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| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2024-21 |
| **DATE**  January 4, 2024 |

**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 Standards of Apprenticeship for

SHRM Foundation

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 SHRM Foundation.
2. **Action Requested.** This bulletin is being provided to OA staff for informational purposes only. The Region III, Regional Office will be responsible for maintenance and technical assistance regarding this program.
3. **Summary and Background.**
   1. Summary – This revision to Appendix A, to the National Standards of Apprenticeship, was submitted by Ms. Angela D. Rogers, Manager, Apprenticeship Programs on behalf of the SHRM Foundation, were processed by Kirk A. Jefferson and approved by the OA Administrator on December 28, 2023.
   2. Background –

***NPS Background -*** National Program Standards of Apprenticeship are programs that are registered by OA on a national basis and that consist of occupational standards which: (1) are developed and sponsored by an employer, national trade or industry organization, labor organization, educational institution, or consortium; (2) are demonstrably national or multi-State in their design, suitability, and scope based on consideration of the National Program Standards criteria (detailed below); and (3) comply with the regulatory requirements contained in 29 CFR Part 29 and 29 CFR Part 30.

1. **Revision to Appendix A.** This revision to Appendix A, to the National Standards of Apprenticeship for SHRM Foundation for the following occupation will be serviced by Region III, Regional Office of Apprenticeship:

Human Resource Specialist

(Existing Title: Career Development Technician)

O\*NET-SOC CODE: 13-1071.00

RAPIDS CODE: 1057CB

Training type: Competency-based

1. **Inquiries.** If you have any questions, please contact the Region III Regional Office of Apprenticeship, at 404-302-5897.
2. **Attachments.** None.