



Program Registration – Section I

OMB No. 1205-0223 Expires: XXXXXXXXXX

PROGRAM SPONSOR INFORMATION

1. Voluntary Employer Identification Number	<input type="text"/>	2. Program Number	<input type="text"/>
3. Organization	<input type="text"/>		
4. Address	<input type="text"/>		
5. City	<input type="text"/>	6. State	<input type="text"/>
	<input type="text"/>	7. Zip Code	<input type="text"/>

PROGRAM REGISTRATION INFORMATION

8. ATR	Enter ATR Identification Number	<input type="text"/>	9. Program Type	Enter numerical value	<input type="text"/>
			1 = INJ, 2 = IJ, 3 = GJ, 4 = GNJ		
10. Bargaining Agency Name	<input type="text"/>			10.a Union Acronym	<input type="text"/>
11. Number of Participating Employers	<input type="text"/>	12. Waiver (Y/N)	<input type="text"/>	13. Size of Workforce	<input type="text"/>
	[If GNJ program, attach Employer Acceptance Agreements]			[Includes all employees]	
14. Bargaining Agent Contact Name and Title	<input type="text"/>		<input type="text"/>		
15. Address	<input type="text"/>				
16. City	<input type="text"/>	17. State	<input type="text"/>	18. Zip Code	<input type="text"/>
19. Phone Number	<input type="text"/>	20. E-Mail Address	<input type="text"/>		
21. FAX Number	<input type="text"/>	22. Web-site	<input type="text"/>		

PROGRAM-RELATED SPONSOR CONTACT INFORMATION

23. Sponsor Contact/Coordinator	<input type="text"/>				
24. Phone Number	<input type="text"/>	25. Extension	<input type="text"/>	26. FAX Number	<input type="text"/>
27. E-Mail Address	<input type="text"/>				
28. Employer NAICS Code	<input type="text"/>				
29. NAICS Category	<input type="text"/>	30. Products/Services	<input type="text"/>		
31. Registration Date	<input type="text"/>	32. Last revision Date	<input type="text"/>		
33. Apprenticeship Committee Exists (Y/N)	<input type="text"/>	34. Membership List Attached (Y/N)	<input type="text"/>		

OCCUPATION INFORMATION

35. Occupation	<input type="text"/>	36. RAIS Code	<input type="text"/>
37. Sponsors Occupational Title			
38. Term Length	<input type="text"/>	39. Probation Length	<input type="text"/>
40. Written STA Agreement (Y/N)	<input type="text"/>	41. Prisoner Indicator (Y/N)	<input type="text"/>

JOURNEYWORKERS EMPLOYED

42. Female	<input type="text"/>	43. Minority	<input type="text"/>
44. Youth	<input type="text"/>	45. Total	<input type="text"/>

WAGE RECORD

46. Wage Schedule	47. Increment Type	48. Start Date M/DD/YY	49. Apprentice Entry Wage Rate	50. Journeyworker Wage Rate	51. Number of Periods
1	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>

RELATED TECHNICAL INSTRUCTION INFORMATION - RTI -

52. Instruction Method	<input type="text"/>	53. Delivery Technique	<input type="text"/>
54. Instruction Provider	<input type="text"/>	55. Wages Paid During RTI (Y/N)	<input type="text"/>
56. Hours Instruction Provided	<input type="text"/>	57. Total Length of Instruction	<input type="text"/>
58. RTI Provided By			
<input type="text"/>			

RTI SOURCE INFORMATION

59. Select an RTI Option			<input type="text"/>
60. Create a New RTI Source			<input type="text"/>
61. Name of Source			
<input type="text"/>			
62. Contact Person			
<input type="text"/>			
63. Address of Source			
<input type="text"/>			
64. Zip Code	<input type="text"/>	65. City	<input type="text"/>
		66. State	<input type="text"/>

Definitions and/or Instructions: on page 3.

