Industry-Recognized Apprenticeship Program
 Standards Recognition Entity Application**
 Form ETA-9183
U.S. Department of Labor
 Office of Apprenticeship
 Employment and Training Administration



NPRM Application	New Application for PRA Package as of 2/13/2020
Industry-Recognized Apprenticeship Program Standards Recognition Entity Application Form	Industry-Recognized Apprenticeship Program Standards Recognition Entity Application
	General Instructions
<p>A. Who should use this form?</p> <p><i>Consistent with 29 CFR 29 subpart B, prospective Standards Recognition Entities (SREs) that intend to recognize the high quality of eligible industry-recognized apprenticeship programs (Industry-Recognized Apprenticeship Programs, or programs) developed by, or on behalf of, sponsoring employers or other organizations may submit the information requested in this form to the U.S. Department of Labor (Department or DOL). Types of entities eligible to become SREs include but are not limited to trade, industry, and employer groups or associations, companies, certification and accreditation bodies, educational institutions (such as universities or community colleges), state and local government agencies or entities, non-profit organizations, unions, joint labor-management organizations, or consortia or partnerships of entities such as those listed above. The Department will not accept applications from entities seeking to recognize apprenticeship programs in the construction industry or in the U.S. Military.¹ Based upon the information submitted, the Department will determine whether the applicant is qualified to act as an SRE of Industry-Recognized Apprenticeship Programs.</i></p>	<p>Who should use this application?</p> <p>Consistent with 29 CFR 29 subpart B, prospective Standards Recognition Entities (SREs) that intend to recognize Industry-Recognized Apprenticeship Programs (IRAPs) must submit the information requested in this application to the Administrator of the U.S. Department of Labor’s Office of Apprenticeship (Administrator). This application must include all required policies and procedures, which will be reviewed by the Administrator when making a recognition determination.</p>
	<p>Who can apply?</p> <p>Types of entities that can become SREs include, but are not limited to, trade, industry, and employer groups or associations; corporations and other organized entities; educational institutions, such as universities and community colleges; state and local government agencies or entities; non-profit organizations; unions; joint labor-management organizations; certification and accreditation bodies or entities for a profession or industry; or a consortium or partnership of entities such as those above.</p>

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	<p>Ineligible to Apply for DOL Recognition: Under 29 CFR § 29.30, the U.S. Department of Labor (Department or DOL) will not recognize SREs that intend to recognize programs that train apprentices to perform construction activities, consisting of: the erecting of buildings and other structures (including additions); heavy construction other than buildings; and alterations, reconstruction, installation, and maintenance and repairs. After receiving recognition, SREs may not recognize programs seeking to train apprentices in these activities.</p>
	<p><u>How will DOL use this application?</u> Based upon the information submitted, the Department will determine whether the applicant is qualified to be recognized as an SRE of IRAPs under 29 CFR 29 subpart B.</p>
<p>B. <u>How should the form be submitted?</u> <i>The form must be submitted electronically using the online application system at www.apprenticeship.gov.</i></p>	<p><u>How should the application be submitted?</u> Applications should be submitted electronically using this online application form. Organizations interested in applying can simply click the button below to begin the application process.</p>
<p>C. <u>When should this form be submitted?</u> <i>An entity must file this form when it first seeks recognition from the Department that it is qualified to act as an SRE of Industry-Recognized Apprenticeship Programs. If the Department recognizes the SRE, the SRE must request updated recognition from the Department using this form upon the earlier of: (1) making a substantive change to its recognition processes or seeking to recognize programs in additional industry(ies) or occupational areas, or (2) within five years of its most recent favorable recognition.</i></p>	<p><u>When should an application be submitted?</u> An entity must file this application when it seeks recognition from the Department to become an SRE. An SRE will be recognized for 5 years, and must reapply at least 6 months before the date that its current recognition is set to expire if it seeks re-recognition.</p> <p>Once recognized, an SRE must provide notice through an updated application when it seeks to recognize programs in additional industries, occupational areas, or geographical areas. The notice must be provided prior to the SRE implementing changes. The SRE may not implement changes to where or how it recognizes IRAPs prior to the Administrator’s evaluation and approval.</p> <p>Based on the information received, the Administrator will evaluate whether the SRE is or remains qualified for recognition, including its qualification to recognize IRAPs in the new industries, occupational areas, or geographical areas identified.</p>

