

ETA Form 671, Part I - Program Registration

Please indicate whether the prepared Standards of Apprenticeship are new or if they are being revised:

☐ New ☐ Revised

Program Registration Date (MO/DD/YYYY) (Provided by the Registration Agency Upon Completion of Registration)

Registration Agency Representative Signature

Date

NOTE: THIS FORM SHOULD BE COMPLETED BY THE PROGRAM SPONSOR IN CONJUNCTION WITH THE REGISTRATION AGENCY.

** The Registration Agency is available to assist sponsors in filling out these forms and meet the requirements of 29 CFR parts 29 and 30*

Section A. PROGRAM SPONSOR INFORMATION

1. Employer Identification Number (Optional)

2. Program Number (When Assigned)

3. Sponsor Name

4. Doing Business As (DBA) (If Applicable)

5. Address

6. City

7. State

8. Zip Code

9. County

10. Website

11. Phone Number

12. Cell Phone Number

13. Email Address

14. What is the program's relevant recruitment area for the selection of apprentices?

15. Is the program sponsor's address provided immediately above different from the program sponsor's principal place of business in the United States (i.e., the location of the program sponsor's headquarters)? (Select One)

☐ Yes ☐ No

If yes, please provide the address and point of contact information (first name, middle initial, last name, title, telephone number, and e-mail address) at the program sponsor's principal place of business in the United States:

16. Sponsor Type (Select All That Apply)

☐ Employer ☐ Union/Labor ☐ Business Association ☐ Intermediary
☐ Institution of Higher Education - Community College ☐ Workforce Development Board
☐ Institution of Higher Education - 4-Year Degree Granting Institution

☐ Community-Based Organization	☐ Foundation	☐ Federal Agency	☐ State Agency
☐ City/County Agency	☐ Local Education Agency	☐ Employee Leasing/Staffing Agency	
☐ Other _____			
17. Parent Organization (if applicable)			

Section B. PROGRAM SPONSOR'S POINT OF CONTACT AND OTHER RELEVANT INFORMATION			
1. Name (Last, First, Middle Initial)		2. Title	
3. Is this person the primary point of contact for information about the program? (Select One) ☐ Yes ☐ No NOTE: If there are additional program sponsor points of contact, please provide their name and contact information in a separate attachment.			
4. Point of Contact's Address (If different from Sponsor's Address in Section A)			
5. City	6. State	7. Zip Code	8. County
9. Telephone Number	10. Extension	11. Cell Phone Number	12. Email Address
13. Does this program employ apprentices in more than one U.S. state and/or territory? (Select One) ☐ Yes ☐ No If yes, please list below each U.S. state and/or territory where the sponsor's apprenticeship program employs apprentices:			
14. Is the program sponsor willing to be placed on the statewide Eligible Training Provider (ETP) List? (Select One) ☐ Yes ☐ No			

Section C. ADDITIONAL PROGRAM CLASSIFICATION INFORMATION (INCLUDING SPONSOR'S POINT OF CONTACT FOR COMPLAINTS)
1. Program Type ☐ Single Employer Program ☐ Group Program If the program type is a group program, please list for each participating employer the employer's name and the employer's primary point of contact information (first name, middle initial, last name, title, address, telephone number, cell phone number (optional), e-mail address, and Program Standards Adoption Agreement(s) (as applicable)

below or in a separate attachment.)

- 1.)
- 2.)
- 3.)

If a Group Program, indicate if the program is a Joint Labor-Management Program

☐ Yes ☐ No

2. Registration Type

- ☐ Local Registration
- ☐ Local Registration (based upon approved National Guidelines for Apprenticeship Standards)
- ☐ National Registration (for the approval National Program Standards for Apprenticeship)

3. If applicable, National Guidelines for Apprenticeship Standards program name and certification number:

4. Are apprentices covered under a Collective Bargaining Agreement in this program? (Select One)

☐ Yes ☐ No

If yes, please provide Bargaining Agency Name and then proceed to item C5 immediately below:

If no, please skip item C5 immediately below and proceed to item C6.

5. Does the union waive any privileges under this program (specifically, in instances where: (1) a program is registered by an employer or employers' association, (2) a collective bargaining agreement exists, and (3) the union elects not to participate in the operation of substantive matters of the apprenticeship program)? § 29.10(a)(7) (Select One)

☐ Yes ☐ No

6. Size of Workforce (includes all employees)

7. Sponsor NAICS Code

8. Does this program serve incarcerated individuals? (Select One)

☐ Yes ☐ No

9. Provide the program's written plan outlining equitable recruitment and retention practices for apprentices. § 29.10(a)(4) (Please provide an attachment or include narrative below.)

