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| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2022-70 |
| **DATE**  April 14, 2022 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

OFFICE OF APPRENTICESHIP STAFF

STATE APPRENTICESHIP AGENCIES

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

Administrator, Office of Apprenticeship

**SUBJECT:** New National Guidelines for Apprenticeship Standards for the Adams Career Academy Associated, Inc.

1. **Purpose.** To inform the staff of OA and the State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors and other Registered Apprenticeship partners of the approval of the new National Guidelines for Apprenticeship Standards for the Adams Career Academy Associated, Inc.
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 – These new National Guidelines for Apprenticeship Standards, submitted by Dr. Malcolm Adams, on behalf of Adams Career Academy Associated, Inc., was approved by the OA Administrator on March 21, 2022.
   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. **New Guideline Standards.** These new National Guidelines for Apprenticeship Standards are a model for developing local apprenticeship programs with OA or a SAA for the following occupations:

Farm Worker/Grow Tech

O\*NET-SOC Code: 45-2091.00

RAPIDS Code: 0981TB

Storage and Distribution Manager (Logistics)

O\*NET-SOC Code: 11-3071.02

RAPIDS Code: 2095TB

Office Manager/Admin Services

O\*NET-SOC Code: 11-3011.00

RAPIDS: 1033CB

Certified Nurse Assistant (CNA)

O\*NET-SOC Code: 31-1131.00

RAPIDS Code: 0824CB

Certified Medical Assistant

O\*NET-SOC Code: 31-9092.00

RAPIDS Code: 1085TB

1. **Inquiries.** If you have any questions please contact Bruce A. L. Hallam, Apprenticeship and Training Representative, Region V, Regional Office of Apprenticeship 217-693-8991.
2. **Attachments.**

