

**Letter to Sponsor of Provisional Programs with no apprentices**  
*(Using U.S. Department of Labor Letterhead)*

*(Insert date)*

*(Insert Sponsor Name and Address)*

Dear :

The one-year anniversary of your program for the occupation(s) (insert occupation(s)) which was provisionally registered on (insert date) is upon us. Per Title 29, Code of Federal Regulations (CFR) § 29.3(g), provisionally approved programs must be reviewed for quality and conformity with the requirements of part 29 at the end of the first-year. If the program is conforming, it will either be accorded permanent registration or allow you to continue in a provisional status through the end of the first training cycle. A program found not to be in conformance must undergo the deregistration process.

To comply with § 29.3(g), on (insert date), this office conducted a desk audit on (name of program) as the first step in the review process. This audit revealed that during the last year there has been no apprentice activity, contrary to Title 29, CFR § 29.6. Considering that there may be extenuating circumstances, this office offers you the opportunity to provide information that justifies continuation of the review process for continued registration beyond the identification of this critical non-conformity. If you wish to participate in this process, please complete the enclosed inquiry and return it to this office within thirty (30) business days from the date of this correspondence. Please note that this office will interpret a failure to respond to this correspondence as further evidence that your program is inactive and, accordingly, will initiate deregistration of the program pursuant to Title 29, CFR § 29.8, without further notice.

I would hope that registered apprenticeship remains relevant to your needs and that you will respond to this correspondence so as to correct the non-conformity. If you have any questions or need additional information, please do not hesitate to contact my office *(insert contact person and telephone number)*. Thank you for your interest in the National Apprenticeship System.

Sincerely,

(SD - ATR)

**Office of Apprenticeship (OA)  
Provisional Program Status Inquiry**

(Insert Date)

Program No.: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

**PLEASE CHECK ONE:**

\_\_\_\_\_ This program is active, but has no apprentices at this time. I request a meeting with an OA representative to review the program's performance and discuss available options.

\_\_\_\_\_ This program will take applications, select and register its first apprentice(s) within six (6) months.

\_\_\_\_\_ This program is inactive. We request cancellation by OA. **\*(Note: It is understood that cancellation does not prevent the program from being registered again at some future date).\***

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to:

[State Director/ATR Name]

[Address]

**(Note: If you make mailing labels and put them on the reverse side, this form could be tri-folded and mailed.)**

**Please indicate why the apprenticeship program had no apprentices during the past year of provisional registration.**

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