10. Describe how the program sponsor will, upon registration, implement the equal employment opportunity in

apprenticeship requirements as contained in 29 CFR § 30.3(b). § 29.10(a)(8) (Please provide an attachment or include narrative below.)

11. Describe whether the program sponsor possesses, and can maintain, the financial capacity and resources to operate the program. § 29.10(a)(5) (Please provide an attachment or include narrative below.)

12. Does the program charge any unreimbursed costs, fees, and expenses to apprentices? § 29.8(a)(18)

☐ Yes ☐ No

If yes, list all such costs, fees, or expenses, along with a brief description and approximate amount for each.

13. Name and Contact Information (first name, middle initial, last name, title, address, telephone number, cell phone number (optional), and e-mail address) of the Individual Designated by the Program Sponsor to Receive Complaints.

Section D. OCCUPATION INFORMATION, WORK PROCESS SCHEDULE, AND OTHER PROGRAM POLICIES

1. Name of Occupation Determined Suitable for Registered Apprenticeship Training

2. Sponsor Occupation Title (Note: If there are additional occupation titles, please provide the information associated with each occupation (see items D1 - D15) in a separate attachment) (If different from the name of the occupation approved in D1)

3. RAPIDS Code

4. O*NET Code

5. Term Length

a. Duration of on-the-job training (OJT) (in hours)

b. Duration of related instruction (in hours)

6. Probationary Period (in hours)

7. For apprentices that transfer from the program to another apprenticeship program involving the same occupation, does the sponsor provide documentation of the transferring apprentice's accrued related instruction and on-the-job training? § 29.8(a)(21)

☐ Yes ☐ No

8. Attach documentation showing that the qualifications and experience of the trainers and instructors that provide on-the-job training and related instruction to apprentices satisfy the requirements described in 29 CFR § 29.12 and § 29.8(a)(7).

9. Does the program provide industry-recognized health or safety trainings to apprentices during the apprenticeship program? § 29.8(a)(16)

☐ Yes ☐ No

If yes, please list the names of the industry-recognized health or safety trainings:

10. Is there an established work process schedule? (Select One)

☐ Yes ☐ No

If yes, please provide the work process schedule in a separate attachment.

If no, please work with the Registration Agency to develop a plan.

11. Is the work process schedule associated with an approved National Occupational Standard for Apprenticeship? § 29.13

☐ Yes ☐ No

If yes, please enter the National Occupational Standard for Apprenticeship certification number:

12. Describe the program's process and frequency of regularly assessing and providing feedback to apprentices on the acquisition of job-related knowledge, skills, and competencies during the on-the-job component of the apprenticeship. § 29.8(a)(10)

13. Explain the program's end-point assessment process for certifying the apprentice's attainment of relevant occupational knowledge, skills, and competencies at the close of the apprenticeship program. § 29.8(a)(11)

14. Advanced Standing Policy - Explain how the usual terms or duration of the program's on-the-job training and related instruction will be reduced (a) as a result of the apprentice's prior learning, training, or experience; or (b) as a result of accelerated attainment of occupational competencies. § 29.8(a)(20)

15. What is the applicable Apprentice-to-Journeyworker ratio for this occupation? § 29.8(a)(19)

_____ Apprentice(s) to _____ Journeyworker(s)

16. Number of Journeyworkers Employed**Section E. RELATED INSTRUCTION (RI) PROVIDER(S) INFORMATION**

1. Name of Primary RI Provider			12. Name of Secondary RI Provider (If Applicable) (Note: If there are more than two RI providers, please provide their information in a separate attachment)		
2. Address			13. Address		
3. City	4. State	5. Zip Code	14. City	15. State	16. Zip Code
6. Website (Optional)			17. Website (Optional)		
7. Instruction Method (Select All That Apply) ☐ Classroom/In-person ☐ Correspondence ☐ Virtual/Web-Based Learning			18. Instruction Method (Select All That Apply) ☐ Classroom/In-person ☐ Correspondence ☐ Virtual/Web-Based Learning		
8. Provider Type (Select All That Apply) ☐ Sponsor ☐ Community College ☐ 4-Year Degree Granting Institution ☐ Technical School ☐ Vocational School ☐ Other _____			19. Provider Type (Select All That Apply) ☐ Sponsor ☐ Community College ☐ 4-Year Degree Granting Institution ☐ Technical School ☐ Vocational School ☐ Other _____		
9. Is there an established RI outline/plan? (Select One) ☐ Yes ☐ No If yes, please provide the outline/plan in a separate attachment. If no, please work with the Registration Agency to develop an outline/plan.			20. Is there an established RI outline/plan? (Select One) ☐ Yes ☐ No If yes, please provide the outline/plan in a separate attachment. If no, please work with the Registration Agency to develop an outline/plan.		

