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| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2025-29 |
| **DATE**  December 26, 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: Grant Specialist, General

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: Grant Specialist, General
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.

Grant Specialist, General will be added to the List of Occupations Recognized as Apprenticeable by OA located on www.apprenticeship.gov. A suggested Work Process Schedule and Related Instruction Outline are attached.

1. **Summary and Background.**
   1. Summary – The occupation Grant Specialist, General was submitted by Dr. Bridget C. Outlaw, Owner/ Founder, on behalf of Daughters of Destiny Enterprises Inc, and were processed by Joseph L. Olivere and approved by the OA Administrator on December 23rd, 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 Grant Specialist, General was submitted for an apprenticeability determination.

Grant Specialist, General

O\*NET-SOC CODE: 13-1131.00

RAPIDS CODE: 3093

Type of Training: Time-based, Hybrid, Competency-based

Average Term: Time based 2,500 hours, Hybrid 2,500 – 2,900 Hours, Competency based 1.25 years

The Grant Specialist, General is responsible for identifying, researching, writing, and managing grant proposals to secure funding for the organization's programs and initiatives. This role requires substantial research, writing, and organizational skills and a deep understanding of grant guidelines and regulations.

1. **Inquiries.** If you have any questions, please, contact Joseph L. Olivere, Apprenticeship and Training Representative at 202-693-5179.
2. **Attachments.**