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D.	<p>Questions? For more information, please visit www.apprenticeship.gov. For any questions regarding the application or the application process, you can reach us by email at apprenticeship@dol.gov or by phone at 1-877-US-2JOBS (1-877-872-5627). Speech and Hearing Impaired: 1-877-TTY-5627 (1-877-889-5627).</p>
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Section I – Standards Recognition Entity Identifying Information				Section I – Standards Recognition Entity Applicant Identifying Information				
Employer Identification Number of Standards Recognition Entity		Website		Organization Information			Website (if available)	
				Federal Tax Identification Number (Tax ID) or Employer Identification Number (EIN) of Standards Recognition Entity Applicant (If your organization does not have a Federal Tax ID Number or EIN, please provide alternate proof of its legal status.)				
Name of Standards Recognition Entity				Name of Standards Recognition Entity Applicant				
Address				Street Address				
City	State	Zip Code		City	State	Zip Code		
				Point of Contact Information				
Contact Person	E-Mail Address	Telephone Number		First Name	Last Name	E-mail Address	Telephone Number	Telephone Extension
Related Bodies (foundations, affiliates, parent/subordinate organizations): _____ Please list any confirmed or potential partners who will be engaged in your recognition				Related Entities: Please list your organization’s affiliates, foundations, consortia members, parent/subordinate organizations, etc. that are confirmed or potential partners that will be				



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activities and describe their roles:	engaged in your recognition activities. Please describe their roles, including relationships with subsidiaries or other related entities that could reasonably impact impartiality.
Attachment 1: Documentation of organization’s legal status. (Examples of acceptable documents: Articles of Incorporation, SEC filings, Tax ID)	
<p>Scope of Apprenticeship Program(s): Please list the industries, occupations, and all credentials relating to programs your organization is seeking to recognize. Please affirm that your organization will not recognize programs in the construction industry or in the U.S. Military:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No 	<p>Scope of Apprenticeship Program(s): Please select the industry(ies) relating to IRAPs your organization is seeking to recognize. [The online application will include a dropdown menu of industries for applicants to select from based on NAICS codes.]</p> <p>Please select the occupation(s) and list all credentials related to the IRAPs your organization is seeking to recognize. [The online application will include a dropdown of O*NET codes for applicants to select from and a text field to list the credentials applicants will receive during their program.]</p> <p>Please affirm that your organization will not recognize programs that seek to train apprentices to perform construction activities, consisting of: the erecting of buildings and other structures (including additions); heavy construction other than buildings; and alterations, reconstruction, installation, and maintenance and repairs as described in 29 CFR § 29.30.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes, I affirm <input type="checkbox"/> No, I do not affirm
Does your organization sell, offer, or provide or plan to sell, offer, or provide off-the-shelf or	



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custom apprenticeship programs or elements of apprenticeship programs (e.g., training plans, mentoring programs)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Where do you plan to recognize programs? <input type="checkbox"/> National—in all 50 U.S. states and territories <input type="checkbox"/> Regional—in at least three U.S. states/territories that are adjacent to each other <input type="checkbox"/> State—in multiple non-adjacent U.S. states/territories or a single state <input type="checkbox"/> Local—in multiple or single municipalities only <input type="checkbox"/> Other (please specify) ¹ An apprenticeship program is in the construction industry if it equips apprentices to provide labor whereby materials and constituent parts may be combined on a building site to form, make, or build a structure. <i>See Union Asphalts & Roadoils, Inc. v. MO-KAN Teamsters Pension Fund</i> , 857 F.2d 1230 (8th Cir. 1988). An apprenticeship program is in the U.S. Military if it provides a credential to members of the U.S. Military based on their military training and experience.	Along with the rest of this application, DOL will take into account where a prospective SRE intends to recognize IRAPs in determining whether it has the appropriate knowledge required by § 29.21(b). Please identify where you plan to recognize IRAPs. Please provide specific areas as appropriate. <input type="checkbox"/> National – in all 50 U.S. states and territories <input type="checkbox"/> Regional (please specify) <input type="checkbox"/> State – in multiple U.S. states/territories or a single state (please specify) <input type="checkbox"/> Local – in multiple or single municipalities (please specify) <input type="checkbox"/> Other (please specify)
<p>Section II – Capabilities and Experience of the Standards Recognition Entity</p>	<p>Section II – Capabilities and Experience of the Standards Recognition Entity</p>
<p>A. Organization Operational Information: Please summarize your organization’s operations, covering all of the following elements:</p> <ul style="list-style-type: none"> • Your organizational structure (ATTACHMENT REQUIRED – ORG CHART), including if appropriate given your operations: <ul style="list-style-type: none"> ○ Lines of authority and responsibility of those associated with apprenticeship programs and any credentials your organization offers ○ Depiction of separation between the individuals who create or design your organization’s apprenticeship program(s), if any, and the individuals who would assess such program(s) and make recognition decision(s) • CONDITIONAL QUESTION: If your organization also sells or otherwise offers off-the- 	<p>B. Organization Operational Information: Please provide documents describing your organization’s operations, covering all of the following elements:</p> <ul style="list-style-type: none"> • Your organizational structure (ATTACHMENT REQUIRED – ORG CHART), including the following, if appropriate given your operations: <ul style="list-style-type: none"> ○ Lines of authority and responsibility of those associated with apprenticeship programs and any credentials your organization offers; and ○ A description of the separation between the individuals who create or design your organization’s apprenticeship program(s), if any, and the individuals who would assess such program(s) and make recognition decision(s). Note that you are not required to provide the names of any individuals.