10. Contact Person (First Name and Last Name Required)		21. Contact Person (First Name and Last Name Required)	
11a. Telephone Number	11b. Email Address	22a. Telephone Number	22b. Email Address

Section F. PRE-APPRENTICESHIP INFORMATION

1. Does this program have a documented partnership with any pre-apprenticeship programs for the placement of apprentices? (Select One)

☐ Yes ☐ No

If yes, please list the name(s) of the pre-apprenticeship program(s).

2. Does the program award advanced standing for the completion of a pre-apprenticeship programs?

☐ Yes ☐ No

If yes, how much credit (in OJT or RI hours) is awarded to the apprentice for completion of the pre-apprenticeship program?

Section G. REGISTERED CAREER AND TECHNICAL EDUCATION (CTE) APPRENTICESHIP PARTNERSHIP

1. Does this program have a documented partnership with any registered CTE apprenticeship programs for the placement of CTE apprentices? (Select One)

☐ Yes ☐ No

If yes, please list the name(s) of the registered CTE apprenticeship program(s).

2. Does the program award advanced standing for the completion of a registered CTE apprenticeship program?

☐ Yes ☐ No

If yes, how much credit (in OJT or RI hours) is awarded to the apprentice for completion of the registered CTE apprenticeship program?

Section H. SUPPORTIVE SERVICES INFORMATION**1. Does this program provide registered apprentices with supportive services during the program?**☐ Yes ☐ No

If yes, indicate the provider of supportive services during the program: (Select all that apply)

☐ Sponsor ☐ Other _____**2. Supportive services available to registered apprentices during the program, whether funded by the sponsor or another source. (Select all that apply)**
☐ Transportation ☐ Tools, Supplies or Uniforms ☐ Child/Dependent Care
☐ Housing ☐ Needs-Related Payments Other _____
Section I. WAGE INFORMATION**PLEASE NOTE:**

- If the program sponsor completing this form has indicated at Section C, item 1 (C1) above that it is the sponsor of a single employer program (i.e., an apprenticeship program where the program sponsor and the employer that employs apprentices are the same entity), please proceed to complete items 1-7 in this Section I, as well as the remainder of this form.
- If the program sponsor completing this form has indicated at Section C, item 1 (C1) above that it is the sponsor of a group program (i.e., an apprenticeship program established by a sponsoring organization in which one or more employers have agreed to participate, usually pursuant to a collective bargaining agreement or a program standards adoption agreement), please complete and attach the wage information for each participating employer in the program located in ETA Form 671, Part 1A, rather than complete the information in items 1-7 of this Section I. After the sponsor has completed the wage information for each participating employer in ETA Form 671, Part 1A, please skip to Section J (Academic Credit and Interim Credentials) below and proceed to complete the remainder of this form.

1. Journeyworker Entry Wage**2. Apprentice Entry Wage****3. Apprentice Final Wage****4a. Are Wages Paid During Related Instruction? (Select One)**☐ Yes ☐ No

If yes, Enter Wage Amount:

4b. Hours When Related Instruction is Provided (Select One)☐ During Work Hours ☐ Not During Work Hours☐ Both During and Not During Work Hours**5. Wage Rate (Select One)**
☐ % of Journeyworker Entry Wage ☐ \$ amount of wage ☐ Both % and \$ amount of wage

6. Wage Progression Schedule			
a. Wage Progression Step	b. Hourly Wage/ % of Journeyworker Entry Wage (If Applicable)	c. Duration (If Applicable)	d. Number of Competencies (If Applicable)
1.)			
2.)			
3.)			
4.)			
5.)			
6.)			
7.)			
8.)			
9.)			
10.)			

