State Apprenticeship Agency (SAA)
Self-Assessment Report for
Program Data and Apprentice Demographics

Federal Fiscal Year:		State Name:	Date:	

Reporting Period (check one):

☐ Quarter One (10/01-12/31) ☐ Quarter Two (01/01-03/31) ☐ Quarter Three (04/01-06/30) ☐ Quarter Four (07/01-09/30)

PROGRAM DATA

		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year To Date
1.	New Apprentices					
2.	Active Apprentices at Beginning of Period (BOP)					
3.	Active Apprentices at End of Period (EOP)					
4.	Completers					
5.	New Programs					
6.	Active Programs (BOP)					
7.	Active Programs (EOP)					
8.	Employers					

NEW APPRENTICES BY INDUSTRY

		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year To Date
9.	New Apprentices					
	11—Agriculture, Forestry, Fishing and Hunting					
	21—Mining, Quarrying, and Oil and Gas Extraction					
	22—Utilities					
	23—Construction					
	31-33—Manufacturing					
	42—Wholesale Trade					
	44-45—Retail Trade					
	48-49—Transportation and Warehousing					
	51—Information					
	52—Finance and Insurance					
	53—Real Estate and Rental and Leasing					
	54—Professional, Scientific, and Technical Services					
	55—Management of Companies and Enterprises					
	56—Administrative and Support and Waste Management and Remediation Services					
	61—Educational Services					
	62—Health Care and Social Assistance					
	71—Arts, Entertainment, and Recreation					
	72—Accommodation and Food Services					
	81—Other Services (except Public Administration)					
	92—Public Administration					

ACTIVE APPRENTICES BY INDUSTRY (EOP)					
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
10.	Active Apprentices				
	11—Agriculture, Forestry, Fishing and Hunting				
	21—Mining, Quarrying, and Oil and Gas Extraction				
	22—Utilities				
	23—Construction				
	31-33—Manufacturing				
	42—Wholesale Trade				
	44-45—Retail Trade				
	48-49—Transportation and Warehousing				
	51—Information				
	52—Finance and Insurance				
	53—Real Estate and Rental and Leasing				
	54—Professional, Scientific, and Technical Services				
	55—Management of Companies and Enterprises				
	56—Administrative and Support and Waste Management and Remediation Services				
	61—Educational Services				
	62—Health Care and Social Assistance				
	71—Arts, Entertainment, and Recreation				
	72—Accommodation and Food Services				
	81—Other Services (except Public Administration)				
	92—Public Administration				

ACTIVE APPRENTICE DEMOGRAPHICS (EOP)					
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
11.	Sex				
	Male				
	Female				
	Participant Did Not Self-Identify				
12.	Age				
	16-18 years				
	19-24 years				
	25+ years				
13.	Veteran Status				
	Non Veteran				
	Veteran				
	Non Veteran, Other Eligible Individual				
	Veteran, Eligible				
	Participant Did Not Self-Identify				
14.	Race and/or ethnicity				
	American Indian or Alaska Native				
	Asian				
	Black or African American				
	Hispanic or Latino				
	Middle Eastern or North African				
	Native Hawaiian or Pacific Islander				
	White				
	Participant Did Not Self-Identify				
15.	Education Level				
	Not High School graduate				
	High School graduate (including equivalency)				

	Some College or Associate's degree				
	Bachelor's degree				
	Master's degree				
	Doctorate or professional degree				

Who should complete this form?

SAAs that currently **do not** use Registered Apprenticeship Partners Information Data System (RAPIDS) as their case management system to administer Registered Apprenticeship in their respective states.

How frequently should this form be completed?

SAAs should provide this collection to the U.S. Department of Labor's Office of Apprenticeship within 15 business days after the end of each quarterly reporting period.

How will the information in this form be used?

The data from this collection is used to calculate national program and apprentice totals. This form will ensure the efficient registration and monitoring of apprenticeship programs by collecting key data on program characteristics, apprentice counts by industry, and the demographic breakdown of apprentices.

