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| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2024-118 |
| **DATE**  August 16, 2024 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

OFFICE OF APPRENTICESHIP STAFF

STATE APPRENTICESHIP AGENCIES

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

Administrator, Office of Apprenticeship

**SUBJECT:** New Apprenticeable Occupation: Early Childhood Education Operations Manager

1. **Purpose.** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of the following new apprenticeable occupation: Early Childhood Education Operations Manager.
2. **Action Requested.** OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.

Early Childhood Education Operations Manager will be added to the List of Occupations Recognized as Apprenticeable by OA located on [www.apprenticeship.gov](http://www.apprenticeship.gov) . A suggested Work Process Schedule and Related Instruction Outline are attached.

1. **Summary and Background.**
   1. Summary – The occupation Early Childhood Education Operations Manager was submitted by Wynn B. Young, State Director, New Hampshire, Office of Apprenticeship was processed by Ricky Godbolt and approved by the OA Administrator on June 30, 2024.
   2. Background –

***New/Revised Occupation Background -*** Under 29 CFR section 29.4, an occupation for a RAP must meet the following criteria to be determined apprenticeable:

1. Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the job supervised learning:
2. Be clearly identified and commonly recognized throughout an industry.
3. Involve the progressive attainment of manual, mechanical, or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
4. Require related instruction to supplement the on-the job learning.
5. **New Apprenticeable Occupation.** The occupation Early Childhood Education Operations Manager was submitted for an apprenticeability determination.

Early Childhood Education Operations Manager

O\*NET-SOC CODE: 11-9031.00

RAPIDS Code: 3080CB

Type of Training: Competency-based

Average Term: 2 years

Early Childhood Education Operations Manager perform the following duties:

* Build family and community relationships
* Prepares information about learning environments to share with families and defends program philosophy of developmentally appropriate practices.
* Promotes child growth and development.
* Administers assessments that include observations, developmental checklists, documentation, parent interviews, developmentally appropriate testing and other tools to learn more about individual children.

1. **Inquiries.** If you have any questions, please, contact Wynn B. Young, State Director, New Hampshire, Office of Apprenticeship at (603) 225-1446 or [Young.Wynn.B@dol.gov](mailto:Young.Wynn.B@dol.gov) .
2. **Attachments.**