7. Fringe Benefits [if applicable]

a. Does the sponsor or any participating employer provide fringe benefits to apprentices? (Select One)

☐ Yes ☐ No

b. If yes, please select any fringe benefits that apply:

☐ Health Insurance Contribution ☐ Life Insurance ☐ Pension/Retirement Contribution

☐ Vacation ☐ Sick Leave ☐ Paid Holidays

☐ Other "bona fide" fringe benefits Please list: _____

c. If yes to item 7a above, please provide an approximate hourly value of the total fringe benefits provided. _____

Section J. ACADEMIC CREDIT AND INTERIM CREDENTIALS	
1. Does this program provide academic credit? ☐ Yes ☐ No	2. Name of Entity Awarding Credit and EIN Number
3. Number of academic hours awarded	4. Are interim credentials provided? ☐ Yes ☐ No
5. Interim Credential Name	6. Name of Entity Awarding Credential
7. Credential Type ☐ Industry Recognized Certificate ☐ Industry Certification	8. Entity Type ☐ Community College ☐ Vocational School

☐ License from local, State or Federal Government ☐ Associate's Degree ☐ Bachelor's Degree ☐ Master's Degree ☐ Doctorate Degree	☐ 4-Year Degree Granting Institution ☐ Labor Union ☐ Federal/State/Local Government ☐ Industry Association ☐ Other Credentialing Association
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Section K. PROGRAM ELIGIBILITY AND SELECTION PROCEDURES**1. Does this program have an established Selection Procedure? (Select One)**
☐ Yes ☐ No

If yes, please describe the selection procedures or include in a separate attachment.

If no, please work with the Registration Agency to develop procedures.

2. Does the program provide a preference to veteran applicants or specifically provides outreach to veterans as part of its selection procedures?
☐ Yes ☐ No

If yes, please describe the program's preference or strategy for hiring veterans or include a separate attachment.

3. Minimum Eligibility Requirements for Entry into the Program (If Applicable)**a. Age:****b. Education:****c. Physical:****d. Aptitude Tests:****e. Other:****Section L. AGREEMENTS AND ATTESTATIONS****Please review the statements and mark the check boxes acknowledging agreement.**
☐ The program sponsor agrees that the apprenticeship program will be conducted in accordance with all Federal, State, and local laws. **§ 29.8(a)(13)**
☐ The program sponsor acknowledges that apprentices shall be entitled to the same worker allowances, rights, and protections that are afforded by applicable Federal, State, or local laws to similarly situated, non-apprentice employees, including but not limited to: family and medical leave; workers' compensation; and health and retirement plan benefits. **§ 29.8(a)(14)**

- ☐ The program sponsor attests that the program will provide adequate, safe, and accessible facilities and equipment for the training and supervision of apprentices that are compliant with all applicable Federal, State, and local disability, occupational safety, and occupational health laws. **§ 29.8(a)(15)**
- ☐ The program sponsor attests that the program will provide adequate, industry-recognized safety training for apprentices in both their on-the-job training and related instruction. **§ 29.8(a)(16)**
- ☐ The program sponsor and any participating employers will create and maintain all records concerning apprenticeship that are detailed at section § 29.18. **§ 29.8(a)(22)**
- ☐ The program sponsor will (1) uphold the Equal Opportunity Pledge, pursuant to 29 CFR § 30.3(c); (2) operate the program in accordance with all the applicable provisions of 29 CFR part 30, as amended; and (3) where applicable, will operate the program in accordance with an approved State plan for equal employment opportunity in apprenticeship. **§ 29.8(a)(23)**
- ☐ The program sponsor and any participating employers in the sponsor's program will implement effective measures to promote and maintain a safe and inclusive workplace environment that is free from all forms of violence, harassment, intimidation, and retaliation against apprentices. **§ 29.8(a)(24)**
- ☐ In instances where the program sponsor executes a Program Standards Adoption Agreement with a participating employer, the program sponsor attests that it will enforce the following provisions pertaining to any participating employers: (1) obtain an attestation that the participating employer agrees to abide by the requirements contained in this part and in 29 CFR part 30; (2) obtain, in writing, disclosures of all instances where a Federal, State, or local government agency has issued a final determination that the participating employer (or any of its officers or employees) has violated any applicable laws pertaining to occupational safety and health, labor standards (including wage and hour requirements), financial mismanagement or abuse, equal employment opportunity, protections for employees against harassment or assault, or other applicable laws governing workplace practices or conduct; such disclosure must include a description of the violation, as well as the actions taken by the employer to remedy the violation; and (3) actively monitor each participating employer after their admission to the group program to assess whether such an employer is adhering to both the minimum standards of apprenticeship outlined in this section and the applicable regulatory requirements for registered apprenticeship programs set forth in this part and in 29 CFR part 30. **§ 29.8(b)**

Section M. ATTACHMENTS

Please review the statements and mark the check boxes acknowledging agreement and/or submission.

