

# INDUSTRY-RECOGNIZED APPRENTICESHIP PROGRAM STANDARDS RECOGNITION ENTITY APPLICATION

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

## GENERAL INSTRUCTIONS

### WHO SHOULD USE THIS FORM?

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.

### WHO CAN APPLY?

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.

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.

### HOW WILL DOL USE THIS APPLICATION?

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.

### HOW SHOULD THIS APPLICATION BE SUBMITTED?

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.

### WHEN SHOULD AN APPLICATION BE SUBMITTED?

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.

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.

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.

### QUESTIONS?

For any questions regarding the application or the application process, you can reach us by email at [apprenticeship@dol.gov](mailto:apprenticeship@dol.gov) or by phone at 1-877-US-2JOBS (1-877-872-5627)

[CLICK HERE TO BEGIN THE APPLICATION PROCESS](#)

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1 IDENTIFYING INFORMATION

2 CAPABILITIES AND EXPERIENCE

3 PROGRAM ELEMENTS

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## STANDARDS RECOGNITION ENTITY APPLICANT IDENTIFYING INFORMATION

### ORGANIZATION INFORMATION

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.)

Website (If available):

Name of Standards Recognition Entity Applicant:

Street Address:

City:

State:

Zip Code:

### POINT OF CONTACT INFORMATION

First Name:

Last Name:

E-mail Address:

Telephone Number:

Telephone EXT:

### RELATED ENTITIES

Please list your organization's confirmed or potential partners (affiliates, foundations, consortia members, parent/subordinate organizations etc.) that will be engaged in your recognition activities. Please describe their roles, including relationships with subsidiaries or other related entities that could reasonably impact impartiality.

### SCOPE OF APPRENTICESHIP PROGRAM(S)

Please select the industry(ies) relating to IRAPs your organization is seeking to recognize.

- Accommodation and Food Services
- Administrative and Support and Waste Management and Remediation Services
- Agriculture, Forestry, Fishing and Hunting
- Arts, Entertainment and Recreation

Please select the occupation(s) and list all credentials related to the IRAPs your organization is seeking to recognize.

Follow these instructions to complete this section. Search and select an occupation, then enter the credential your organization is seeking to recognize. To add multiple credentials per occupation, press enter within the credentials box. To add multiple occupations, you must first complete any empty occupation fields before clicking on the plus sign next to the Occupation label.

Occupation	Credentials
<input type="text"/>	<input type="text"/>

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.

YES, I affirm

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.

- National- in all 50 U.S. states and territories
- Regional (please specify)

State - in multiple U.S. states/territories or a single state (please specify)

Local - in multiple or single municipalities (Please specify)

Other (please specify)

### OPTIONAL ATTACHMENTS

Acceptable file types: .DOC(X), .XLS(X), .PPT(X), .PDF, .PNG, .JPG, .TXT

Alternate proof of legal status for those who don't have an EIN or Tax ID

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

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## CAPABILITIES AND EXPERIENCE OF THE STANDARDS RECOGNITION ENTITY

### A. ORGANIZATION OPERATIONAL INFORMATION

Please provide documents describing your organization's operations, covering all of the following elements:

- Your organizational structure, including the following, if appropriate given your operations:
  - 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.
- 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.

**REQUIRED ATTACHMENTS**  
Acceptable file types:  
.DOC(X), .XLS(X), .PPT(X), .PDF, .PNG, .JPG, .TXT

A. Organization Operational Information

Select file to upload

### B. ORGANIZATIONAL QUALIFICATIONS

Please provide your organization's qualifications, experience, and capability to perform as an SRE, covering all of the following elements:

- 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.
- Your organization's experience, if any, conducting recognition or certification activities of similar work-based learning, training, and/or credentialing programs.

**REQUIRED ATTACHMENTS**  
Acceptable file types:  
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B. Organizational Qualifications

Select file to upload

Resumes

Select file to upload

### C. 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.

### D. CONFLICT OF INTEREST AND IMPARTIALITY

- 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.

**REQUIRED ATTACHMENTS**  
Acceptable file types:  
.DOC(X), .XLS(X), .PPT(X), .PDF, .PNG, .JPG, .TXT

D. Conflict of Interest

*Please attach specific policies, procedure, or structures to recognizing, and validating compliance of IRAPs*

Select file to upload

*Please attach specific policies, procedures, or structures to recognizing, and validating compliance of IRAPs*

Select file to upload

*Please attach specific policies, procedure, or structures to mitigating financial or any other actual or potential conflicts of interest*

Select file to upload



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## EVALUATING AND MONITORING ELEMENTS OF A HIGH-QUALITY APPRENTICESHIP PROGRAM

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.

### A. 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).

### B. 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:

- 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.

### C. 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:

- 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.

