

Criteria for the Selection of Programs for Remote Quality Assurance Assessment (QAA) Reviews

Remote Reviews and Instructions for Remote Preparation and Completion of Apprenticeship Program QAA on Provisionally and Permanently Registered Programs

Criteria for Selection of Programs for QAA remote reviews – Provisionally Registered Programs

- Remote reviews may be conducted on Programs with less than five (5) apprentices with State Director (SD) approval (if SD has ATRs) or by the Regional Director (if SD is also the only servicing technical in the State).
- Programs with zero (0) apprentices during the provisional approval period should be dealt with administratively. It is not necessary to visit the program on-site.
- No more than 50% of Provisionally Registered Programs scheduled for review in a fiscal year may have QAAs conducted remotely.
- Remote reviews may be conducted on Programs with more than five (5), but less than twenty-five (25) apprentices with SD approval (if SD has ATRs) or by the Regional Director (if SD is also the only servicing technical in the State).

Criteria for Selection of Programs for QAA remote reviews – Permanently Registered Programs

- Remote reviews may be conducted on Programs with less than five (5) apprentices.
- Permanently Registered Programs with zero (0) apprentices should be dealt with administratively. It is not necessary to visit the program on-site.
- No more than 50% of Permanently Registered Programs scheduled for review in a fiscal year may have QAAs conducted remotely.
- Remote reviews may be conducted on Programs with more than five (5), but less than twenty-five (25) apprentices with SD approval (if SD has ATRs) or by the Regional Director (if SD is also the only servicing technical in the State).

Instructions for Completion of Apprenticeship Program remote QAAs

Remote reviews will be conducted via direct contact i.e., conference call or Skype. This **does not** include fax, email or regular mail.

Prior to the review, the Apprenticeship Representative and the Sponsor's Representative exchange information necessary to ensure they are reviewing the most current version of the program standards. Documents may be exchanged via mail, email, fax, scan, photographs or other reliable means of transmission.

When gathering information on number of active apprentices, journeyworkers and wages, the Office of Apprenticeship Representative should check the Registered Apprenticeship Partners Information Data System (RAPIDS) records to see if numbers have fluctuated over time or have remained unchanged over the course of the latest reviews. Unchanged numbers could indicate that RAPIDS or Sponsor records may not be current.

- Complete all Sections of the Assessment
- Summarize discovery in the Narrative
- Offer specific recommendations for deficiencies and note highly effective practices
- Enter program review in RAPIDS