- ☐ The sponsor has attached a copy of the program's Standards of Apprenticeship.
- ☐ The program sponsor has attached a copy of the program's recruitment and retention plan.
- ☐ The program sponsor has attached a copy of the program's work process schedule.
- ☐ The program sponsor has attached a copy of the program's related instruction training outline.
- ☐ The program sponsor agrees to provide a copy of the program's selection procedures.
- ☐ The program sponsor has attached documentation showing that the qualifications and experience of the trainers and instructors providing on-the-job training and related instruction to apprentices satisfy the requirements described in 29 CFR § 29.12.
- ☐ The program sponsor agrees to submit a disclosure in writing of all instances where a Federal, State, or local government agency has issued a final determination that the prospective sponsor (or any of its officers or employees) has violated any applicable laws pertaining to occupational safety and health, labor standards (including wage and hour requirements), financial mismanagement or abuse, equal employment opportunity, protections for

employees against harassment or assault, or other applicable laws governing workplace practices or conduct. Such disclosure must include a description of the violation, as well as the actions taken by the prospective sponsor to remedy the violation. **§ 29.10(a)(6)**

☐ As applicable, a group program sponsor has attached a copy of the Collective Bargaining Agreement that governs the terms and conditions of an apprentice's employment and will report to the Registration Agency collective bargaining signatories within 30 days of their agreement.

☐ As applicable, a group program sponsor has attached or agrees to attach each Program Standards Adoption Agreement(s) governing the terms and conditions of each participating employer's engagement in the Registered Apprenticeship program within 30 days of the execution of each agreement.

Section N. PROGRAM SPONSOR'S WRITTEN ASSURANCES WITH RESPECT TO VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing below the program sponsor official whose name and initials are subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: [https:// www.va.gov/education/eligibility](https://www.va.gov/education/eligibility)) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program (**Initials of program sponsor official:** _____);
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits a veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code (**Initials of program sponsor official:** _____); and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other Individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above (**Initials of program sponsor official:** _____).

Attestation: I declare under penalty of perjury that I have read and reviewed the contents of this apprenticeship program registration document, including the foregoing assurances required of program sponsors under Pub. L. 116-134, and that to the best of my knowledge, the information contained therein is true and accurate.

Section O. SIGNATURES

1. Name of Program Sponsor Official (First, MI, Last)	2. Title of Official
3. Signature of Official	4. Date of Signature

ETA Form 671, Part I – Program Registration Glossary

Program Registration Date means the date the program was officially registered.

Section A: Program Sponsor's Identifying Information

- A1. **Employer Identification Number (EIN)** means an Internal Revenue Service Federal Tax Identification Number that is used to identify a business entity. The submission of the EIN is voluntary. The employer who enters this number is verifying that the business is legitimate with intentions of maintaining a registered apprenticeship program and training apprentices. This quality assurance check protects the welfare of the apprentice.
- A2. **Program Number** means a generated number assigned to a program sponsor when a program is registered in the Office of Apprenticeship's Registered Apprenticeship Partners Information Data System (RAPIDS).
- A3. **Sponsor** means any person, employer, association, committee, intermediary, agency, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.
- A10. **Website** means the sponsor's web pages located under a single domain.
- A11. **Telephone Number** means the sponsor's business landline phone number.
- A12. **Cell Phone Number** means the sponsor's business mobile phone number.
- A13. **Email Address** means the sponsor's electronic mailbox.
- A14. **Relevant Recruitment Area** means the geographic location where the sponsor will conduct outreach and recruitment to select apprentices. Examples of "geographic location" in this context include approximate distance (e.g., within a 50-mile radius of X location) or political jurisdictions (e.g., counties, cities, States, zip codes).
- A16. **Sponsor Type** means the type of entity (e.g., person, employer, association, committee, intermediary, agency or organization) operating and administering the apprenticeship program registered by a Registration Agency. The sponsor filling this form out should select any of the types that apply to their organization.
- **Employer** means any person or organization that employs an apprentice during the on-the-job training component of an apprenticeship program pursuant to a program sponsor's approved set of standards of apprenticeship and the apprenticeship agreement. If the program sponsor is different than the employer that employs the apprentices, list the employer's name and contact information.
 - **Institution of Higher Education** means the term given in sec. 101(a) of the Higher Education Act of 1965 (<https://www.law.cornell.edu/uscode/text/20/1001>).
 - **Intermediary** means an entity that assists in the provision, coordination, or support of a registered apprenticeship program.
 - **Local Educational Agency** means the term given in section 8101 of the Elementary and Secondary Education Act of 1965 (<https://oese.ed.gov/offices/office-of-formula-grants/school-support-and-accountability/well-rounded-education-student-centered-funding-demonstration-grants/eligibility/>).
- A17. **Parent Organization** means, if applicable, the labor organization, trade association, or other National or regional organization with which the program sponsor maintains an affiliation. Where applicable, sponsor should provide the parent organization's name.

