

U.S. Department Of Labor Employment and Training Administration Office of Apprenticeship (OA) Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-544 All Field Tech A-547 SD+RD SAC+ Lab. Com	<u>Subject:</u> Clarification of the Process for Issuance of "Certificate of Training" /Interim Credential for Approved Programs and Occupations <u>Code:</u> 200
Symbols: DSNIP/FDK		Action: Immediate

PURPOSE: To clarify the Office of Apprenticeship's (OA) process for approval and issuance of a "Certificate of Training" Interim Credential for career lattice approved occupations and program sponsors.

BACKGROUND: On August 18, 2004, the OA Administrator formally approved the "Certificate of Training" Interim Credential. Interim credential is a credential issued by the Registration Agency upon request of the appropriate sponsor as certification of "competency" attainment by an apprentice. Competency means the attainment of manual or technical skills and knowledge, as specified by an occupational standard. Where the Registration Agency has determined that an apprentice has successfully met the (program sponsor identified) requirements to receive an interim credential, such credential will be issued for career lattice approved apprenticeable occupations and program sponsors that have received prior approval for recognition by the OA Administrator. Career lattice approved apprenticeable occupations feature 2 or more levels of training leading to the OA Certificate of Completion of Apprenticeship. Career lattice apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship credential.

On April 21, 2004 under Bulletin 2004-11, the OA Administrator approved the first Career Lattice apprenticeship occupation for the Healthcare Industry. All future Standards utilizing career lattice approved apprenticeable occupations must be submitted to the National Office for review and approval by the Administrator. An electronic and hard copy of the Standards approved by the Regional Director or his/her designee must be submitted to OA's Division of Standards and National Industry Promotion for review, processing and tracking.

ACTION: Intermediate and post-apprenticeship recognition of training will be approved for those occupations and programs which have been submitted to and approved by the Administrator. All field staff is advised that the issuance of these certificates are only for recognized career lattice apprenticeable occupations and programs.

Only those program sponsors and career lattice apprenticeable occupations that have been approved by the OA Administrator will be eligible for issuance of a "Certificate of Training". These certificates will be issued by the OA National Office only.

NOTE: This bulletin is being sent via Electronic Mail (e-mail).