

## EMAIL NOTICE TO MEMBERS TO COMPLETE SURVEY

Dear Community College Colleagues {Dean, VP, Manager, Director, etc.}:

The Employment and Training Administration (ETA) of the U.S. Department of Labor (DOL) is conducting a survey of community colleges that have a role in RA programs—whether providing related technical instruction (RTI) or serving as a sponsor or intermediary. This survey will gather information from your college on up to three RA programs that are the best and/or most widespread, of which you provide RTI, are a sponsor, and/or act as an intermediary. Your assistance is needed in responding to this survey, which will help ETA and DOL to better understand colleges' roles in RA programs as well as to identify specific offerings in a national database.

This survey, under the direction of ETA's Office of Apprenticeship (OA) is being developed and disseminated by the American Association of Community Colleges (AACC) under a cooperative agreement with ETA. The survey itself has been approved under OMB Control # 1205-0436.

Please note that, to the extent permitted by law, your identity will be kept private and confidential and information on your college and programs will be combined with that from other colleges in a possible report (which will not identify any specific respondents). However, information on specific programs will be made available publicly on the [www.apprenticeship.gov](http://www.apprenticeship.gov) website in order to help make college apprenticeship programs discoverable.

If you have questions or comments regarding technical aspects of responding to this survey, please contact AACC's Apprenticeship mailbox at [apprenticeship@aacc.nche.edu](mailto:apprenticeship@aacc.nche.edu) or by calling: 202.416.4518 . If you have any questions or comments regarding other aspects of this survey, please contact OA staff at [apprenticeship@dol.gov](mailto:apprenticeship@dol.gov).

The survey should take about 20 minutes to complete (see public burden statement below). Please consult others in your organization as needed. The respondents for this survey would include colleges serving as sponsors, RTI providers, or intermediaries.

Public Burden Statement (1205-0436) -- Persons are not required to respond to this collection of information. Public reporting burden for this collection of information is voluntary and estimated to average approximately 20 minutes per response. 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 1205-0436).

Thank you for your responses to this important survey! The survey can be accessed on [apprenticeship.gov](http://apprenticeship.gov) at this link: