|  |  |
| --- | --- |
| OFFICE OF APPRENTICESHIPBULLETIN | **NO.**2023-37 |
| **DATE**December 12, 2022 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

 OFFICE OF APPRENTICESHIP STAFF

 STATE APPRENTICESHIP AGENCIES

**FROM:** JOHN V. LADD /s/

 Administrator, Office of Apprenticeship

**SUBJECT:** New Apprenticeship Program Review Resources on Apprenticeship.gov

1. **Purpose.** To inform the staff of Office of Apprenticeship (OA), State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of the availability of new training resources to support conducting Apprenticeship Program Reviews.
2. **Action Requested.** OA staff, SAAs and program sponsors should familiarize themselves with this bulletin and the linked items below, as a source for conducting program reviews and/or technical assistance.
3. **Background.** OA regularly evaluates the performance of Registered Apprenticeship programs through Apprenticeship Program Reviews (per 29 CFR Part 29, Labor Standards and Equal Employment Opportunity) through Extended Apprenticeship Program Reviews, per 29 CFR Part 30, Equal Employment Opportunity), which include provisional reviews, quality assurance assessments, compliance reviews, and completion rate monitoring. As part of its ongoing technical assistance, OA has developed a suite of resources to support staff, sponsors and partners with understanding the purpose, process and procedures that comprise program reviews.

Resources released are:

* Apprenticeship Program Reviews (APR) and Extended Apprenticeship Program Reviews (EAPR) Manual guide for conducting reviews;
* APR and EAPR Checklists to document outcomes;
* Sponsor and Staff APR Quick Guides for easy reference;
* Self-paced recordings on topics related to reviews;
* Webcast and PowerPoint, “Understanding Apprenticeship Program Reviews” on Apprenticeship.gov and
* RAPIDS auto-notification and reminder letters
1. **Summary:** OA has developed key resources to facilitate reviews of Registered Apprenticeship programs. Each resource covers all aspects of the program review process, including timing of reviews, types of reviews, what to expect during a review, and how to prepare for the review.

To learn more about program reviews, and to access resource materials, visit the Apprenticeship.gov website at [https://www.apprenticeship.gov/eeo/apprenticeship-program-reviews](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.apprenticeship.gov%2Feeo%2Fapprenticeship-program-reviews&data=05%7C01%7CLinton.Natalie.S%40DOL.gov%7C8dea5c95c72f453d745208dad8973452%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C638060441250863849%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=p41rE8s%2BCg2Z6b0Cs5Ad8hdRIfT6GRjJF0DJaQs6maw%3D&reserved=0).

Staff are encouraged to share this link prior to program reviews to ensure sponsors are familiar with the process.

1. **Inquiries.** If you have any questions, please, contact Natalie Linton, Program Analyst at 202-693-3592.
2. **Attachments.**

N/A