

U.S. Department of Labor Employment and Training Administration, Office of Apprenticeship (OA) Washington, D.C. 20210	Distribution: A-541 Hdqtrs A-544 All Field Tech A-547 SD+RD+SAA+; Lab.Com	Subject: New Apprenticeable Occupation: Apprenticeship and Training Representative (ATR)  Code: 200.1
Symbols: DSNIP/KAJ		Action: Immediate

**PURPOSE:** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of a new apprenticeable occupation:

Apprenticeship and Training Representative (ATR)  
 (Government Only)  
 O\*NET-SOC Code: 13-1151.00  
 RAPIDS Code: 2037HY  
 Training Term: 4,000-6,000  
 Type of Training: Hybrid

**BACKGROUND:** Mr. Kirk Jefferson, Apprenticeship and Training Representative on behalf of the U. S. Department of Labor, Office of Apprenticeship submitted the following occupation: Apprenticeship and Training Representative (ATR) for apprenticeability determination.

The U.S. Department of Labor, Employment and Training Administration are establishing an apprenticeship program for ATR's. Office of Apprenticeship is heeding the call to provide structured, replicable, quality training that is worthy of a nationally recognized credential. This occupation can be used by SAA's and other intermediary organizations to help expand apprenticeship into new occupations and industries.

ATR's will assist potential programs in the development of new or revised National Standards of Apprenticeship or National Guidelines for Apprenticeship Standards. ATR's will establish relationships/partnerships with community/faith-based organizations, community colleges, and American Job Centers/Workforce Development Centers. ATR's will provide technical advice and assistance to employers and union representatives (either singly or jointly) on the effective maintenance and improvement of new and existing registered apprenticeship programs, and on the better utilization of workers where particular training problems may be a concern. ATR's will identify, analyze, and prepare training analysis reports and recommendations for further on-the-job learning. ATR's will demonstrate their ability to interpret the Title 29 Code of Federal Regulations (CFR) part 29 Apprenticeship Programs, Labor Standards for Registration, Amendment of Regulations: Final Rule, and Title 29 CFR part 30 Equal

Employment Opportunity in Apprenticeship and Training, Amendment of Regulations by identifying the appropriate section(s) within the regulation when questioned on regulatory issues.

ATR will be added to the list of occupations recognized as apprenticeable by OA when the list is reissued. A suggested Work Process Schedule and Related Instruction Outlines are attached.

If you have any questions, please contact Kirk Jefferson, Apprenticeship and Training Representative at (202)693-3399.

**ACTION:** OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.

**NOTE:** This bulletin is being sent via electronic mail.

Attachments

- [Work Process Schedule, Apprenticeship & Training Representative](#)

## Work Process Schedule Apprenticeship & Training Representative

<b>O*Net Code</b>	<b>RAPIDS Code</b>
13-1151.00	2037HY

*Apprenticeship programs are distinguished by their objective training through a combination of work experience and related technical instruction*

***On-the-Job Learning (OJL)***

***[29 CFR 29.5(b)(3)]***

1. The apprentice shall make every attempt to meet OJL requirements; Unsuccessful performance of the OJL training by the employee apprentice within the apprenticeship program cannot result in any adverse action toward the employee.
2. During the apprenticeship, the apprentice shall receive work experience and job related education in all phases of the occupation, including safe work practices necessary to develop the skill and proficiency of a skilled professional.
3. The program sponsor, or its designated apprenticeship committee, must ensure apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the apprenticeship, and identify what methodology will be used to track progression of experience on-the-job.
4. Such OJL shall be performed under the direction and guidance of a qualified professional.

ATR's will assist potential programs in the development of new or revised National Standards of Apprenticeship or National Guidelines for Apprenticeship Standards. ATR's will establish relationships/partnerships with community/faith-based organizations, community colleges, and American Job Centers/Workforce Development Centers. ATR's will provide technical advice and assistance to employers and union representatives (either singly or jointly) on the effective maintenance and improvement of new and existing registered apprenticeship programs, and on the better utilization of workers where particular training problems may be a concern. ATR's will identify, analyze, and prepare training analysis reports and recommendations for further on-the-job learning. ATR's will demonstrate their ability to interpret the Title 29 Code of Federal Regulations (CFR) part 29 Apprenticeship Programs, Labor Standards for Registration, Amendment of Regulations: Final Rule and Title 29 CFR part 30 Equal Employment Opportunity in Apprenticeship and Training, Amendment of Regulations, by identifying the appropriate section(s) within the regulation when questioned on regulatory issues.

