BULLETIN 2021-19 December 16, 2020

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| U.S. Department of Labor  Employment and Training  Administration  Office of Apprenticeship (OA)  Washington, D.C. 20210 | Distribution:  A-541 Headquarters  A-544 All Field Tech  A-547 SD+RD+SAA+; Lab.Com | Subject: OA Electronic Certificate of Completion of Apprenticeship (Completion Certificate) Process  Code: 400.1 |
| Symbols: DRAP/ASR | Action: Immediate |
| **PURPOSE:** To inform the staff of OA and the State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, Registered Apprenticeship partners, and other interested parties of the implementation of the OA electronic Completion Certificate process.  **BACKGROUND:** The Coronavirus Disease 2019 (COVID-19) health emergency has posed challenges for the distribution of Completion Certificates to Registered Apprenticeship program sponsors and apprentices. To create administrative solutions, OA has developed an electronic Completion Certificate process. In accordance with 29 CFR § 29.5(b)(19), program sponsors must provide notice to the Registration Agency of apprentices who have successfully completed apprenticeship programs. The Registration Agency, in turn, will generate an official OA Completion Certificate for each qualified apprentice.  **ELECTRONIC CERTIFICATES OF COMPLETION:** Given the current public health emergency, completing apprentices are experiencing delays in receiving their Completion Certificate. To address this issue, OA has modified the Registered Apprenticeship Partners Information Data System (RAPIDS) to enable the creation of Completion Certificates and their automatic transmittal to Registered Apprenticeship program sponsors. Upon receiving Apprenticeship and Training Representative (ATR) approval, program sponsors will be authorized to print an electronic Completion Certificate from RAPIDS and issue a certificate to each qualified apprentice. To accord proper recognition to apprentices who have successfully attained the necessary skills and competencies in a particular occupation that are memorialized by the Completion Certificate, OA encourages program sponsors to use high-quality parchment deed paper when printing these certificates from RAPIDS. In an effort to maintain data integrity, completing apprentices will now have a unique system identification number that will accompany the occupation title on the certificate.  Program sponsors who are unable to print Completion Certificates with a digital identifier due to technological difficulties, non-participation in RAPIDS, resource challenges, or other issues must continue to request certificates from the Registration Agency.  OA will monitor the implementation of this process to ensure its efficiency, and may adjust this process in the future, as needed. Program sponsors should direct any questions concerning this process to their servicing ATR.  **ACTION:** OA and SAA staff should familiarize themselves with this bulletin. Interested SAA states can request an electronic Certificate of Completion tailored to their state. If you have any questions, please contact Andrew Ridgeway, at Ridgeway.Andrew@dol.gov, or (202) 693-3536.  **NOTE:** This bulletin is being sent via electronic mail. | | |