

<p>U.S. Department of Labor Employment and Training Administration Office of Apprenticeship (OA) Washington, D.C. 20210</p>	<p><b>Distribution:</b> A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAA+; Lab.Com</p> 	<p><b>Subject:</b> Office of Management and Budget (OMB) Reauthorization of ETA Form 671: Program Registration (Section I) and Apprentice Registration (Section II)</p> <p><b>Code:</b> 907 Records and Reports</p>
<p>Symbols: DPAMS/AV</p>		<p><b>Action:</b> Immediate</p>

**PURPOSE:** To inform OA staff of the Notice of Action issued by the Office of Management and Budget (OMB) reauthorizing, with revisions, ETA Form 671 [OMB Control Number 1205-0223: Program Registration (Section I) and Apprentice Registration (Section II)]. The form's new expiration date is April 30, 2015.

**BACKGROUND:** The goals of the Paperwork Reduction Act (PRA) of 1995 (P.L. 104-13) are to reduce, to the extent practicable and appropriate, the burden on respondents. On September 29, 2011, OA published in the Federal Register a Pre-Clearance Consultation Notice requesting public comments on the proposed revisions and the methodology used. The comment period ended November 28, 2011. After the comments were reviewed, considered, and incorporated, as appropriate, OA sought approval from OMB for the proposed revisions. OA complied with the PRA and OMB approved the form as submitted.

The changes to Sections I and II correspond to the revisions implemented with the Final Rule on Title 29, Code of Federal Regulations Part 29. These changes increase program flexibility and promote apprenticeship opportunities in the 21<sup>st</sup> century, while continuing to safeguard the welfare of apprentices.

**REVISIONS:** The following bullets highlight the major revisions to the form. Please refer to the attached forms for complete descriptions and instructions.

**Program Registration—Section 1**

- Part D. Related Technical Instruction (RTI) Information
  - 1. Occupation Training Approach: In addition to the time-based approach, both the competency-based and hybrid approaches are now included on the form and explained in the instructions.
  - 1. Interim Credentials: The program sponsor can indicate if they utilize interim credentials (applicable only to competency-based or hybrid occupations).
- Part E. RTI Source Information
  - 1. RTI Provider: This section was modified to capture contact information on the primary and secondary (optional) RTI providers.
  - 3. Instruction Method: Instructions now includes electronic media (technology –based instruction and distance learning).

- Part H. Program Registration Information
  - 26. Probation Length in Hours: Instructions provide examples and information related to the new regulation on the maximum term of the probation.
  - 31.f. Number of Periods: Instructions were modified to indicate how and where this information can be located.

**For the purpose of the Registered Apprenticeship Partners Information Data System (RAPIDS), the provisional registration's start date is the same as the program registration date.**

**The provisional period will be automatically calculated in RAPIDS.**

### **Apprentice Registration–Section II**

- Part A. Apprentice
  - 7a. Employment Status: The check box and corresponding instructions regarding incumbent workers was replaced with check boxes labeled new employee and existing employee.
  - 7b. Career Linkage or Direct Entry: Check boxes labeled adult, youth, and dislocated worker were consolidated into a single check box called “One-Stop referral” and the related instructions were modified.
- Part B. Sponsor
  - 2b.1 Interim Credentials: The program sponsor can indicate if they utilize interim credentials (applicable only to competency-based or hybrid occupations).
  - 3. Occupation Training Approach: includes check boxes for time-based training, competency-based training, and hybrid training approaches and the related instructions were modified.

**RAPIDS:** The Registered Apprenticeship Partners Information Data System's (RAPIDS) data entry screens related to this form will be updated on a flow basis over the next several months. OA staff are instructed to continue to use the current data entry screens in the system to register programs and apprenticeship agreements.

**ACTION:** OA staff, other partners, program sponsors, and apprentices must use the newly approved ETA Form 671, attached below, for data collection conducted using the paper form. The form displays OMB Control Number 1205-0223 and the April 30, 2015 expiration date. OMB'S Notice of Action is also attached for your records.

For additional information contact Anna Velez, DPAMS Program Analyst, at (202) 693-2986 or Greg Wilson, DPAMS Lead Program Analyst, at (202) 693-2954.

Attachments: OMB's April 3, 2012 Notice of Action  
ETA Form 671, Sections I and II reauthorized with changes

[ETA Form 671, Sections I](#)  
[ETA Form 671, Sections II](#)  
[Notice of Action](#)