The following identifies the major work processes in which apprentices will be trained:

<b>WORK PROCESSES</b>		<b>APPROX. HOURS</b>
1.	APPRENTICE ORIENTATION	100
2.	OFFICE OF APPRENTICESHIP POLICIES AND GUIDANCE	400-600
3.	PROGRAM SERVICING	900-1500
4.	DEVELOPING APPRENTICESHIP PROGRAMS	800-1100
5.	COMPLIANCE REVIEWS	200-400
6.	EEO	300-400
7.	NEW/REVISED OCCUPATIONS	100-150
8.	REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS)	100-150
9.	PARTNERSHIPS	300-500
10.	CONSULTATIVE SALES	400-600

11.	GENERAL PROMOTION	400-500
	PRACTICAL OJL HOURS	4000-6000

## Competency Checklist

**Field Training** – Mentor/Journeyworker has provided training and demonstration of task to the apprentice.

**Demonstrate Competence** – Apprentice can perform the task with some coaching.

**Proficient in Task** – Apprentice performs task properly and consistently.

**Completion Date** – Date apprentice completes final demonstration of competency.

		Place a check mark in the box when complete.		
		Field Training (# of Hours)	Demonstrated Competence to Standard (Yes/No)	Proficient in Task/Completed Process (Date)
<b>1.</b>	<b><i>APPRENTICE ORIENTATION</i></b>			
<b>A.</b>	History of Apprenticeship			
	1. Fitzgerald Act			
	2. Office of Apprenticeship Website			
	3. Office of Apprenticeship (OA)-State Apprenticeship Agency (SAA) Relationship			
<b>B.</b>	General Administration			
	1. Time and Attendance/WebTA			
	2. Leave			
	3. Travel Vouchers/ Guides/Credit Card			
	4. Computer Access			
	5. E-mail System			
	6. Filing System			
	7. Telework			
	8. Alternate Work Schedule (AWS)			
<b>C.</b>	New Employee Orientation Checklist			
	1. New Employee Orientation			
	2. Facility Orientation			
	3. Personnel In-Processing			
	4. Equipment and Office Inventory			
	5. Information Technology			
	6. Administrative Functions			
	7. General Office Procedures/Policies			
	8. Collective Bargaining Agreement Local 12/NCFLL Collective Bargaining Agreement			

2.	<b>OFFICE OF APPRENTICESHIP POLICIES AND GUIDANCE</b>			
A.	Learn regulations, circulars, bulletins, directives, preparation of plans and reports			
	1. Code of Federal Regulations: Title 29, CFR part 29: Apprenticeship Programs, Labor Standards for Registration, Amendment of Regulations Final Rule			
	2. Code of Federal Regulations: Title 29, CFR part 30: EEO in Apprenticeship and Training			
	3. Code of Federal Regulations: Title 29, CFR part 29.7: ETA Form 671 & ETA Form 671 Instructions			
	4. Apprentice Electronic Registration (AER) Manual			
	5. RAPIDS Sponsor Registration Information Form 2000			
	6. OA Bulletin:2015-01: Policy Registration of Apprenticeship Program- 24-Point Checklist for Standards			
	7. OA Bulletin 2010-11a: Revised Boilerplates			
	8. OA Bulletin 2015-29: Office of Management and Budget (OMB) Reauthorization of ETA Form 671: Program Registration (Section I) and Apprentice Registration (Section II)			
	9. OA Circular 2016-01 Guidelines for Competency-based, Hybrid and Time-based Apprenticeship Training Approaches			
	10. OA Circular 2016-02 Policy on Delegation of Authority and Process for Approval of Apprenticeship Programs in states where the OA is the Registration Agency			
	11. OA Circular 2015-01 Policy on Authentication and Issuance of Certificates of Registration of Apprenticeship Programs			
	12. OA Circular 2015-02: Policy on Registration of Programs and Certificates of Completion			
	13. OA Circular 2013-01: Apprenticeship Quality Assurance Reviews			
	14. Compliance Review Guide			