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<p>shelf or custom apprenticeship programs, program elements (e.g., training plans), and/or services, describe in detail any organization structures or reporting relationships that separate or otherwise ensure your organization’s objectivity concerning the programs/elements/services it offers and the programs it recognizes and monitors.</p> <ul style="list-style-type: none"> • How your organization has acquired, or has developed plans to acquire, the financial resources to function as an SRE for the next five years (ATTACHMENT REQUIRED – FINANCIAL STATEMENT). 	<ul style="list-style-type: none"> • How your organization has the resources to operate as an SRE for a 5-year period. • Report any bankruptcies, relevant injunctions, debarments, or other restrictions that may prevent it from being permitted to conduct business with the U.S. Federal Government and/or with members of its industry sector from the past 5 years and specify the year the bankruptcy or restriction occurred.
<p>B. Organizational Qualifications: Please describe your organization’s qualifications, experience, capability, and validity in performing as a Standards Recognition Entity, covering all of the following elements:</p> <ul style="list-style-type: none"> • Your organization’s qualifications (in detail) to serve as a Standards Recognition Entity of high-quality Industry-Recognized Apprenticeship Programs, and to evaluate the training, structure, and curricula for Industry-Recognized Apprenticeship Programs in a given industry sector or occupational cluster. • How your organization has the standing to serve as a Standards Recognition Entity of Industry-Recognized Apprenticeship Programs offering apprenticeships by industry or occupation. As part of your response, you should explain your organization’s capability for obtaining substantial, broad-based input, support, and consensus from industry experts concerning the standards your organization will set. • Your organization’s experience, if any, conducting recognition or certification activities of similar work-based learning, training, and/or credentialing programs. • The names and qualifications/competencies of the individuals who will be directly involved in the recognition process for programs your organization will recognize and monitor. 	<p>C. Organizational Qualifications: Please provide your organization’s qualifications, experience, and capability to perform as an SRE, covering all of the following elements:</p> <ul style="list-style-type: none"> • How (in detail) your organization has the qualifications and standing to serve as an SRE of high-quality IRAPs by industry or occupational areas in the intended geographical area. As part of your response, explain how your organization has the expertise to set competency-based standards, through a consensus-based process involving industry experts, for the requisite training, structure, and curricula for apprenticeship programs in the industry(ies) or occupational area(s) in which you seek to be an SRE. Provide examples of standards developed, if available. • Please list the experts who will be involved in developing standards and describe their experience and qualifications in detail. Please attach resumes for each expert. (ATTACHMENT REQUIRED – RESUMES FOR EACH EXPERT) • Your organization’s experience, if any, conducting recognition or certification activities of similar work-based learning, training, and/or credentialing programs.
	<p>D. Partners: Please list any additional confirmed or potential partners, such as educational providers, industry associations, or accrediting bodies that will be engaged in your activities as an SRE and describe their roles.</p>

