

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+SAA+; Lab.Com	<u>Subject:</u> Policy on Certificates of Completion of Apprenticeship <u>Code:</u> 400.1
Symbols: DSNIP/FJH	 ApprenticeshipUSA	Action: Immediate

PURPOSE: To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors and other Registered Apprenticeship partners of our policy on authentication and issuance of Certificates of Completion of Apprenticeship. This Circular supersedes Circular 92-01.

BACKGROUND: The purpose of the Circular is to provide policy guidance to Field, Regional and National Office staff on the issuance of the Certificate of Completion of Apprenticeship for apprentices completing a Registered Apprenticeship Program.

General Policy

It is the policy to enhance the significance of the Certificate of Completion of Apprenticeship issued by the OA or by a SAA. Such certificate means that the apprentice has completed training substantially in conformance with the program requirements.

Authentication of Requests for Certificate of Completion of Apprenticeship

Where the OA is the Registration Agency, a Certificate of Completion of Apprenticeship will be issued to apprentices upon receipt of a fully completed, written or electronic Application for Certification of Completion of Apprenticeship request from the sponsor to the appropriate field representative. The field representative shall have in evidence a written or electronic Application for Certification of Completion of Apprenticeship. The sponsor will verify that the apprentice has completed all requirements of apprenticeship including a sign off or copy of transcripts from the provider of the related instruction. All Certificates of Completion of Apprenticeship contain the signatures of the Secretary of Labor and the Office of Apprenticeship's Administrator, therefore no regional or field staff shall sign the Certificate of Completion of Apprenticeship. The two signature lines on the left side of the certificate are reserved for the sponsor.

When a large number of apprentices are completing at the same time from the same occupation, one application form from the sponsor can be used with an attached list of pertinent information for the completing apprentices. When the sponsor has more than one occupation or more than one employer, the sponsor should complete separate forms for each occupation and employer, follow the procedure above.

The occupation shall be identified as listed in the most current List of Officially Recognized Apprenticeable Occupations. For sponsors who use a slightly different occupational title, OA staff may use the sponsor's title as long as the officially recognized occupational title is included in parenthesis under the sponsor's occupational title. Please see attached "sample" for reference.

The term "journeyman, journeyworker, journeyperson, etc." should not be included in the occupational title. These terms are used to describe a level of competency rather than an occupational title.

In rare instances where a program sponsor may utilize such a term above in their occupational title and that terminology is consistently used within their organization and training materials, OA staff may use that terminology on the sponsor's occupational title as long as the officially recognized occupational title is listed in parenthesis under the sponsor's title. The practice of using a level of competency in the occupational title should be discouraged when possible.

The sponsor's name on the Certificate of Completion of Apprenticeship shall be as it is registered and approved in their apprenticeship standards.

The date completed shall be the date of completion as indicated on the request form.

Issuance of Replacement OA Certificate of Completion of Apprenticeship

Replacement certificate requests shall be verified with undeniable proof that an original certificate was either issued or requested by the sponsor. This shall be verified through OA's records or the program sponsor's records. In the event a field office has no proof, yet a program sponsor does, a copy of that proof shall be sent to the field office and included in the program folder. The term "**Replacement Certificate**" shall be printed in 12 pt. font size on the replacement certificate in the space centered between the last line of type and the U.S. Department of Labor seal.

The Certificate of Completion of Apprenticeship shall not be used for any other purpose than completion of a registered apprenticeship program.

Issuance of OA Certificate of Completion of Apprenticeship to Apprentices Registered with SAAs

In States having SAAs, OA certificates will not be issued to State registered apprentices, except upon written approval from the appropriate official of the State agency, and the occupation must be an OA officially recognized apprenticeable occupation.

Issuance of Certificates by Program Sponsors

In OA States an apprenticeship program sponsor may indicate on its own Certificate of Completion of Apprenticeship that the apprentice was registered and trained under a program registered with the U. S. Department of Labor's OA.

ACTION: If you have any questions, please contact, Felecia Hart, Team Leader, Division of Standards and National Industry Promotion at (202) 693-3792.

NOTE: The OA staff should familiarize themselves with this Circular and the attachments.

Attachments

- [Application for Certification of Completion](#)
- [Example John Doe Completion Certificate](#)

**U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

Application for Certification of Completion of Apprenticeship

(Please type or print all information, attach additional apprentices on separate sheet)

Sponsor Information

Sponsor:	Program #:
Address:	Contact Name:
City, State, Zip:	Phone:

Apprentice Information

Full Name of Apprentice: <p align="center">(Print/type name as indicated on the ETA 671 or in RAPIDS)</p>
Date of Birth:
Occupation:
Term:
Registration Date:
Date of Completion:
Completion Wage:

Related Instruction Certification

Related Instruction Hours completed:
Related Instruction Furnished By:
Teacher(s) or Director(s) of Related Instruction Certifying to above information: Name: _____ Address: _____

Request for Certificate

On behalf of the above-named sponsor, I hereby certify that the apprentice named in the application has satisfactorily completed his/her apprenticeship program as registered with the Office of Apprenticeship and hereby recommend the issuance of the Certificate of Completion of Apprenticeship .	
Sponsor's Signature: _____	Date: _____
Title: _____	

Date Entered in RAPIDS/Certificate Sent: _____

The United States Department of Labor

Office of Apprenticeship

Certificate of Completion of Apprenticeship

This is to certify that

JOHN DOE

has completed an apprenticeship for the occupation
Transit Elevator-Escalator Maintenance Technician
(Elevator Repair)

under the sponsorship of

Sponsors Name

in accordance with the basic standards of apprenticeship
established by the Secretary of Labor

Sponsor Signature 1

Sponsor Signature 2

Date



[Handwritten Signature]

Secretary of Labor

[Handwritten Signature]

Administrator, Office of Apprenticeship

Date Completed