	15. TEGL 2-07 Leveraging Registered Apprenticeship as a Workforce Development Strategy for the Workforce Investment System			
	16. TEGL 14-08: Guidance for Implementation of the Workforce Investment Act and Wagner-Peyser Act Funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for Program Year 2009 published March 2009			
	17. TEGL 22-08: Operating Instructions for Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade and Globalization Adjustment Assistance Act of 2009 published May 2009			
	18. TEN 13-12: Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources			
	19. TEN 29-09: Energy Regional Cluster Initiative			
	20. TEN 18-13: 21st Century Registered Apprenticeship: A Shared Vision for Increasing Opportunity, Innovation, and Competitiveness for American Workers and Employers			
	21. TEN 17-06: Vision for 21st Century Apprenticeship			
	22. TEN 44-08: American Recovery and Reinvestment Act of 2009 Competitive Grants for Green Job Training			
	23. TEN 44-11, Encouraging Enhanced Partnerships and Collaboration between the Workforce Investment System and Registered Apprenticeship Programs			
	24. TEN 4-15 Expanding Registered Apprenticeships and Pre-Apprenticeships to Create a Pathway to Good Middle Class Jobs for Youth and Adults with Disabilities			
	25. Post 9/11 GI Bill Chapter 33 benefits			
	26. Tax credits and tuition assistance for Registered Apprenticeship			
	27. Additional Bulletins, Circulars, Regulations Published			
<b>3.</b>	<b>PROGRAM SERVICING</b>			
<b>A.</b>	Maintaining and improving programs			

	1. Assist program sponsors in registering apprentices			
	2. Review caseload to identify standards that need revisions			
	3. Consult with program sponsors to maintain active programs			
	4. Encourage completion ceremonies and presentation of certificates			
	5. Provide information and training for program sponsor personnel, arrange meetings, conferences, and seminars			
	6. Contact inactive program sponsors on a regular basis in an effort to reactivate the program			
	7. Become familiar with local, regional and national best practices in recruitment and retention and provide technical assistance in these areas to the apprenticeship program			
<b>B.</b>	Revising Standards-Group Joint, Individual Joint, Group Non-Joint, Individual Non-Joint			
	1. Assist in drafting revisions to standards in compliance with statutes, rules and administrative practices			
	2. Compile revisions for approval and registration			
<b>4.</b>	<b><i>DEVELOPING APPRENTICESHIP PROGRAMS</i></b>			
<b>A.</b>	Establishing programs - Group Joint, Individual Joint, Group Non-Joint, Individual Non-Joint			
	1. Assess area businesses and industry training needs			
	2. Identify potential program sponsor, visit facility and determine capabilities of facility to properly train employees			
	3. Assist program sponsors in determination of additional training equipment needs			
	4. Identify and explain goals of training programs to sponsors and how programs are administered			
	5. Protocol for dealing with joint apprenticeship programs			
	6. Discuss program with sponsor; obtain agreement to initiate program			
<b>B.</b>	Developing standards			
	1. Identify occupation(s)			

	2. Identify training approaches 1. Time-based, 2. Competency-based, 3. Hybrid			
	3. Research available work processes or develop training outline that is applicable to program			
	4. Identify vocational education facilities and/or other resources and capabilities for related technical training			
	5. Present material to program sponsor			
	6. Assist in preparation of standards and complete a review of the application documentation			
	7. Review 24-Point Checklist for Standards to insure all documents have been checked for spelling, formatting, grammar, and etc.			
	8. Secure signatures of sponsor(s) on official standards			
	9. Submit for registration			
	10. Deliver registered standards to sponsor			
	11. Develop different types of programs – Group Joint, Individual Joint, Group Non-Joint, Individual Non-Joint			
	12. Print and distribute Registration Certificate for approved standards or for National Guidelines Standards for Apprenticeship Certificate of Certification issued by the National Office			
<b>5.</b>	<b>COMPLIANCE REVIEWS</b>			
	1. Compliance review is the conduct of a comprehensive analysis and evaluation of each aspect of an apprenticeship program, including on-site investigation and desk audit			
	2. Remote Reviews; the ability to be able to do a compliance review using technology such as conference calls, skype, emails, smartphone, podcast and WebEx			
<b>6.</b>	<b>EQUAL EMPLOYMENT OPPORTUNITY (EEO)</b>			
<b>A.</b>	EEO activity is all work related to equal employment opportunity in apprenticeship and training			
	1. Services provided to program sponsors include guidance to compliance with the requirements of the state and federal			