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	<p>E. Conflicts of Interest and Impartiality:</p> <ul style="list-style-type: none">• Please provide your organization’s relationship with subsidiaries, or other related entities, that could reasonably impact your organization’s impartiality in evaluating apprenticeship programs for recognition.• Please provide your organization’s approach to mitigating actual or potential conflicts of interest that may arise, including any from your organization recognizing your own apprenticeship programs or conflicts relating to your provision of services to actual or prospective IRAPs. For example, please explain how you plan to recognize an apprenticeship program operated by your organization or one of its partner organizations or subsidiaries. Please list and attach specific policies, processes, procedures, or structures. Any entities listed in Section II.A, B, and C above must be included in your description if they may apply for recognition.• Please provide your organization’s approach to recognizing, and validating compliance of, IRAPs, and the means by which your organization would ensure that your decisions are impartial, consistent, and based on objective and merit-based criteria; ensure that your decisions are confidential except as required or permitted by subpart B, or otherwise required by law; and are written in sufficient detail to reasonably achieve the regulatory criteria. Such services include any type of advice, assistance, or consultation not required by 29 CFR 29 subpart B for which your entity may seek compensation. Please attach specific policies, processes, procedures, or structures.• Please provide your organization’s approach to mitigating financial or any other actual or potential conflicts of interest that may arise. Please attach specific policies, processes, procedures or structures.
Section III – Evaluating and Monitoring Elements of a High Quality Apprenticeship Program	Section III – Evaluating and Monitoring Elements of a High-Quality Apprenticeship Program



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<p>Please describe your organization’s specific policies and procedures for evaluating and monitoring high-quality Industry-Recognized Apprenticeship Programs so that the programs it recognizes and monitors have documented and verifiable evidence of all elements of a high-quality apprenticeship program.</p>	<p>Please provide your organization’s specific policies and procedures for evaluating and monitoring high-quality IRAPs so that the programs it recognizes and monitors have documented and verifiable evidence of all elements of a high-quality apprenticeship program. Please provide your organization’s specific policies and procedures for evaluating and monitoring to ensure IRAPs train apprentices for employment in jobs that require specialized knowledge and experience and involve the performance of complex tasks.</p>
<p>A. Paid Work Component: Please describe your organization’s specific policies and procedures for evaluating and monitoring each program’s Paid Work Component, specifically that each program:</p> <ul style="list-style-type: none"> • Has evidence that apprentices will be paid at least the minimum wage (according to Federal, state, and local requirements) as part of their employment. • Has defined circumstances under which the wages of its apprentices will increase; will provide written notice to apprentices of those circumstances, and of their wages; and will disclose, before apprentices agree to participate in the program, any ancillary costs or expenses they would be charged. 	<p>B. Written Training Plan: Please provide your organization’s specific policies and procedures for evaluating and monitoring each program’s written training plan, consistent with your requirements and standards as developed pursuant to the process set forth in § 29.21(b)(1).</p>
<p>B. On-the-Job Instruction/Work Experience: Please describe your organization’s specific policies and procedures for evaluating and monitoring each program’s On-the-Job Instruction/Work Experience, specifically that each program:</p> <ul style="list-style-type: none"> • Has documented and structured work experiences for apprentices. • Will provide structured mentorship opportunities for apprentices. 	<p>C. Paid Work Component: Please provide your organization’s specific policies and procedures for evaluating and monitoring each program’s paid work component, specifically that each program:</p> <ul style="list-style-type: none"> • Has evidence that apprentices will be paid at least the applicable minimum wage (according to Federal, State, and local requirements) as part of their employment. • Has defined circumstances under which the wages of its apprentices will increase (or explains they will not increase during their apprenticeship); will provide written notice to apprentices of those circumstances, and of their wages during their apprenticeship. • Has evidence that any charging of costs or expenses to apprentices complies with all applicable Federal, State, or local wage laws and regulations, including but not limited to the Fair Labor Standards Act and its regulations. This application does not purport to alter or supersede an employer’s obligations under any such laws and regulations.

