

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship (OA) Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAC+; Lab.Com	<u>Subject:</u> Revised National Guidelines for Apprenticeship Standards Boilerplates – Individual Non-Joint (INJ), Group Non-Joint (GNJ), Individual Joint (IJ), and Group Joint (GJ) <u>Code:</u> 400.1
Symbols: DSNIP/DMc	Action: Immediate	

PURPOSE: To provide OA staff with revised INJ, GNJ, IJ, and GJ National Guidelines for Apprenticeship Standards Boilerplates.

BACKGROUND: The National Guidelines for Apprenticeship Standards Boilerplates have been revised to include the most current policies and practices in registering apprenticeship programs. OA staff should adhere as closely as possible to the revised model as it includes new language as required by the Division of Civil Rights and Labor Management and the Division of Employment and Training Legal Services.

The below attachments include: National Office Certification, Standards, Appendix A – Sample Work Process Schedule and Related Instruction Outline, Appendix B – AER Sponsor Manual and ETA 671 Apprenticeship Agreement Cover Page, Appendix C – Template Affirmative Action Plan, and Appendix D – Qualifications and Selection Procedures (*GNJ – Has an Appendix E – Employer Acceptance Agreement*).

ACTION: The OA staff should familiarize themselves with this bulletin.

If you have any questions, please contact Doug McPherson at (202) 693-3783.

NOTE: This bulletin is being sent via electronic mail.
 Attachments

Individual Non Joint



[INJ Standards](#)



[INJ Schedule and Outline](#)



[INJ Procedures](#)



[INJ Cover Page](#)



[INJ Certification](#)



[INJ Affirmative Action Plan](#)

Group Non Joint



[GNJ Standards](#)



[GNJ Schedule and Outline](#)



[GNJ Procedures](#)



[GNJ Cover Page](#)



[GNJ Certification](#)



[GNJ Affirmative Action Plan](#)

Individual Joint



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Group Joint



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