

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) 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> APPRENTICEABILITY REQUESTS  Code: 400
Symbols: DNIP/BLT		Action: Immediate

**PURPOSE:** To revise Circular 94-06 concerning the Bureau's procedure for submitting requests for apprenticeability determination. Circular 94-06 remains in effect, but one revision is shown below.

**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 DNIP.

**ACTION:** If the occupation is not listed in the Dictionary of Occupation Title (DOT), the **Occupational Code Request** form should be submitted to the **Division of National Industry Promotion** with your Apprenticeability Request Form. The **Apprenticeability Request Form, the Occupational Code Request Form** (if applicable), and the **Occupational Standards Form** should accompany requests. **All forms submitted to DNIP should be complete.** They will be returned if not properly completed. If you are aware of any National Associations/Unions that utilize the occupation submitted, please include name, address, and phone number with your request for possible inclusion in the mail out to industry for comment on apprenticeability.

The Occupational Information Network system (O\*Net) has replaced the Dictionary of Occupational Titles system (DOT). This will necessitate a change in our AIMS system prior to moving into full use of the O\*Net System, as well as addressing other areas of the O\*NET System that impact apprenticeship.

The Division of National Industry Promotion is working 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.

NOTE: This Bulletin is being sent via Electronic-Mail (E-Mail). Bureau State Directors should provide copies to their SAC partners as appropriate.