CONFIDENTIAL DRAFT/INTERNAL DELIBERATIVE MATERIAL

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<p>C. Classroom Instruction, Educational Partners, and Educational Credentials: Please describe your organization’s specific policies and procedures for evaluating and monitoring each program’s classroom or related instruction—including apprentices’ receipt of credit for prior knowledge and experience relevant to instruction, where appropriate—and educational partners and educational credentials if any, specifically so that each program:</p> <ul style="list-style-type: none">• Will provide or arrange for appropriate classroom or related instruction that helps apprentices gain occupational proficiency and earn occupational certifications, college credit, and/or other credentials. If the Industry-Recognized Apprenticeship Program will not provide such instruction directly, that program 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:<ul style="list-style-type: none">○ Potential educational partners for 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 <p>Also summarize how your proposed evaluative processes support the development of appropriate instruction related to work experience.</p>	<p>E. On-the-Job Instruction/Work Experience: Please provide your organization’s specific policies and procedures for evaluating and monitoring each program’s On-the-Job Instruction/Work Experience, specifically that each program:</p> <ul style="list-style-type: none">• Has documented and structured work experiences for apprentices.• Will provide structured mentorship opportunities for apprentices throughout the duration of the apprenticeship that involve ongoing, focused supervision and training by experienced instructors and employees.
	<p>F. Related Instruction: Please provide your organization’s specific policies and procedures for evaluating and monitoring each program’s related instruction, designed so that apprentices demonstrate competency and earn credential(s), and so that apprentices are provided progressively advancing industry-essential skills.</p> <ul style="list-style-type: none">• Please list the entity(ies) that will provide the related instruction (the SRE, IRAP provider, educational provider, or other). Please provide the following information about each of those entities to the extent possible:



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	<ul style="list-style-type: none"> o Type of organization; o Address(es) of potential educational partners; o Type of instruction (college class, vocational education, online, etc.); o Point of contact(s) at the institution(s); and o Credential(s) or certification(s) gained at educational institution (if applicable). • Also summarize how your proposed evaluative processes support the development of appropriate instruction related to work experience.
<p>D. Occupations and Occupational Credentials: Please describe your organization’s specific policies and procedures for evaluating and monitoring each program’s occupations and occupational credentials, specifically that each program:</p> <ul style="list-style-type: none"> • Provides an industry-recognized credential to apprentices during their successful participation in or upon completing the program. • Has documented information about the credential(s) it offers in its program, including a description of generally-accepted credentials for the industry, the benefits that such credentials are expected to confer, and whether the program will lead to the receipt of one of those existing credentials or qualify apprentices to sit for a related exam. <p>In sectors where independent credentials exist and are not issued by a program, the program must identify the credential that will be offered, including the following:</p> <ul style="list-style-type: none"> o Occupation(s) o O*NET Code² for occupation(s) o Name of credential(s) o Organization issuing the credential(s) o Average time required to obtain credential(s) 	<p>G. Industry-Recognized Credentials:</p> <ul style="list-style-type: none"> • Please provide your organization’s specific policies and procedures for evaluating and monitoring each program’s occupations and occupational credentials. For each program, identify the industry-recognized credential that will be offered, including the following for each prospective IRAP: <ul style="list-style-type: none"> o Name of credential(s); o Organization issuing the credential(s); and o As appropriate, O*NET Code and NAICS code information for each credential highlighting for which occupations and industries apprentices will earn the credential(s) during their participation in or upon completion of their apprenticeship. • Please provide your organization’s specific policies and procedures to ensure apprentices receive credit for prior knowledge and experience relevant to the instruction of the IRAP. • Please provide your organization’s process for publicly disclosing the credential(s) associated with any IRAP that is recognized. • Please provide your organization's specific policies and procedures to ensure the

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<p>Please describe your organization's process for disclosing the credential(s) associated with any program that is recognized.</p>	<p>IRAPs it recognizes provide a working environment for apprentices that adheres to all applicable Federal, State, and local safety laws and regulations, and complies with any additional safety requirements that your organization, as the SRE, may require..</p> <ul style="list-style-type: none">• Please state any additional safety requirements that your organization would require beyond the requirements of Federal, State, and local safety laws and regulations.
<p>E. <u>Equal Employment Opportunity (EEO) Requirements:</u> Please describe your organization's specific policies and procedures for evaluating and monitoring each program given your own EEO policies and procedures, specifically that each program:</p> <ul style="list-style-type: none">• Will affirm its adherence to all applicable Federal, state, and local laws pertaining to Equal Employment Opportunity.• Will operate under your policies and procedures, as applicable, regarding potential harassment, intimidation, and retaliation.• Will operate under your policies and procedures, as applicable, that reflect your comprehensive outreach strategies to reach diverse populations. <p>In addition, please explain your approach for assigning responsibility to an individual to assist programs with EEO requirements.</p>	<p>H. <u>Equal Employment Opportunity (EEO) Requirements:</u></p> <ul style="list-style-type: none">• Please provide your organization's specific policies and procedures for evaluating, monitoring, and requiring that each IRAP adhere to applicable Federal, State, and local laws pertaining to EEO.• Please provide your organization's policies and procedures, as applicable, regarding potential harassment, intimidation, and retaliation.• Please provide your organization's policies and procedures, as applicable that reflect your comprehensive outreach strategies to reach diverse populations. <p>In addition, please explain your approach for assigning responsibility to an individual to assist IRAPs with EEO requirements.</p>

² The O*NET Program is the nation's primary source of occupational information. Valid data are essential to understanding the rapidly

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changing nature of work and how it impacts the workforce and U.S. economy. Applicants may find the O*NET code for the occupations they plan to recognize at <https://www.onetonline.org/>.