	laws and regulations, e.g., amending standards, determining underutilization, developing affirmative action plan			
	2. Encouraging recruitment and employment of minority and female applicants			
	3. Assisting outreach programs and organizations			
	4. Provide technical assistance to the employer to assist them with recruitment and retention of under-represented population in their workforce			
	5. Attend meetings to coordinate activities with outreach programs			
	6. Liaison with organizations representing the minority and female groups			
	7. Referral of minority and female applicants to outreach organizations and potential sponsors			
	8. Development of Workforce Analysis Worksheet			
<b>7.</b>	<b><i>NEW/REVISED OCCUPATIONS</i></b>			
<b>A.</b>	Identify work process schedule & related instruction outline			
<b>B.</b>	Identify Training Approaches 1. Time-Based, 2. Competency-Based, 3. Hybrid			
<b>C.</b>	Proper submittal of the appropriate documents to O*NET to request an O*NET-SOC Coding			
<b>D.</b>	Send out apprenticeability determination worksheet for key Industry/National Organizations Input			
<b>E.</b>	Process and completion of documents for approval of apprenticeable occupations			
<b>8.</b>	<b><i>REGISTERED APPRENTICESHIP PARTNER INFORMATION DATA SYSTEM (RAPIDS)</i></b>			
<b>A.</b>	Inputting programs information and occupations			
<b>B.</b>	Assist programs in registering apprentices			
<b>C.</b>	Maintenance programs on apprentice (registering, suspending, canceling, and completing)			
<b>D.</b>	Documenting Compliance reviews			
<b>E.</b>	Tracking Overdue apprentices			
<b>F.</b>	Processing Davis Bacon Certification			
<b>G.</b>	RAPIDS User Manual(ATR & Sponsor Guide)			

<b>H.</b>	RAPIDS help menu			
<b>9.</b>	<b><i>PARTNERSHIPS</i></b>			
<b>A.</b>	Veterans assistance (VA)			
	1. Encourage and obtain VA approval for programs when possible			
	2. Assist in veteran benefit matters relative to training			
	3. Activities involving certification of individual apprentices			
	4. Maintain liaison with local agencies and VA organizations			
	5. Formal visit to complete a 20-1 check list on each VA Program			
<b>B.</b>	PRE-APPRENTICESHIP			
	1. Connect to RA Programs			
	2. Support Programs by attending workforce councils and advisory meetings			
	3. Become knowledgeable about program resources and training that they offer			
<b>C.</b>	Community Based Organizations (CBO'S)			
	1. Connect to RA Programs			
	2. Support Programs by attending workforce councils and advisory meetings			
	3. Become knowledgeable about program resources and training that they offer			
<b>D.</b>	JOB CORPS			
	1. Connect with RA Programs			
	2. Support Programs by attending workforce councils and advisory meetings			
	3. Become knowledgeable about program resources and training that they offer			
<b>E.</b>	YOUTHBUILD			
	1. Connect to RA Programs			
	2. Support Programs by attending workforce councils and advisory meetings			
	3. Become knowledgeable about program resources and training that they offer			
<b>F.</b>	Women in Apprenticeship and Nontraditional Occupations (WANTO)			
	1. Connect to RA Programs			
	2. Support Programs by attending workforce councils and advisory meetings			

	3. Become knowledgeable about program resources and training that they offer			
<b>10.</b>	<b>CONSULTATIVE SALES</b>			
<b>A.</b>	Fundamental Selling Skills			
	1. Connecting-establishes a personal bond with customer			
	2. Encouraging-keeps the customer participating in the sales conversation			
	3. Questioning-obtains in-depth information about the customer's situation, problems and needs			
	4. Confirming-makes the progress of the sales call explicit			
	5. Providing information to the customer that creates a clear, positive image of your organization and its products and services			
<b>B.</b>	Asking High-Gain Questions			
	Brief and clear, open-ended, phrased to require a thoughtful answer, and relevant to the customer's situation and position			
<b>C.</b>	Handling Objections			
	1. Encouraging costumers to express concerns			
	2. Clarify the objection by asking questions			
	3. Listen to the customer and confirm understanding of the objection before providing information			
	4. Provide information			
	5. Checking-to ensure the objections has been resolved			
<b>11.</b>	<b>GENERAL PROMOTION</b>			
<b>A.</b>	Present speeches			
<b>B.</b>	Attend meetings and conventions			
<b>C.</b>	Labor-national, state and local			
<b>D.</b>	Management-national, state and local			
<b>E.</b>	Public or civic-chamber of commerce, business associations, PTA's, educational associations, and civic organizations and the educational system			
<b>F.</b>	Act as liaison			
	1. Industry and labor organizations			
	2. Educational system and other educational material providers			
	3. Annual apprenticeship contests			
	4. Annual apprenticeship forum			

