

**Foreign Labor Certification  
Quarterly Activity Report**

**U.S. Department of Labor  
Employment and Training Administration**

OMB Approval No. 1205-0457  
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**State Name:** \_\_\_\_\_

**Fiscal Year:** \_\_\_\_\_

**Report for (check one):** \_\_\_\_\_ (Oct-Dec) \_\_\_\_\_ (Jan-Mar) \_\_\_\_\_ (Apr-Jun) \_\_\_\_\_ (Jul-Sep)

<b>APPLICATION WORKLOAD</b>		<b>H-2B APPS</b>
1. Balance on hand from previous report		
2. New applications received		
3. National processing center remands received		
4. Total workload		
<b>APPLICATIONS COMPLETED</b>		<b>H-2B APPS</b>
5. Applications withdrawn		
6. Applications forwarded to the national processing center		
7. Total completions		
8. Balance on hand		
9. Percentage of applications processed and forwarded within 30 calendar days		%

<b>WAGE DETERMINATIONS—NONAGRICULTURAL</b>		<b>TOTAL</b>
10. Level 1 prevailing wage determinations issued based on OES data		
11. Level 2 prevailing wage determinations issued based on OES data		
12. Level 3 prevailing wage determinations issued based on OES data		
13. Level 4 prevailing wage determinations issued based on OES data		
14. Prevailing wage determinations issued based on alternative survey sources		
15. Total number of prevailing wage determinations issued		
16. Prevailing wage requests on hand		
17. Challenges to prevailing wage determinations forwarded to the national processing center		
18. Percentage of prevailing wage determinations based on OES data completed within 14 business days		%
19. Percentage of prevailing wage determinations based on employer-provided surveys completed within 30 business days		%

<b>AGRICULTURAL ACTIVITY (H-2A &amp; LOGGING)</b>		<b>TOTAL</b>
20. Agricultural prevailing wage surveys completed		
21. Agricultural prevailing practice surveys completed		
22. Housing inspection visits made		
23. Job orders filed		

Persons are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. Respondent's obligation to reply to these requirements is mandatory (20 CFR 655 and 20 CFR 656). Public reporting burden for this collection of information is estimated to average 2 hours 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 the collection of information, including suggestions for reducing this burden, to Department of Labor, Division of Labor Certification, Room C-4312, 200 Constitution Avenue, NW, Washington, D.C. 20210.

## Instructions for Completing Foreign Labor Certification Quarterly Activity Report

This form is to be completed on a quarterly basis by the state agency(ies) responsible for foreign labor certification activity and emailed or faxed to the National Office within two weeks of the end of each quarter.

### H-2B Application Workload

**Item 1. Balance on hand from previous report.** Enter the number of applications that were shown as the “balance on hand” on the previous report. The balance on hand includes applications that are currently in process or waiting to be processed.

**Item 2. New applications received.** Enter the number of new applications received from employers for the first time, and applications which have been withdrawn or cancelled and subsequently refiled.

**Item 3. National processing center remands received.** Enter the number of applications returned by the national processing center for correction, clarification, and/or further processing.

**Item 4. Total workload.** Enter the total of items 1, 2, and 3.

### H-2B Applications Completed

**Item 5. Applications withdrawn.** Enter the number of applications withdrawn during the reporting period.

- Withdrawal: an application in which the employer makes a formal request to terminate processing.

**Item 6. Applications forwarded to the national processing center.** Enter the number of applications processed and forwarded to the national processing center for decision.

**Item 7. Total completions.** Enter the total of items 5 and 6.

**Item 8. Balance on hand.** Enter the difference between item 4 (total workload) and item 7 (total completions).

**Item 9. Percentage of applications processed and forwarded within 30 calendar days.** For this reporting period, calculate the percentage of applications that are processed and forwarded to the national processing center within 30 calendar days from the date that they were received.

Formula:

$$\frac{\text{Applications forwarded within 30 calendar days}}{\text{Total number of applications forwarded}}$$

### Wage Determinations—Nonagricultural

**NOTE:** *A prevailing wage determination is a notice to an employer, or the employer’s attorney or agent, that a particular hourly, weekly, monthly, or yearly wage rate is the prevailing wage in the area of intended employment for the job and occupation specified by the employer.*

**Item 10. Level 1 prevailing wage determinations issued based on OES data.** Enter the number of level 1 prevailing wage determinations issued based on OES data (on-line wage library).

**Item 11. Level 2 prevailing wage determinations issued based on OES data.** Enter the number of level 2 prevailing wage determinations issued based on OES data (on-line wage library).

**Item 12. Level 3 prevailing wage determinations issued based on OES data.** Enter the number of level 3 prevailing wage determinations issued based on OES data (on-line wage library).

**Item 13. Level 4 prevailing wage determinations issued based on OES data.** Enter the number of level 4 prevailing wage determinations issued based on OES data (on-line wage library).

**Item 14. Prevailing wage determinations issued based on alternative survey sources.** Enter the number of prevailing wage determinations issued based on alternative survey sources such as collective bargaining agreements or employer-provided surveys.

**Item 15. Prevailing wage determinations issued.** Enter the total of items 10, 11, 12, 13, and 14.

**Item 16. Prevailing wage requests on hand.** Enter the number of written requests for prevailing wage determinations for which determinations have not been issued.

**Item 17. Challenges to prevailing wage determinations forwarded to the national processing center.** Enter the number of challenges to prevailing wage determinations forwarded to the national processing center.

- Challenge: A prevailing wage determination in which the employer makes a formal request to have the determination reviewed by a certifying officer.

**Item 18. Percentage of prevailing wage determinations based on OES data completed within 14 business days.** For this reporting period, calculate the percentage of Occupational Employment Statistics (OES) based prevailing wage determinations (PWDs) completed within 14 business days.

Formula:

$$\frac{\text{OES based PWDs completed within 14 business days}}{\text{Total number OES based PWDs completed}}$$

**Item 19. Percentage of prevailing wage determinations based on employer-provided surveys completed within 30 business days.** For this reporting period, calculate the percentage of prevailing wage determinations (PWDs) based on employer-provided surveys completed with 30 business days.

Formula:

$$\frac{\text{Emp-provided PWDs completed in 30 business days}}{\text{Total number employer-provided PWDs completed}}$$

### **Agricultural Activity (H-2A and Logging)**

**NOTE:** *Each separate crop surveyed, regardless of the number of activities surveyed, whether included on an individual or multi-crop survey instrument is equivalent to one survey.*

*Example: a prevailing wage survey containing Red Delicious and McIntosh apples that requests wage data for picking, sorting, and packing activities counts as two surveys.*

**Item 20. Agricultural prevailing wage surveys completed.** For this reporting period, enter the number of prevailing wage surveys conducted.

**Item 21. Agricultural prevailing practice surveys completed.** For this reporting period, enter the number of prevailing practice surveys conducted.

**Item 22. Housing inspection visits made.** Enter the number of housing inspection visits, including follow-up visits, made to a site by the staff or designee. A site which includes multiple units should be counted as one housing inspection.

**Item 23. Job orders filed.** Enter the number of job orders filed by employers.