Section IV – Policies and Procedures	Section IV – Policies and Procedures
<p>A. General Recognition Processes: Please describe your organization’s proposed general processes, policies, and procedures for recognizing and monitoring high-quality Industry-Recognized Apprenticeship Programs, covering all of the following elements:</p> <ul style="list-style-type: none"> • Your organization’s proposed processes for recognition of high-quality Industry-Recognized Apprenticeship Programs, and removal of such recognition, in their industries or occupational clusters, and for notifying the Department of such decisions. • The different types of recognition status (e.g. probationary, preliminary, etc.). • The recognition cycle and the rationale/evidence used to determine the length of cycle. • How your organization’s proposed recognition process will result in programs consistent with the competency-based standards your organization will set. • How your organization will require the programs it recognizes to provide a safe working environment for apprentices that adheres to all applicable Federal, state, and local safety laws. • ATTACHMENTS REQUIRED: <ul style="list-style-type: none"> o Copy of the application a program must submit to your organization for recognition, as well as any instructions. o Template of the certificate to be issued when recognition is awarded. Both of the following items must be included on the final certificate: <ul style="list-style-type: none"> - The effective date of the recognition decision - The length of the recognition o Copy (or template) of your organization’s generic agreement with program(s). Agreement must include: <ul style="list-style-type: none"> - Commitment to fulfill the requirements of the recognition to be offered 	<p>B. General Recognition Processes: Please provide your organization’s proposed general processes, policies, and procedures for recognizing and monitoring high-quality IRAPs, including the policies and procedures for the suspension or derecognition of an IRAP that fails to comply with the regulatory and SRE requirements and for notifying the Department of such decisions, along with the approach your organization will take to ensure that your organization will retain and make available to the public performance- and outcome-related metrics and data for each of the programs it recognizes.</p>



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<ul style="list-style-type: none">- Access to personnel, facilities, and documents as needed- Claim recognition(s) are only to the granted scope- Affirmation that your organization does not offer other services, including consultative services, that would affect the impartiality of the program(s) OR if your organization has offered other services to the program(s), affirmation that your organization has provided for impartiality and mitigated any potential conflicts of interest via specific policies, processes, procedures, and/or structures	
<p>B. Data and Records Collection, Management, and Retention: Please summarize the approach, infrastructure, and systems your organization will maintain to collect data and report on required elements of your recognition program, covering all of the following elements:</p> <ul style="list-style-type: none">• Your process for providing documentation of a substantive change made to your organization’s recognition processes, or of seeking to recognize programs in additional industry(ies) or occupational areas, or of any major change that could affect the operations of your recognition program, after DOL recognition has been granted. Note that this must be provided to the Department within 30 days of the change. (For example, notice should be provided of involvement in lawsuits that materially affect the Standards Recognition Entity, changes in legal status, or any other change that materially affects the Standards Recognition Entity’s ability to function in its recognition capacity.)• 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:<ul style="list-style-type: none">o Personnel related to each program you recognize and monitoro Subcontracting agreementso Formal complaints and appeals (including those currently in the program’s possession)	

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<ul style="list-style-type: none">o Legal status• Your policies and procedures for retaining and making available to the public up-to-date contact information for all Industry-Recognized Apprenticeship Programs your organization recognizes for the term of DOL’s recognition. <p>Please summarize the approach your organization will take to ensure that your organization will retain and make available to the public performance- and outcome-related metrics and data for each of the programs it recognizes. These performance- and outcome-related metrics should include the following and be reported each year:</p> <ul style="list-style-type: none">o The total number of apprentices annually enrolled in each program;o Total number of apprentices who successfully completed the program annually;o The annual completion rate for apprentices;o The median length of time for program completion; and,o The post-apprenticeship employment rate of apprentices at completion.	
<p>C. <u>Standards Recognition Entity and Recognition Integrity:</u> Please describe the approach your organization will take to ensure transparency, accountability, impartiality, confidentiality, objectivity, and independence, covering all of the following elements:</p> <ul style="list-style-type: none">• The policies and procedures your organization will implement so that the Industry-Recognized Apprenticeship Programs it evaluates receive objective, impartial, confidential, and equitable treatment in decision-making, 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 apprenticeship 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 monitored in an objective, impartial, and equitable manner as compared with programs and/or program elements	<p>B. <u>Standards Recognition Entity and Recognition Integrity:</u></p> <p>Does your organization plan to recognize its own apprenticeship program(s) as IRAPs?</p> <p>Yes No</p> <p>Please provide your organization’s operations and the approach your organization will take to ensure transparency, accountability, impartiality, confidentiality, objectivity, and independence, covering all of the following elements:</p> <ul style="list-style-type: none">• Provide any organizational structures or reporting relationships that separate or otherwise ensure your organization’s objectivity concerning the programs/elements/services it offers and the programs it recognizes and monitors.



