

MEMORANDUM

TO: Sponsors of Apprenticeships in Alabama

FROM: Joshua J. Laney, Director, Alabama Office of Apprenticeship

RE: Pre-Apprenticeship Certification

DATE: 08/01/2020

The Alabama Office of Apprenticeship (AOA) will begin certifying pre-apprenticeship programs in the fall of 2020. This certification process has three goals.

1. Establish, enhance, and formalize connections between work-based learning and training programs with sponsors of registered apprenticeships.
2. Provide an assurance to employers and apprenticeship sponsors the training is high-quality.
3. Ensure participants the training, experience, and certifications earned will be creditable toward completion of a registered apprenticeship.

The US Department of Labor Employment and Training Administration gives the following characteristics of pre-apprenticeship programs in TEGL 13-16 and TEN 13-12. Organizations seeking to become AOA certified pre-apprenticeship programs will be required to submit an application with specific evidence detailing how their program meets the defining characteristics.

- *Training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved;*
- *Access to educational and career counseling and other supportive services, directly or indirectly;*
- *Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;*
- *Opportunities to attain at least one industry-recognized credential*;* and
- *A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program into a registered apprenticeship program.*

**For the purposes of certification, the AOA will recognize programs providing credit towards a National Certificate of Apprenticeship as an "opportunity to attain at least one industry-recognized credential."*

The types of entities which may apply for AOA certification of pre-apprenticeship programs include but are not limited to; secondary and post-secondary educational institutions, regional workforce councils, community-based organizations, employers, joint apprenticeship training programs, intermediaries, and industry associations. Any entity seeking certification must have a partnership with a registered apprenticeship program registered with the AOA. Certification of a program is good for three years from the time of issuance. Certification may be revoked if the partnering registered apprenticeship sponsor withdraws support or if after certification the program is changed in such a way it would no longer meet minimum qualifications of certification.