|  |  |
| --- | --- |
| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2024-12 |
| **DATE**  December 2, 2023 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

OFFICE OF APPRENTICESHIP STAFF

STATE APPRENTICESHIP AGENCIES

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

Administrator, Office of Apprenticeship

**SUBJECT:** Revision to Appendix A National Guidelines for Apprenticeship Standards for Cisco Systems, Inc.

1. **Purpose.** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors and other Registered Apprenticeship partners of a revision to Appendix A to include the occupation listed below to Cisco Systems, Inc. National Guidelines for Apprenticeship Standards.
2. **Action Requested.** The OA staff should familiarize themselves with this bulletin. A copy of the National Guidelines for Apprenticeship Standards and the Work Process Schedule and Related Instruction Outlines are attached.
3. **Summary and Background.**
   1. Summary – This revision to Appendix A, to the National Guidelines for Apprenticeship Standards, was submitted Ms. Laura Quintana, Vice President & General Manager, on behalf of the Cisco Systems, Inc., was processed by Kirk A. Jefferson and approved by the OA Administrator on November 28, 2023.
   2. Background –

***NGS Background -*** National Guidelines for Apprenticeship Standards (NGS) are a template of high-quality apprenticeship program standards submitted by a labor union, trade or industry association, employer, workforce intermediary, education provider, or other organizations with national scope; these apprenticeship standards may be certified by OA in instances where they are (1) found suitable for adoption or adaptation by State or local affiliates of the submitting organization, and (2) fully satisfy the regulatory requirements set forth at 29 CFR Parts 29 and 30 and any sub-regulatory guidance issued thereunder. NGS that receive certification by OA may be registered subsequently on a local basis by the applicable Registration Agency (either by an OA State Office or by a State Apprenticeship Agency (SAA)) within a particular State or jurisdiction where a program adopting the NGS standards is situated. A local affiliate or sponsoring employer that adopts a set of NGS standards may elect to implement those program standards without modification in registering the program on the State or local level, or it may customize the NGS standards to meet State-specific criteria.

1. **Revision to Appendix A.** This revision to Appendix A, to the National Guideline Standards for Apprenticeship for the Cisco Systems, Inc., are a model for developing local apprenticeship programs with OA or a SAA for the following occupations:

IT Generalist

O\*NET-SOC CODE: 15-1232.00

RAPIDS CODE: 1059CB

Training type: Competency-based

1. **Inquiries.** If you have any questions, please contact Kirk A. Jefferson, Apprenticeship & Training Representative, at 202-693-3399.
2. **Attachments.**