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<p>developed by other vendors or by the program sponsor.</p> <ul style="list-style-type: none"> Your complaints and appeals process. <p>Please describe how your organization maintains or will maintain high quality in its recognition processes and in the programs it recognizes, covering all of the following elements:</p> <ul style="list-style-type: none"> Your quality assurance process, specifically: <ul style="list-style-type: none"> Your assessment processes to ensure the competencies of programs are being achieved The monitoring process that will be implemented during the recognition cycles How and how often your organization trains and calibrates assessors to ensure there is consistency (inter-rater reliability) of recognition decisions from program to program. How your organization validated your recognition standards with the industry, and how your organization assesses the evidence submitted by an apprenticeship program in determining whether it meets the requirements of the standards. 	<ul style="list-style-type: none"> Provide the policies and procedures your organization will implement so that its programs or program elements are evaluated and monitored in an impartial, consistent and objective manner. Provide your organization’s policies and procedures to assure decisions are based on objective criteria, and are impartial and confidential, and that IRAPs are evaluated on a merit-based criteria. Provide your organization’s policies and procedures for complaints process against IRAPs.
	<p>C. Quality Assurance Processes: Please provide your organization’s policies and procedures on how your organization maintains or will maintain high quality in its recognition processes and in the IRAPs it recognizes, covering all of the following elements:</p> <ul style="list-style-type: none"> Your assessment processes to ensure that apprentices are achieving the competencies outlined in the standards that have been developed by the consensus-based processes involving relevant industry experts; and The monitoring process that will be implemented during the recognition cycles.
	<p>D. Consensus on Standards: Provide your organization’s consensus-based process to approve competency-based standards for training, structures, and curricula. The Department is not prescribing any particular process for obtaining or demonstrating</p>



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	consensus on standards. Instead, applicants must show through their response to this form that they have obtained input from appropriate industry experts and they have obtained consensus from these experts on standards and that these standards will result in effective training in skills that are needed or highly valued in an industry or sector.		
Section V – Additional Representations of Program Quality by the Standards Recognition Entity	Section V – Attestation		
A. Standards Recognition Entity Record Retention: Please affirm that, if your organization receives recognition from the U.S. Department of Labor that it is qualified to act as a Standards Recognition Entity of Industry-Recognized Apprenticeship Programs, your organization will maintain all records relating to the following: personnel related to the 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 DOL’s recognition period during which the records were created. <input type="checkbox"/> Yes, I affirm <input type="checkbox"/> No, I do not affirm	As a representative of the Standards Recognition Entity described in Section I of this application, I hereby certify that I have read and reviewed this application, including every page of supporting documentation , and that to the best of my knowledge the information contained therein is true and accurate. I agree that the virtual signature I have entered will be the electronic representation of my signature and initials for all purposes when I use them on documents – just the same as a pen-and-paper signature.		
B. Contact Information: Please affirm that, if your organization receives recognition from the U.S. Department of Labor that it is qualified to act as a Standards Recognition Entity of Industry-Recognized Apprenticeship Programs, your organization will retain and make available to the public up-to-date contact information for all of the Industry-Recognized Apprenticeship Programs it recognizes for the term of DOL’s recognition. <input type="checkbox"/> Yes, I affirm <input type="checkbox"/> No, I do not affirm	1. Last Name	2. First Name	3. Middle Initial
C. Safe Workplaces: Please affirm that, if your organization receives recognition from the U.S. Department of Labor that it is qualified to act as a Standards Recognition Entity of Industry-Recognized Apprenticeship Programs, your organization will ensure that each program provides a safe working environment for apprentices that adheres to all applicable Federal,	4. Title		
	5. Signature		6. Date Signed