<b>G.</b>	Other Workforce Development Organizations			
	1. Develop knowledge and if appropriate relationship with other workforce development organizations			
	2. Support Advisory Committee on Apprenticeship (ACA) initiatives.			
	3. The National Association of State and Territorial Apprenticeship Directors (NASTAD)-Coordinate with SAA's on program development and servicing where appropriate; provide technical assistance and guidance on programmatic issues.			
	4. Collaborate with Office of Workforce Investment (OWI) to facilitate relationships with RA Program Sponsors			

### Competencies Personnel in Processing and General Orientation

- New ATR will fill out a blank organizational chart indicating office locations with associated managers by name, up to and including the regional office level, with minimal assistance. New ATR will secure a three ring binder to begin to build a personal reference binder.
- ATR will explain the goals of the agency, in plain terms and with minimal assistance.
- ATR will give a brief explanation of each of the roles with minimal assistance.
- Utilizing the OA Website, ATR will, with minimal assistance, identify and give an explanation of the OA-SAA points of contacts within their state, if applicable, and/or any bordering states that have SAAs.
- ATR will add the RAPIDS report for their workload, geographical map of area by county, list of key contacts (to be developed locally) and demographics of the workload, and previous annual plan information sheets to the personal reference

guide binder initiated in Task 2.

- Using reference materials, ATR will explain two different types of leave available for their use, and will execute properly completed Request through WebTA for a period of annual leave and a period of sick leave.
- ATR will complete a travel profile for the current DOL contracted provider.
- ATR will complete an E-Travel Voucher for privately owned vehicle (POV) mileage with overnight stay included, and indicate what supporting documentation would be required for submission (for training purposes, the voucher should not be “approved” in the system).
- ATR will successfully complete the Department of Labor Credit Card Training Module and forward a copy of the completion notice to the Administrative Officer/REA.
- ATR will successfully access their E-OPF and print out a copy of their SF-50 or other available document, successfully access WebTA and locate and review their hourly pay rate and grade, and successfully access their Employee Personal Page through the National Finance Center (NFC) web site.
- ATR will access RAPIDS and print out an overdue apprentice report for their account as well as demonstrate their ability to access LaborNet through Citrix and their ability to access RAPIDS through both Citrix and the local server.
- ATR will successfully send and receive an e-mail with an attachment to single and multiple recipients, including one non-agency recipient, via the e-mail system, both in Outlook and Microsoft Web Access.
- ATR will locate or create a file for - an active program sponsor, an apprenticeship agreement, and a file for canceled programs. ATR will successfully complete each computer based course indicated for this task and will forward a copy of course completion notices to the OA/REA.
- ATR will create, edit, and save one file in both Microsoft Word and Excel.
- ATR will design a simple presentation on registered apprenticeship using Microsoft PowerPoint.
- ATR will utilize O\*NET to research, collect and analyze pertinent data needed to establish a baseline work process associated with an identified occupation.
- ATR will register, complete, cancel and transfer an apprentice, create a Davis-Bacon Certificate, create an overdue apprentice report, create an active apprentice report for a program, update Form 2000, and create an active sponsor report.
- Given a job classification or occupation within a specific industry, ATR will perform research utilizing the North American Industry Classification System (NAICS) Manual, O\*NET, and other resources to identify local businesses that relate to the classification.
- ATR will demonstrate to supervisor/trainer a working knowledge of Internal/External Partners, Co-Workers, and Regional Training Team.
- ATR will read and discuss with supervisor questions from the “Frequently asked Questions” booklet.
- ATR will provide documentation to trainer to substantiate review of bulletins,

circulars, and work processes.