Definitions and/or Instructions:

1. Employer Identification Number (EIN) - is an Internal Service Revenue Federal tax identification number that is used to identify a business entity. The submission of your EIN is voluntary. The employer who enter this number is verifying that the business is legitimate with intentions of maintaining a registered program and training apprentices. This quality assurance check protects the welfare of the apprentice.
2. Program Number - a program generated number assigned to a sponsor program when the program is registered in the Registered Apprenticeship Information System (RAIS), the Office of Apprenticeship database.
3. - 7. Self-explanatory.
8. ATR (Apprenticeship and Training Representative) - N/A (not applicable to Sponsor; ATR will enter).
9. Program Type - Enter appropriate numerical code:
 - 1 = INJ (Independent, non joint = single employer not covered by Collective Bargaining Agreement)
 - 2 = IJ (Independent, joint = single employer covered by CBA)
 - 3 = GJ (Group, joint = multi employer association, covered by CBA)
 - 4 = GNJ (Group, non joint = multi employer association not covered by CBA)
10. Bargaining Agency Name - name of local union (if applicable).
- 10.a Union Acronym - example: IBEW, SMWIA, etc.
11. Number of Participating Employers - Number of employers who are signatories to the standards of apprenticeship for training of apprentices.
12. Waiver. Under a joint program (IJ or G) where one of the sponsoring parties under a Collective Bargaining Agreement does not wish to participate in the operation of the program and has elected to "Waive" any rights and privileges under that program.
13. Size of Workforce - includes all employees, workers, management, clerical, etc.
14. - 27. Self-explanatory.
28. Employer NAICS Code - a six-digit code (North American Industrial Classification System Code) that designates which industry the sponsors resides.
29. NAICS Category - a two-digit category in NAICS designating the major section the code resides.
30. Products/Services - a short written description of the product/services that the sponsor provides.
31. Registration Date (Significant Date) - N/A.
32. Last Revision Date (Significant Date) - N/A.
33. Apprenticeship Committee Exists - N/A.
34. Membership List Attached (Y/N) - N/A.
35. Occupation - example: Carpenter, plumber, sheet metal worker, etc.
36. RAIS Code - a sequential number assigned to an occupation by the program office.
37. Sponsor's Occupational Title - Specific title of an occupation that may or may not be the same as that designated by the O'Net data system.
38. Term Length - length of apprenticeship in hours (2000 hours = one year) or in years.
39. Probation Length - length in hours, example: 500 hours =3 months; 1,000 hours = 6 months.
40. Written STA Agreement - School-To-Apprenticeship Agreement is N/A.
41. Prisoner Indicator - N/A.
42. Female - the number of female journeyworkers in this occupation.
43. Minority - the number of minority journeyworkers in this occupation.
44. Youth - the number of workers between the ages of 16 and 21 in this occupation (best guess).
45. Total - the number of total journeyworkers in occupation.
46. Wage Schedule - Program has multiple wage schedules for the same occupation in different geographic localities.
47. Increment Type - Is wage advancement based on percent(%) or hours?
48. Start Date - Use today's date.
49. Apprentice Entry Wage Rate - apprentice's current wage today.
50. Journeyworker Wage Rate - self-explanatory.
51. Number of Periods - during which each period is a specific length of time to acquire a specific skill.
52. Instruction Method - example: classroom, correspondence, self paced.
53. Delivery Technique - example: time based (4 yrs, 5 yrs), competency.
54. Instruction Provider - example: community college, adult Ed., sponsor, etc.
55. Wages paid during RTI? Are apprentices paid while attending classes (Y or N)?
56. Hours of Instruction Provided - The hours of related instruction provided per year.
57. Total Length of Instruction - The hours of instruction (related classroom and on-the-job learning) provided during length of program.
58. RTI provided by - name of college, adult Ed. or sponsor.

- 59. – 61. Only enter information if there is more than one RTI Provider.
- 62. Contact person - name of person at community college, adult Ed. or RTI provider.
- 63. Address of source - Address of community college, adult Ed. or RTI provider.
- 64. – 66. Self-explanatory.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information, Program Registration – Section I, is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0223).
