

# Request for Approval under the “Department of Labor Generic Clearance for Outreach Activities”

(OMB Control Number: 1225-0059)

OMB Expiration Date: 02/29/2024

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**TITLE OF INFORMATION COLLECTION:** Advisory Committee on Apprenticeship (ACA) Membership Solicitation

**PURPOSE:** The Secretary’s Advisory Committee on Apprenticeship (ACA) is a 27–30-member advisory board that provides advice and recommendations to the Department of Labor on ways to better utilize the apprenticeship training model. The ACA is authorized by the National Apprenticeship Act (the Fitzgerald Act), 29 U.S.C. 50a, which permits the Secretary of Labor (Secretary) to appoint a national advisory committee to serve without compensation. Members are appointed by the Secretary for two- or three-year terms. The ACA was reestablished on May 19, 2021, and there are currently 27 members.

The ACA [Charter](#) requires balanced representation of employers, labor organizations, and state/public entities. The current members are set to expire on September 15, 2023. To proactively maintain balance, the Department is requesting nominations for current and future vacancies to the ACA. ETA is developing an online application for interested individuals. Members of the public can begin submitting nominations in the summer of 2023. The application will allow candidates to apply for the 2023-2025 membership term. All nominations must be received before the current membership term expire.

This is the first request for the online ACA application form; however, ETA anticipates using the form to receive nominations electronically every two years.

The **online membership Application Form** gives apprenticeship stakeholders an easier more streamlined way to submit their interest and be considered for ACA membership. The form asks for the applicant’s: 1) contact information; 2) Registered Apprenticeship program experience; 3) commitment to undertake optional activities to promote, expand, and diversify Registered Apprenticeship over the upcoming year; and 4) willingness to allow DOL to display applicant’s organizational logo on DOL websites and promotional materials. It is also an opportunity for ETA/DOL to track submissions and make membership decisions.

Note that the information provided on this form is intended for public use, so there is no need or expectation for confidentiality.

**DESCRIPTION OF RESPONDENTS:** Respondents are individuals from public and private organizations with experience in Registered Apprenticeship (employers, labor organizations, industry associations, education organizations, workforce professionals, community-based organizations) who are interested in serving on the Secretary’s Advisory Committee on Apprenticeship (ACA) for a two-year period.

**TYPE OF COLLECTION:** (Check one)

Customer Comment Card/Complaint Form  
 Usability Testing (e.g., Website or Software)

Customer Satisfaction Survey  
 Small Discussion Group

Focus Group

**Other: Application to be an ACA Member**

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Kenya Huckaby, Executive Assistant

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected?  Yes  **No**
2. If yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974?  Yes  No
3. If Applicable, has a System or Records Notice been published?  Yes  No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

**Respondents will not receive incentives. However, appointed members that serve on the ACA are eligible to receive travel reimbursements for any public meetings they attend.**

**BURDEN HOURS**

Public reporting burden for this Advisory Committee on Apprenticeship (ACA) Membership Solicitation form is estimated to average 5-10 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. This collection of information is voluntary and will be retained in the Office of Apprenticeship Salesforce database for 730 days. You are not required to respond to this collection of information unless it displays a valid OMB control number. Please send comments regarding the burden estimate or any other aspect of this collection of information to the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship, 200 Constitution Avenue, NW, Room C5321, Washington, DC 20210 Mailing Address or [advisorycommitteeonapprenticeship@dol.gov](mailto:advisorycommitteeonapprenticeship@dol.gov) and reference OMB control number 1225-0059. **NOTE: Please do not send your completed Advisory Committee on Apprenticeship (ACA) Membership Solicitation form to this address.**

Category of Respondent	No. of Respondents	Participation Time	Burden
Employers (Primary Respondent)	120	10 minutes each	20 hours
Labor Organizations	120	10 minutes each	20 hours
Members of the Public	120	10 minutes each	20 hours
<b>Totals</b>	<b>360</b>		<b>60 hours</b>

**Select Primary Affected Public with a “P” and all others that apply with an “X”:**

- X\_\_ Individuals or households  
 \_\_ Farms  
 P\_\_ Business or other for-profit  
 \_\_ Federal Government  
 X\_ Not-for-profit institutions  
 \_\_ State, Local or Tribal Government

**FEDERAL COST:** The estimated annual cost to the Federal government is     \$0    

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

N/A – Respondents will participate via a short online form.

**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  
 Yes  No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

**To promote widespread dissemination, ETA will publish a 30-day Federal Register Notice announcing the Department’s request for new membership nominations. ETA will also contact former members of the ACA via email for awareness and potential response.**

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)  
 **Web-based or other forms of Social Media**  
 Percentage of Respondents Reporting Electronically:  
 Telephone  
 In-person

Mail

Other, Explain

2. Will interviewers or facilitators be used?  Yes  No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**