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| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2023-74 |
| **DATE**  April 17, 2023 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

OFFICE OF APPRENTICESHIP STAFF

STATE APPRENTICESHIP AGENCIES

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

Administrator, Office of Apprenticeship

**SUBJECT:**  EEO Resources to Support Sponsors

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 meeting the Equal Employment Opportunity (EEO) requirements for Registered Apprenticeship.
2. **Action Requested.** OA staff, SAAs and program sponsors should familiarize themselves with this bulletin and the items below, as a source for developing programs and/or technical assistance.
3. **Background.** As part of its ongoing technical assistance, OA regularly updates or releases new resources, including documents and tools, designed to assist staff, sponsors and stakeholders in meeting obligations and best practices for expanding opportunities and ensuring quality programming. The newly-released resources released are as follows:
4. *Equal Employment Opportunity Complaints Filing.* The EEO in Apprenticeship regulation requires RAPs to take concrete and actionable steps to ensure a discrimination-free and harassment-free environment for all aspects of the program. 29 CFR Part 30.14 requires sponsors to ensure a transparent complaint process for apprentices through the establishment of complaint procedures, and to inform apprentices and applicants of the steps to filing a complaint with the Registration Agency. Additionally, sponsors must publicize guidance and information to ensure apprentices have full access, and awareness of their right and ability, to make and file EEO complaints. OA has revised the complaints filing documents with new contact information. This change has been made to the EEO Pledge and Complaints Information Poster as well as in Standards Builder.

New filing information:

*U.S. Department of Labor, Office of Apprenticeship*

*200 Constitution Ave. NW, Washington, DC  20210*

*Telephone Number: (202) 693-2614*

*Email Address:* [*ApprenticeshipEEOcomplaints@dol.gov*](mailto:ApprenticeshipEEOcomplaints@dol.gov)

*Point of Contact: Director, Division of Standards and Quality*

*Attn:  Apprenticeship EEO Complaints*

Access the poster at: [EEO Pledge and Complaints Information Poster | Apprenticeship.gov](https://www.apprenticeship.gov/eeo/apprentices-and-applicants/eeo-pledge-and-complaints-information-poster)

1. *Other EEO Resources*. These resources provide general information for meeting the EEO regulations requirements, as well as partner-developed tools and other materials to support the RA system.

* Webcast: “[*Effective Outreach and Selection in Registered Apprenticeship Programs (RAPs)*](https://vimeo.com/794943616/226ebadd01)*.*” This training will review EEO requirements for outreach and recruitment, distinguish between universal and targeted outreach and recruitment, summarize EEO requirements for apprentice selection, and identify required records for collection maintenance.
* Webinar: "[*Anti-Harassment and EEO Complaints Webinar*](https://vimeo.com/731845411/b99b1ba54f)*.”*  This roughly 30-minute webinar is intended for intermediaries who work with sponsors of Registered Apprenticeship Programs (RAPs). After watching, you should be able to recognize unlawful harassment, recall EEO requirements regarding anti-harassment, ensure that RAPs are free from harassment, and understand the rights related to filing a harassment complaint.
* Webinar: *“*[*Equal Employment Opportunity in Registered Apprenticeship*](https://vimeo.com/781944796/23c7944af9?embedded=true&source=vimeo_logo&owner=5484832)*.”* The Office of Apprenticeship (OA) released [Circular 2023-01](https://www.apprenticeship.gov/sites/default/files/bulletins/circular-2023-01_0.pdf) on November 17, 2022 informing all interested parties of OA’s commitment to promoting diversity, equity, inclusion, and accessibility (DEIA) through Equal Employment Opportunity (EEO) in Registered Apprenticeship. This webinar is an overview of EEO requirements and DOL’s expectations for Registered Apprenticeship sponsors, particularly involving regulations under 29 CFR part 30. For more information, you can also visit the webinar page on WorkforceGPShere: <https://www.workforcegps.org/events/2022/12/02/18/22/Equal-Employment-Opportunity-in-Registered-Apprenticeship>.
* Training: *“*[*Understanding Program Reviews for RAP Sponsors (Self-Paced PowerPoint)*](https://www.apprenticeship.gov/sites/default/files/understanding-program-reviews-for-rap-sponsors-final.pptx)*.”*  This 30-minute interactive and self-paced PowerPoint will summarize the two types of program reviews and the three components of a program review. This resource communicates much of the same information found within the webinar training below but also includes checks for understanding.
* **Webcast: *“***[*Understanding Program Reviews for RAP Sponsors (Webinar Training)*](https://vimeo.com/747694943/6363c8d0e6)***.”***  This 20-minute video will provide a high-level overview of the program review process to help sponsors prepare for program reviews.
* Online Tool: *“*[*5 Equal Employment Opportunity Steps to Take When Setting Up a Registered Apprenticeship Program | Jobs for the Future (JFF)*](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.jff.org%2Fresources%2F5-Equal-Employment-Opportunity-Steps-to-Take-When-Setting-Up-a-Registered-Apprenticeship-Program%2F&data=05%7C01%7CLinton.Natalie.S%40DOL.gov%7Ce102bfe00c0d4e36926508db1f68a51b%7C75a6305472044e0c9126adab971d4aca%7C0%7C0%7C638138306520318579%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=zrcMnP0eSqFkAq%2Brc%2BLnfBuJ1%2BZBndIxXvMpR0GF8V4%3D&reserved=0)*.”* Released by Jobs for the Future as part of its National Innovation Hub for Diversity, Equity, and Inclusion in Registered Apprenticeship Center of Excellence. This tool provides a checklist of the steps that Registered Apprenticeship Programs (RAPs) under the Apprenticeship Equal Employment Opportunity (EEO) regulations, 29 CFR part 30, when they are setting up and beginning to operate their programs.

1. **Summary:** OA has updated its complaints poster and developed key resources to facilitate registration, EEO implementation and reviews of Registered Apprenticeship programs.

To learn more about program reviews, and to access resource materials, visit the links embedded above.

Staff are encouraged to share this link to ensure sponsors are familiar with the materials.

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

N/A