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<p>state, and local safety laws.</p> <p><input type="checkbox"/> Yes, I affirm</p> <p><input type="checkbox"/> No, I do not affirm</p>	<p>Confidentiality – Under this collection, the name of a potential Standards Recognition Entity will be posted on https://www.dol.gov/apprenticeship if the U.S. Department of Labor issues a favorable recognition letter with respect to the entity. While information collected by this application is generally subject to public disclosure under the Freedom of Information Act (FOIA), Exemption #4 of FOIA (at 5 U.S.C. §552(b)(4)) affords protection to submitters (such as Standards Recognition Entities) that are asked to furnish commercial or financial information to the Federal Government. The Department will keep as private and confidential, and will not disclose, unless required by law, any commercial or financial information provided to the Department under this section that is both customarily and actually treated as private by the SRE or IRAP. The Office of Apprenticeship will provide an applicant notice and an opportunity to object before disclosing information from the applicant. For more information, see 29 CFR part 70, Production and Disclosure of Information or Materials,” especially 29 CFR § 70.26, “Confidential commercial information.”</p> <p>Public Burden Statement (1205-0536) 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 approximately 107 hours and 10 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. Subsequent time for other activities are estimated to require an average of 137 hours and 50 minutes per response. The obligation to respond is required to obtain a favorable recognition from the Department under 29 U.S.C. 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</p>
<p>D. Data and Performance Metrics: Please affirm that, if your organization receives recognition from the U.S. Department of Labor that it is qualified to act as a Standards Recognition Entity of Industry-Recognized Apprenticeship Programs, your organization will retain documentation concerning program performance and outcome metrics for the period of time it holds DOL’s recognition, and will also make available to the public the required performance- and outcome-related metrics for each of the Industry-Recognized Apprenticeship Programs it recognizes.</p> <p><input type="checkbox"/> Yes, I affirm</p> <p><input type="checkbox"/> No, I do not affirm</p>	
<p>E. Conflict of Interest: Please affirm that your organization does not provide any consultative services to apprenticeship programs and does not offer other services that could affect the impartiality of the programs it recognizes, OR that it has provided – via response to this application – evidence of its ability to mitigate its potential conflicts of interest.</p> <p><input type="checkbox"/> Yes, I affirm</p> <p><input type="checkbox"/> No, I do not affirm</p>	
<p>F. Debarments and Injunctions: Please affirm that your organization has no relevant injunctions, debarments, or other restrictions on it which may prevent it from being permitted to do business with the U.S. Federal Government and/or with members of its industry sector.</p> <p><input type="checkbox"/> Yes, I affirm</p> <p><input type="checkbox"/> No, I do not affirm</p>	

OMB Approval: 1205-0536
Expiration Date: XX/XX/XXXX

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Section VI – Attestation			C-5321, Washington, D.C. 20210 (OMB Control Number 1205-0536).
The individual listed below, as a representative of the Standards Recognition 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.			
_____ Signature	_____ Print Name	_____ Date	
<p>Confidentiality – Under this collection, the name of a potential Standards Recognition Entity will be posted on www.apprenticeship.gov if the U.S. Department of Labor issues a favorable recognition letter with respect to the entity. While information collected by this form is generally subject to public disclosure under the Freedom of Information Act (FOIA), Exemption #4 of FOIA (at 5 U.S.C. §552(b)(4)) affords protection to submitters (such as Standards Recognition Entities) that are asked to furnish commercial or financial information to the Federal Government by safeguarding them from the competitive disadvantages that could result from disclosure. In addition, all documents and other information in an application become public information when submitted unless: (1) particular items are specifically designated as confidential or (2) the Office of Apprenticeship determines particular information appears to be confidential. However, neither of these two conditions guarantees confidentiality. If either condition applies, the Office of Apprenticeship will provide an applicant an opportunity to object to disclosure of the information. For more information, see 29 CFR part 70, “Production and Disclosure of Information or Materials.”</p> <p>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 approximately 33 hours and 10 minutes per response, including the time for reviewing instructions, searching existing data sources,</p>			

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gathering and maintaining the data needed, and completing and reviewing the collection of information. Subsequent substantive changes, if needed, are estimated to require an average of 10 hours per response. The obligation to respond is required to obtain a favorable recognition from the Department under 29 U.S.C. 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 C-5321, Washington, D.C. 20210 (OMB Control Number 1205-XXXX).