

**Quality Assessment Letter**  
(Using U.S. Department of Labor Letterhead)

(Insert Program Name)  
Attn: (Insert Program Point of Contact)  
(Program Address)

Re: Quality Assessment for *(Insert Program Number)*

Dear:

The recent Quality Assessment conducted on [insert name of program] at [insert location] was completed on [insert date]. This assessment was conducted to evaluate the quality of program performance and conformity to the requirements of Title 29, Code of Federal Regulations (CFR) part 29 "Labor Standards for the Registration of Apprenticeship Programs," and covered the period [insert date] through [insert date].

We are writing to inform you that the Office of Apprenticeship has determined your program meets one of the following criteria:

A. \_\_\_\_\_ the fundamental requirements of a quality program and conformance to the requirements for registered apprenticeship programs set by Title 29, CFR part 29, "Labor Standards for the Registration of Apprenticeship Programs." No remedial action is required at this time.

B. \_\_\_\_\_ Does not conform to the requirements for registered apprenticeship programs set by Title 29, CFR part 29, "Labor Standards for the Registration of Apprenticeship Programs." Based on the findings of this review, a follow-up Quality Assessment may be conducted any time within the next twelve (12) months to evaluate progress towards correcting the deficiencies identified below:

1. \_\_\_\_\_
2. \_\_\_\_\_

Based on these findings, we propose the following remedial actions to the sponsor/committee/JATC:

1. \_\_\_\_\_
2. \_\_\_\_\_

We request that you submit an action plan outlining the steps and the time line your program will follow to address the identified issues, within forty-five (45) business days from the date of this letter. Timely submittal of your corrective action plan is very important, as an indication of your commitment to maintaining or improving program quality. If there are extenuating circumstances that would prevent the submission of a corrective action plan within this timeframe. Please bring those circumstances to our attention by letter or email, as soon as possible, so we can consider whether an extension of the time for submission should be granted.

Please be aware that [the Committee, JATC, sponsor] remains under an obligation at all times to continue efforts to maintain the fundamental requirements of a quality program and to maintain conformance with the requirements governing registered apprenticeship programs set forth in Title 29, CFR part 29, "Labor Standards for the Registration of Apprenticeship Programs."

If you have any questions or concerns, please do not hesitate to call. I can be reached at [insert number].

Sincerely,

State Director

cc: ATR