## Competencies-GS 9

- ATR will explain the general scope of the National Apprenticeship Act of 1937.
- ATR will demonstrate their ability to interpret the Title 29 CFR part 29 regulation by identifying the appropriate section(s) within the regulation when questioned on regulatory issues.
- Using Title 29 CFR part 29, ATR will locate and provide answers to five specific questions identified by the trainer concerning regulatory issues covered in this regulation.
- ATR will demonstrate their ability to interpret the Title 29 CFR part 30 regulation by identifying the appropriate section(s) within the regulation when questioned on regulatory issues.
- Using Title 29 CFR part 30, ATR will locate and provide answers to five specific questions identified by the trainer concerning regulatory issues covered in this regulation.
- Given a blank ETA Form 671, Apprenticeship Agreement, and information provided by the trainer, ATR will properly complete an ETA Form 671, demonstrate the process used for registration of this form in that state, register apprentice(s) by accurately transferring data from the apprenticeship agreement into RAPIDS and properly distribute the form upon completion of the registration process. ATR will also demonstrate the process to approve/reject ETA Form 671 generated by the sponsor in RAPIDS utilizing E-registration.
- Given necessary information from the trainer, ATR will develop a request and approval for Davis-Bacon Certification via hardcopy and using the RAPIDS system without error.
- Given a scenario to include organizational information and generic standards, ATR will develop Standards of Apprenticeship or National Guidelines for Apprenticeship Standards that meet all regulatory requirements, creating a document acceptable for submission to the Registration Agency.
- Given a scenario including sponsor and organizational information, and utilizing Title 29 CFR, part 30 along with Guidelines for Developing an AAP, ATR will develop a basic AAP/Selection Procedures for an individual non-joint program having five or more apprentices, meeting all requirements of Title 29 CFR, part 30, and suitable for submission to the registration agency.
- Given a copy of Title 29 CFR part 29 and a Checklist for Standards, ATR will review an existing set of Standards for compliance with the requirements of Section 29.5 of the regulation, and annotate the Checklist accordingly.
- Given a scenario from the trainer, ATR will collect necessary information to draft Form 2000 (Rapids Sponsor Registration Information Form), then will enter the collected information into the RAPIDS and produce a RAPIDS generated Form 2000.
- ATR will locate the bulletin referencing the most current List of Apprenticeable Occupations (Officially Recognized by Office of Apprenticeship) and Circular 2005-

## 02, Apprenticeship Determination Request.

- Given a scenario of a Transmittal of Action for Completion of Apprenticeship, ATR will process a single and multiple requests for Completion of apprentice(s) in RAPIDS.
- ATR will demonstrate the process used to verify completion eligibility, make applicable entries in RAPIDS, and produce the official Certificate of Completion of Apprenticeship.
- ATR will access RAPIDS and print out an overdue apprentice report for their account as well as demonstrate their ability to access LaborNet through Citrix and their ability to access RAPIDS through both Citrix and the local server.
- ATR will locate or create a file for - an active program sponsor, an apprenticeship agreement, and a file for canceled programs.
- ATR will register, complete, cancel and transfer an apprentice, create a Davis-Bacon Certificate, create an overdue apprentice report, create an active apprentice report for a program, update Form 2000, and create an active sponsor report.
- ATR will develop the required folder to include the following information and forms required: 1) Compliance Review Checklist; 2) Active Apprentice Report 3) Notification letter, rescheduled letters, Memo to State Director (SD) with review findings/results, Letter from the Regional Director (RD)/SD to Sponsor providing findings/results/recommendations; 4) Information gathered from the sponsor during the review; 5) Apprentice History Report (Active/Inactive Apprentices); 6) Apprenticeship Standards, AAP and Selection Procedures, as applicable.
- ATR will perform job shadowing with other ATRs/SDs, as time and resources allow.
- ATR will demonstrate in daily operations the essential listening skills that serve as a powerful tool for staff and provide a competitive edge within the statewide marketplace, enhancing OA's blueprint for successful communication.
- ATR will demonstrate active listening skills in meetings, as an audience member during conference calls, and will participate in a variety of exercises and activities aimed at analyzing, practicing, and developing improved listening skills.
- ATR will continue to build on the OA strategies with identified sponsors and explore new models to collaborate with business, labor, education, workforce development, community and faith-based organizations, and industry, to develop cutting-edge training programs.
- ATR will identify five internal customer and five external customers, and give examples of assistance they could provide to each.
- ATR, at a minimum, will conduct one Quality Assessment Review on a designated program and submit completed review to SD for approval. ATR will also be an observer on two Compliance Reviews conducted by a journey level ATR or SD.

## Competencies GS-11

- ATR will explain the general scope of the National Apprenticeship Act of 1937.
- ATR will demonstrate their ability to interpret the Title 29 CFR part 29 regulation by

identifying the appropriate section(s) within the regulation when questioned on regulatory issues.