### D. 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.

- 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:
  - Type of organization;
  - Address(es) of potential educational partners;
  - Type of instruction (college class, vocational education, online, etc.);
  - Point of contact(s) at the institution(s); and
  - 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.

### E. INDUSTRY-RECOGNIZED CREDENTIALS

- 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:
  - Name of credential(s);
  - Organization issuing the credential(s); and
  - 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 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.
- Please state any additional safety requirements that your organization would require beyond the requirements of Federal, State, and local safety laws and regulations.

### F. EQUAL EMPLOYER OPPORTUNITY (EEO) REQUIREMENTS

- 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.

In addition, EEO explain your approach for assigning responsibility to an individual to assist IRAPs with EEO requirements.

**REQUIRED ATTACHMENTS**  
Acceptable file types:  
.DOC(X), .XLS(X), .PPT(X), .PDF, .PNG, .JPG, .TXT

Your organization's specific policies and procedures for evaluating and monitoring high-quality IRAPs

Select file to upload

**REQUIRED ATTACHMENTS**  
Acceptable file types:  
.DOC(X), .XLS(X), .PPT(X), .PDF, .PNG, .JPG, .TXT

A. Written Training Plan

Your organization's specific policies and procedures for evaluating and monitoring each program's written training plan

Select file to upload

**REQUIRED ATTACHMENTS**  
Acceptable file types:  
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B Paid Work Component

Your organization's specific policies and procedures for evaluating and monitoring each program's paid work component

Select file to upload

**REQUIRED ATTACHMENTS**  
Acceptable file types:  
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C. ON-THE-JOB INSTRUCTION/WORK EXPERIENCE

Your organization's specific policies and procedures for evaluating and monitoring each program's On-the-Job Instruction/Work Experience

Select file to upload

**REQUIRED ATTACHMENTS**  
Acceptable file types:  
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D. Related Instruction

Your organization's specific policies and procedures for evaluating and monitoring each program's related instruction

Select file to upload

**REQUIRED ATTACHMENTS**  
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E. INDUSTRY-RECOGNIZED CREDENTIALS

Your organization's specific policies and procedures for evaluating and monitoring each program's occupations and occupational credentials

Select file to upload

Your organization's specific policies and procedures to ensure apprentices receive credit for prior knowledge and experience

Select file to upload

Your organization's process for publicly disclosing the credential(s) associated with any program that is recognized

Select file to upload

Your organization will require the IRAPs it recognizes to provide a working environment for apprentices that adheres to all applicable Federal, State, and local safety laws and regulations and complies

Select file to upload

**REQUIRED ATTACHMENTS**  
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F. EQUAL EMPLOYER OPPORTUNITY (EEO) REQUIREMENTS

Your organization's policies and procedures for evaluating, monitoring, and requiring that each IRAP adheres to applicable Federal, State, and local laws pertaining to EEO

Select file to upload

Your organization's policies and procedures, as applicable, regarding potential harassment, intimidation, and retaliation

Select file to upload

Your organization's policies and procedures, as applicable, that reflect your comprehensive outreach strategies to reach diverse populations

Select file to upload



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## POLICIES AND PROCEDURES

### A. 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.

#### REQUIRED ATTACHMENTS

Acceptable file types:

.DOC(X), .XLS(X), .PPT(X), .PDF, .PNG, .JPG, .TXT

##### A. General Recognition Process

Your organization's proposed general processes, policies, and procedures for recognizing and monitoring high-quality IRAPs

Select file to upload

### B. STANDARDS RECOGNITION ENTITY AND RECOGNITION INTEGRITY

Does your organization plan to recognize its own apprenticeship program(s) as IRAPs?

- YES
- NO

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:

- 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.
- 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.

#### REQUIRED ATTACHMENTS

Acceptable file types:

.DOC(X), .XLS(X), .PPT(X), .PDF, .PNG, .JPG, .TXT

##### B. Standards Recognition Entity and Recognition Integrity

Your organization's operations and the approach your organization will take to ensure transparency, accountability, impartiality, confidentiality, objectivity, and independence

Select file to upload

### 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:

- 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.

#### REQUIRED ATTACHMENTS

Acceptable file types:

.DOC(X), .XLS(X), .PPT(X), .PDF, .PNG, .JPG, .TXT

##### C. Quality Assurance Processes

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

Select file to upload

### 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 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.

#### REQUIRED ATTACHMENTS

Acceptable file types:

.DOC(X), .XLS(X), .PPT(X), .PDF, .PNG, .JPG, .TXT

##### D. Consensus on Standards

Your organization's consensus-based process to approve competency based standards for training, structures and curricula

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## ATTESTATION

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.

Last Name

First Name

Middle Initial

Title

Signature

Date Signed

**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."

### 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 C-5321, Washington, D.C. 20210 (OMB Control Number 1205-0536).

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