Section B: Program Sponsor's Point of Contact and Other Relevant Information

- B14. **Eligible Training Provider (ETP) List** means a listing maintained by each State Workforce Agency that is comprised of entities with a demonstrated capability of training individuals to enter quality employment. In accordance with the Workforce Innovation and Opportunity Act (WIOA), participants in need of training services to enhance their job readiness or career pathway may access career training through this list of State approved training providers and their State approved training programs. Approved training programs on a State ETP List are eligible to receive funds through the Individual Training Accounts (ITA) of WIOA title I program participants approved to receive training.

Section C: Additional Program Classification Information (Including Sponsor's Point of Contact for Complaints)

C1. Program Type includes the following:

- **Single Employer Program** means an apprenticeship program where the program sponsor and the employer that employs apprentices are the same entity.
- **Group Program** means an apprenticeship program established by a sponsoring organization in which one or more employers have agreed to participate, usually pursuant to a collective bargaining agreement or a program standards adoption agreement.
- **Joint Labor-Management Program** means an organization or committee operating an apprenticeship program with membership consisting of both an employer's (or group of employers') management and labor representatives. Sponsors who indicate that they are a group program must also indicate whether the group program is governed or organized by a joint labor-management committee.
- **Program Standards Adoption Agreement** means a written agreement executed outside of a collective bargaining process in which a participating employer agrees to adopt and utilize a set of apprenticeship program standards for the employment and training of apprentices that were developed by a program sponsor and registered by a Registration Agency.

C2. **Registration Type** includes the following:

- **Local Registration** means apprenticeship programs that are registered for Federal purposes by a Registration Agency within a particular state.
- **Local Registration (based upon approved National Guidelines for Apprenticeship Standards (NGS))** means apprenticeship programs that are registered for Federal purposes by a Registration Agency within a particular state and which are affiliated with a organization whose standards of apprenticeship have been certified by the Office of Apprenticeship as National Guidelines for Apprenticeship Standards.
- **National Program Standards for Apprenticeship (NPS)** means a set of standards of apprenticeship developed and adopted by a program sponsor that are registered on a nationwide basis by Office of Apprenticeship.

C3. **National Guidelines for Apprenticeship Standards** means a template of apprenticeship program standards developed by a labor union, trade or industry association, or other organization with national scope and industry expertise that are recognized by OA for the purposes of being adapted by affiliated sponsors for local or national registration. If applicable, sponsors must include the National Guidelines for Apprenticeship Standards program name and certification number.

C4. **Collective Bargaining Agreement** means a written agreement negotiated between an employer (or a group of employers) and the bargaining representative(s) of a labor union to which employees of the employer(s) belong that addresses such topics as wages, hours, workplace health and safety, employee benefits, and other terms and conditions of employment. Sponsors must indicate if a collective bargaining agreement applies to their apprenticeship program and whether apprentices are covered by such agreement. If there is an applicable collective bargaining agreement, sponsors must provide the Bargaining Agency Name.

C6. **Size of Workforce** equates to the number of employees (e.g., support staff, professional staff, management) associated with the program's employer(s).

C7. **North American Industrial Classification System (NAICS) Code** means the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. For more information on NAICS, please go to the following website: <https://www.census.gov/naics/>.

C9. **Recruitment and Retention Plan** means a plan in which a sponsor develops and implements intentional and achievable strategies for optimizing apprenticeship program participation by individuals from the relevant recruitment area who face persistent structural or environmental barriers to program entry or retention, such as persons from underserved communities. For example, a sponsor's plan could detail how it intends to leverage local partnerships with third-party entities such as intermediaries, State or local workforce development boards, one-stop centers, pre-apprenticeship programs, registered CTE apprenticeships, educational institutions, labor unions, community-based organizations, or regional economic development bodies to facilitate access to a suite of supportive services for its apprentices, such as the provision of childcare services, and transportation.