- Using Title 29 CFR part 29, ATR will locate and provide answers to five specific questions identified by the trainer concerning regulatory issues covered in this regulation.
- ATR will demonstrate their ability to interpret the Title 29 CFR part 30 regulation by identifying the appropriate section(s) within the regulation when questioned on regulatory issues.
- Using Title 29 CFR part 30, ATR will locate and provide answers to five specific questions identified by the trainer concerning regulatory issues covered in this regulation.
- Given a blank ETA Form 671, Apprenticeship Agreement, and information provided by the trainer, ATR will properly complete an ETA Form 671, demonstrate the process used for registration of this form in that state, register apprentice(s) by accurately transferring data from the apprenticeship agreement into RAPIDS and properly distribute the form upon completion of the registration process. ATR will also demonstrate the process to approve/reject ETA Form 671 generated by the sponsor in RAPIDS utilizing E-registration.
- Given necessary information from the trainer, ATR will develop a request and approval for Davis-Bacon Certification via hardcopy and using the RAPIDS system without error.
- Given a scenario to include organizational information and generic standards, ATR will develop Standards of Apprenticeship or National Guidelines for Apprenticeship Standards that meet all regulatory requirements, creating a document acceptable for submission to the Registration Agency.
- Given a scenario including sponsor and organizational information, and utilizing Title 29 CFR, part 30 along with Guidelines for Developing an AAP, ATR will develop a basic AAP/Selection Procedures for an individual non-joint program having five or more apprentices, meeting all requirements of Title 29 CFR, part 30, and suitable for submission to the registration agency.
- Given a copy of Title 29 CFR part 29 and a Checklist for Standards, ATR will review an existing set of Standards for compliance with the requirements of Section 29.5 of the regulation, and annotate the Checklist accordingly.
- Given a scenario from the trainer, ATR will collect necessary information to draft Form 2000 (Rapids Sponsor Registration Information Form), then will enter the collected information into the RAPIDS and produce a RAPIDS generated Form 2000.
- ATR will locate the bulletin referencing the most current List of Apprenticeable Occupations (Officially Recognized by Office of Apprenticeship) and Circular 2005-02, Apprenticeability Determination Request.
- Given a scenario of a Transmittal of Action for Completion of Apprenticeship, ATR will process a single and multiple requests for Completion of apprentice(s) in RAPIDS.
- ATR will demonstrate the process used to verify completion eligibility, make applicable entries in RAPIDS, and produce the official Certificate of Completion of

## Apprenticeship.

- ATR will access RAPIDS and print out an overdue apprentice report for their account as well as demonstrate their ability to access LaborNet through Citrix and their ability to access RAPIDS through both Citrix and the local server.
- ATR will locate or create a file for - an active program sponsor, an apprenticeship agreement, and a file for canceled programs.
- ATR will register, complete, cancel and transfer an apprentice, create a Davis-Bacon Certificate, create an overdue apprentice report, create an active apprentice report for a program, update Form 2000, and create an active sponsor report.
- ATR will develop the required folder to include the following information and forms required: 1) Compliance Review Checklist; 2) Active Apprentice Report 3) Notification letter, rescheduled letters, Memo to State Director (SD) with review findings/results, Letter from the Regional Director (RD)/SD to Sponsor providing findings/results/recommendations; 4) Information gathered from the sponsor during the review; 5) Apprentice History Report (Active/Inactive Apprentices); 6) Apprenticeship Standards, AAP and Selection Procedures, as applicable.
- ATR will perform job shadowing with other ATRs/SDs, as time and resources allow.
- ATR will demonstrate in daily operations the essential listening skills that serve as a powerful tool for staff and provide a competitive edge within the statewide marketplace, enhancing OA's blueprint for successful communication.
- ATR will demonstrate active listening skills in meetings, as an audience member during conference calls, and will participate in a variety of exercises and activities aimed at analyzing, practicing, and developing improved listening skills.
- ATR will continue to build on the OA strategies with identified sponsors and explore new models to collaborate with business, labor, education, workforce development, community and faith-based organizations, and industry, to develop cutting-edge training programs.
- ATR will identify five internal customer and five external customers, and give examples of assistance they could provide to each.
- ATR, at a minimum, will conduct one Quality Assessment Review on a designated program and submit completed review to SD for approval. ATR will also be an observer on two Compliance Reviews conducted by a journey level ATR or SD.
- ATR will prepare a speech, which includes an introduction, a body and a conclusion that is suitable for delivery at an apprenticeship completion ceremony and will deliver the presentation to the trainer.
- ATR will research and prepare a PowerPoint presentation on the benefits of registered apprenticeship with a minimum of five slides and will deliver the presentation to the trainer as if it were to an external customer.
- ATR will identify and explain the three driving principles and five fundamental selling skills outlined in the consultative sales course.
- Utilizing promotional materials and other resources, ATR will employ basic marketing techniques to promote registered apprenticeship to at least one new industry, one related instruction provider, and one partner group within their service area.