PROGRAM DATA	DEFINITIONS/INSTRUCTIONS
1. New Apprentices	Total number of apprentices registered during the reporting period. **NOTE:** The apprentice begin date, not the registration date should be used. The year to date column is a sum of the quarterly counts.
2. Active Apprentices at Beginning of Period (BOP)	Total number of active apprentices at the beginning of the reporting period (Beginning Count). **NOTE:** Active apprentice counts include all registered (RE), suspended (SU), and reinstated (RI) apprentices. Do not include apprentices that were canceled or completed during the reporting period.
3. Active Apprentices at End of Period (EOP)	Total number of active apprentices at the end of the reporting period (Ending Count). **NOTE:** Unless there are data revisions, this EOP count should equal the BOP count for the start of the next reporting period.
4. Completers	Total number of apprentices who completed training and received a completion certificate during the reporting period. **NOTE:** Count the number of individual apprentices who: 1) complete their apprenticeship—meaning that they met all programmatic requirements and 2) were issued a completion certificate during the reporting period. If yes, then the apprentices should be counted. The year to date column is a sum of the quarterly counts.
5. New Programs	Total number of new programs registered during the reporting period. **NOTE:** New program counts include all programs that: 1) registered during the reporting period and 2) entered into provisional status. The year to date column is a sum of the quarterly counts.
6. Active Programs (BOP)	Total number of active programs at the beginning of the reporting period (Beginning Count). **NOTE:** Active program counts include all registered (RE), suspended (SU), and reinstated (RI) programs. Do not include programs that were canceled during the reporting quarter. "Cancelled" and "deregistered" are synonymous for this purpose.

7. Active Programs (EOP)	Total number of active programs at the end of the reporting period (Ending Count). **NOTE:** Unless there are data revisions, this EOP count should equal the BOP count for the start of the next reporting period.
8. Employers	Total number of employers that participate in a registered apprenticeship program. Employer: any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice. **NOTE:** This count should include an unduplicated count of employers who are signatories to a program sponsor's apprenticeship standards (Employer Acceptance Agreement).
9. New Apprentices by Industry	Total number of new apprentices registered during the reporting period by 2-digit NAICS industry. The sum total for all industries should be equivalent to the new apprentice count above. **NOTE:** The North American Industry Classification System (NAICS) is 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. (Website: www.census.gov/eos/www/naics/)
10. Active Apprentices by Industry (EOP)	Total number of active apprentices at the end of the reporting period by 2-digit NAICS industry. The sum total for all industries should be equivalent to the active apprentice count (EOP) above. **NOTE:** The North American Industry Classification System (NAICS) is 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. (Website: www.census.gov/eos/www/naics/)

ACTIVE APPRENTICE DEMOGRAPHICS (EOP)	DEFINITIONS/INSTRUCTIONS
11. Sex	Total number of active apprentices at the end of the reporting period by sex. The sum total should be equivalent to the active apprentice count (EOP) above.
12. Age	Total number of active apprentices at the end of the reporting period by age. The sum total should be equivalent to the active apprentice count (EOP) above.
13. Veteran Status	Total number of active apprentices at the end of the reporting period by veteran status. The sum total should be equivalent to the active apprentice count (EOP) above. Veteran: a person who has served in the active military, naval, or air service of the United States, and who was discharged or released therefrom under conditions other than dishonorable. Non Veteran, Other Eligible Individual: a person who is a dependent spouse or child—or the surviving spouse or child—of a Veteran, and who is eligible for certain G.I. Bill and other VA-administered educational assistance benefits provided under Title 38 of the U.S. Code. Veteran, Eligible: a Veteran who is eligible for certain G.I. Bill and other VA-administered educational assistance benefits provided under Title 38 of the U.S. Code. **NOTE:** Veteran counts apply to any veteran status, without regard to VA benefit eligibility in the apprenticeship program.

14. Race and/or ethnicity	Total number of active apprentices at the end of the reporting period by race and/or ethnicity. The sum total should be equivalent to the active apprentice count (EOP) above. American Indian or Alaska Native: a person having origins in any of the original peoples of North, Central, and South America, including, for example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, and Maya. Asian: a person having origins in any of the original peoples of Central or East Asia, Southeast Asia, or South Asia, including, for example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, and Japanese. Black or African American: a person having origins in any of the Black racial groups of Africa, including, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, and Somali. Hispanic or Latino: includes a person of Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, and other Central or South American or Spanish culture or origin. Middle Eastern or North African: a person having origins in any of the original peoples of the Middle East or North Africa, including, for example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, and Israeli. Native Hawaiian or Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, including, for example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, and Marshallese. White: a person having origins in any of the original peoples of Europe, including, for example, English, German, Irish, Italian, Polish, and Scottish.
15. Education Level	Total number of active apprentices at the end of the reporting period by education level. The sum total should be equivalent to the active apprentice count (EOP) above.

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 sixty 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 (OMB Control Number 1205-0223).