CIRCULAR 2005 - 02   **Date: April 29, 2005**

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D.C. 20210	Distribution: A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAC+; Lab.Com	Subject: Apprenticeability Determination Requests Code: 400
Symbols: DSNIP/FDK		Action: Immediate

PURPOSE: To revise Circulars 94-06 and 99-02 concerning the Bureau's procedure for submitting requests for apprenticeability determination.

BACKGROUND: Previously, all Occupational Code Request forms were submitted to the nearest Occupational Analysis Center for issuance of a nine digit Occupational Code prior to submittal to Division of Standards and National Industry Promotion (DSNIP).

ACTION: The Occupational Information Network, O*Net replaces the Dictionary of Occupational Titles (DOT) system and the Office of Policy Development Evaluation and Research no longer includes the issuance of DOT Codes. This necessitates a change in our RAIS system as well as our processing of request for new apprenticeable occupations.

We are no longer requiring DOT codes on requests for new apprenticeable occupations. In lieu of the DOT, we are requiring that all requests include the work processes schedule, a detailed description of the occupation on the work processes schedule, and an O*Net-Standard Occupational Classification (SOC) code.

To ensure prompt processing of all future apprenticeability request for occupations not listed in the O*Net, use the new **Occupational Code Assignment (OCA)**, ETA-741. **Please discontinue the use of the Occupational Code Request Form (OCR), ETA-741**. The **OCA, ETA-741** form supersedes OCR, ETA-741. **The OCA should be submitted to DSNIP along with the Apprenticeability Request Form, the OCA Form** (if applicable), and the **Occupational Standards Form. All forms submitted to DSNIP should be complete**. Please include an electronic copy (e-mail or diskette) in Microsoft Word or compatible format of all apprenticeability request documents. **They will be returned if not properly completed.**

The Apprenticeability Request Form has been revised and now requires that you indicate the type of training on the work processes schedule, i.e., time based, competency/performance, or hybrid. Please refer to Circular 2005-03 for an explanation of these types of training.

 Also, please research and provide as much contact information for national associations/unions, etc., that utilize the occupation submitted. **Please include** name, address, and phone number with your request for possible inclusion in the mail out to the industry for comment on apprenticeability.

The OCA Form ETA-741 along with information regarding the SOC guidelines, the OCA process and other pertinent information are attached.

The Division of Standards and National Industry Promotion is continuing to work with the O*Net Office to address moving from the nine digit code used under the DOT system to a four digit code under the O*Net System which clusters a number of like occupations.

OATELS/BAT staff should familiarize themselves with the attachments.

<u>NOTE</u>: This Circular is being sent via electronic mail.

Attachments

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