- C10. **Equal Employment Opportunity Requirements** means submission to the Registration Agency a description that satisfactorily addresses the immediate steps it will undertake to implement the requirements of 29 CFR 30.3(b). This description must, at a minimum, meet the requirements of 29.10(a)(8), including:
- Identify the individual(s) responsible for overseeing the sponsor's EEO obligations;
 - Identify how the EEO pledge will be published, publicized, and available to apprentices;
 - Describe the planned schedule for EEO related orientation and information sessions; and
 - Provide the list and contact information of current recruitment resources that will generate referrals and describe procedures to address anti-harassment training and procedures for handling complaints about harassment and intimidation.
- C11. **Financial Capacity** means the sponsor's ability, through the consistent availability of financial and other resources, to maintain the apprenticeship program's programmatic operations over a sustained period. Any sponsor must show that it has the financial and other resources to sustain the program, including sustaining any grant-funded programs beyond the funding period for the grant.
- C12. **Costs, Fees, and Expenses** means any costs, fees, or expenses relating to participation in the on-the-job training or related instruction components of an apprenticeship program that apprentices may be obligated to assume (either explicitly or implicitly). For purposes of this registration form, sponsors must list each cost, fee, or expense, including a brief description of each and the approximate or average amount of the cost, fee, or expense. Examples of costs, fees, and expenses assumed by apprentices include equipment, supplies, assessments, licensures, or other costs necessary for the successful completion of the on-the-job training and related instruction components of the apprenticeship program.
- C13. **Individual Designated by the Program Sponsor to Receive Complaints** means the individual, entity, or office responsible for receiving and processing complaints from apprentices relating to the apprenticeship program. Sponsors must include contact information for this individual at question C.14, including their first name, middle initial, last name, title, address, telephone number, and email address (including the individual's cell phone number is optional).

Section D: Occupation Information, Work Process Schedule, and Other Program Policies

- D2. **Sponsor Occupation Title** means the specific title of an occupation that a sponsor designates using the list of occupations deemed suitable for apprenticeship training.
- D3. **RAPIDS Code** means the numeric code of the occupation in the list of occupations deemed suitable for apprenticeship training.
- D4. **Occupational Information Network (O*NET) Code** means the 8-digit code in the O*NET data system (<https://www.onetonline.org/>).
- D5. **Term Length** means the minimum duration of the apprenticeship program necessary to convey all the occupational competencies necessary to attain proficiency in the covered occupation – in this connection, all registered apprenticeship programs must involve a minimum of 2,000 hours of on-the-job training and must include no less than an average of 144 hours of related instruction per every 2,000 hours.
- D6. **Probationary Period** means the number of hours or weeks of on-the-job training during the apprentice's probationary period. A probationary period cannot exceed 25 percent of the term length of the term length or one year, whichever is shorter.
- D7. **Program Transfer** means the transfer of an apprentice from one Registered Apprenticeship program to another, provided that the apprenticeship involves the same occupation.
- D11. **National Occupational Standards for Apprenticeship (NOS)** means a universally available template of nationally applicable, high-quality standards of apprenticeship (and related work process schedules) developed by industry stakeholders convened by OA and approved by the Administrator for occupations considered suitable for registered apprenticeship training.
- D13. **End-Point Assessment** means an assessment to objectively measure the apprentice's acquisition of the relevant knowledge, skills, and competencies necessary to demonstrate proficiency in the occupation covered by the program prior to the apprentices' conclusion of the Registered Apprenticeship program.

Section E: Related Instruction Provider(s) Information

- E1-E22. **Related Instruction Provider(s) Information** section requires the sponsor to enter information on the related instruction provider in E1–11 and in E12–22, if there is an additional related instruction provider.

Section F: Pre-Apprenticeship Information

- F1. **Pre-Apprenticeship Program** means a structured education and workplace training program that maintains a documented partnership with at least one registered apprenticeship program, is designed to support access and equitable participation in apprenticeship programs by providing individuals who do not currently possess the minimum qualifications for admission into a registered apprenticeship program or registered CTE apprenticeship with the foundational knowledge and skills needed to gain acceptance into, and succeed in, a registered program, and provides participants with a hands-on introduction to the competencies and techniques used in one or more occupations that are suitable for registered apprenticeship training, with access to educational and career counseling and other supportive services, and may include opportunities to earn industry-recognized credentials.