- ATR will assemble a toolkit of promotional materials from three different websites or sources.
- ATR will create and maintain an inventory of promotional materials for their office and describe the procedures for re-supply of these materials.
- ATR will explain the role and responsibilities of the Joint Apprenticeship Committee (JAC)/Joint Apprenticeship Training Committee (JATC) in apprenticeship, and define the role of the ATR in apprenticeship labor management conflict resolution and labor management resolutions.
- ATR will demonstrate their leadership ability by planning, organizing and assigning tasks to staff members to ensure the successful execution of a staff training conference call.
- ATR will successfully complete each computer based learning link course indicated for each task and will forward a copy of course completion notices to the supervisor.
- ATR will facilitate a small group meeting.
- ATR will research and identify available grant opportunities within US Department of Labor, and will notify local workforce development community of identified grants.
- ATR will explain what actions are authorized and/or allowed in correlation to grants and grant solicitations.
- ATR will explain the basic steps in the problem solving process.
- ATR will prepare for and conduct one compliance review, complete all necessary write-ups, make proper distribution of all forms, and submit the completed packet to SD for approval. Once packet has been completed and approved, standard will be met.
- ATR will review the definition of time-based, hybrid, and competency-based apprenticeship training approaches.
- ATR will go through the process of developing competency based framework based upon an existing job task analysis.
- ATR will revise competency-based work process schedule listed on the “List of Apprenticeable Occupations,” or a job task analysis to meet customer requirements.

# Related Instruction Outline Apprenticeship & Training Representative

<b>O*Net Code</b>	<b>RAPIDS Code</b>
13-1151.00	2037HY

**Related Instruction Outline**

**[29 CFR 29.5(b)(7)]**

Provider(s): U.S. Department of Labor  
Office of Apprenticeship (OA)

Method: Apprenticeship & Training Representative  
Training Guide

1. During the term of apprenticeship, each apprentice is recommended to complete a minimum of 144 hours of related instruction outline for each year of the apprenticeship.
2. Each apprentice's attendance and progress in related instruction outline must be tracked and appropriate records maintained by the State Director. The State Director will certify attendance and progress and provide Regional Director with a letter approving a signed and dated Certificate of Completion be issued to apprentice for his/her successful completion of the apprenticeship program .
3. Classes may be given during or outside the regular working hours. All time spent in such classes after regular working hours shall be compensated in accordance with DOL and OPM requirements. If the apprentice(s) is/are required to attend classes during the regular working hours, these hours shall be considered as hours worked. For related instruction outline conducted outside normal working hours, required classroom, field lab time, and home study shall be compensated.
4. Time devoted to the related instruction outline shall not be considered as part of the OJL. Apprentice shall make every attempt to meet related-instruction requirements; Unsuccessful performance of the OJL training by the employee apprentice within the apprenticeship program cannot result in any adverse action toward the employee.

The course listings outline the related instruction outline that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related instruction outline that the apprentice can reach the skilled level of the occupation. The following is the required course curriculum during the term of apprenticeship.

ATR Training Manual

Training Material	Estimated Time to Complete	Suggested Timeframe for Completion ( <i>applies to new employees only</i> )	Estimated Start Date	Estimated Completion Date	Section Completed
<b>Section 1: Personnel In-Processing &amp; General Orientation</b>					
<b>Block I</b>	16 hours	Within First 3 Days of Employment			
<b>Block II</b>	16 hours	Within First 5 Days of Employment			
<b>Block III</b>	16 hours	Within First 15 Days of Employment			

<b>Block IV</b>	20 hours	Within First 30 Days of Employment			
<b>Block V</b>	40 hours	Within First 60 Days of Employment			
<b>Block VI</b>	8 hours	Within First 90 Days of Employment			
					116 TOTAL HOURS
<b>Section 2: ATR Training</b>					
<b>Block VII</b>	80 hours	Within First 180 Days of Employment			
<b>Block VIII</b>	40 hours	Within First 240 Days of Employment			
<b>Block IX</b>	16 hours	Within First 270 Days of Employment			
<b>Block X</b>	40 hours	Within First 365 Days of Employment			
<b>Block XI</b>	40 hours	Within 13-18 Months of Employment			
<b>Block XII</b>	20 hours	Within 16-20 Months of Employment			
<b>Block XIII</b>	40 hours	Within 18-24 Months of Employment			
<b>Block XIV</b>	4 hours	Within 18-24 Months of Employment			
					280 TOTAL HOURS
<b>Training Program Critique and Evaluation</b>		Within 10 duty days of completion of the program			