Section G: Registered CTE Apprenticeship Partnership

- G1. **Registered Career and Technical Education (CTE) Apprenticeship Program** means a structured, integrated educational and career training program that admits students who have signed a CTE apprenticeship agreement (or that a student's parent or guardian has signed if the student is a minor) that is approved by the Registration Agency under subpart B of this part. Such a program integrates paid, on-the-job training in an industry or occupation suitable for registered CTE apprenticeship training with CTE apprenticeship-related instruction in subjects offered by an education institution that is a Perkins-eligible recipient, and also provides successful program completers with a certificate of completion of registered CTE apprenticeship and a high school diploma as applicable, credit toward a postsecondary degree program, and advanced standing in a registered apprenticeship program under subpart A.

Section H: Supportive Services Information

- H1. **Supportive Services** means services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate and succeed in registered apprenticeship and registered CTE apprenticeship.

Section I: Wage Information

- I1. **Journeyworker Entry Wage** means the initial wage paid to an individual after they complete the apprenticeship, calculated as dollars per hour.
- I2. **Apprentice Entry Wage** means the hourly wage paid to an apprentice at program entry, calculated as dollars per hour.
- I3. **Apprentice Final Wage** means the hourly wage paid to an apprentice during their final progression in the wage schedule, calculated as dollars per hour. The apprentice final wage must be at least 75 percent of the journeyworker entry wage.
- I4a. **Wage Amount** means the hourly wage amount paid during related instruction.
- I5. **Wage Rate** means either the percent of journeyworker (i.e., experienced worker) wage, the dollar amount of wage, or both the percent of journeyworker wage and dollar amount of wage. If the sponsor selects "Both the percent of journeyworker wage and \$ amount of wage," the sponsor can enter a percentage or dollar amount for the wage in each period.
- I6. **Wage Schedule Information** means the requirement of a progressively increasing schedule of wages during the apprenticeship based on the acquisition of increased skills and occupational competencies on the job and in related instruction.
- I7. **Fringe Benefits** means, where applicable, a sponsor's or participating employer's contributions irrevocably made to a trustee or third party pursuant to a bona fide fringe benefit fund plan or program; and/or the rate of costs incurred in providing bona fide fringe benefits pursuant to an enforceable commitment to carry out a financially responsible plan or program and communicated to the apprentices in writing. However, payments required by Federal, State, or local law are not fringe benefit contributions; accordingly, payments required to fund Social Security, unemployment compensation, and workers' compensation programs, as required by law, do not count as fringe benefits. For more information, visit: <https://www.dol.gov/agencies/whd/government-contracts/construction/faq/fringe-benefits>.

Section J: Academic Credit and Interim Credentials

- J1. **Academic Credit** means a unit by which coursework is measured and awarded upon completing and passing a course or program.

- J2. **Entity Awarding Credit and EIN Number** means the name of organization, institution or agency awarding academic credit and the assigned employer identification number (Federal Tax Identification Number).
- J3. **Number of Academic Hours Awarded** means total hours awarded based on one academic credit hour being equivalent to 15 hours of direct instruction and 30 hours of out-of-class student work.
- J4. **Interim Credential** means a recognized postsecondary credential issued in connection with participation in a registered apprenticeship program. The interim credential may signify that an apprentice has successfully attained competency milestones within an occupation deemed suitable for registered apprenticeship training, usually as a part of a career pathway, sequence, or progression towards the attainment of more advanced competencies and credentials in that occupation.
- J5. **Interim Credential Name** means the name of credential attained.
- J6. **Entity Awarding Credential** means the name of institution, organization, or agency awarding credential.
- J7. **Credential Type** means the level of industry, occupational or technical skills training/educational attainment awarded in the form of a certificate, certification, license, or degree.
- J8. **Entity Type** means an institution, organization, or agency issuing the credential.

Section K: Selection Procedures

- K1. **Selection Procedure** means any measure, combination of measures, or procedure used as a basis for any decision in apprenticeship. Selection procedures include the full range of assessment techniques, including: traditional paper and pencil tests; performance tests; training programs; probationary periods; physical, educational, and work experience requirements; informal or casual interviews; and unscored application forms.
- K2. **Preference to Veteran Applicants** means any policy or procedure that grants preference or priority to veteran applicants when selecting apprentices, including policies or procedures that involve specialized or targeted outreach to veteran applicants.

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 90 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 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, Employment and Training Administration, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room C-5321, Washington, D.C. 20210 or email OA-ICRs@dol.gov and reference OMB Control Number 1205-ONEW. Note: Please do not return the completed ETA Form 671, Part I to this address.
