

**MEMORANDUM**

TO: Sponsors of Apprenticeships in Alabama

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

RE: Temporary Work Process Adjustments

DATE: 05/13/2020

Every area of our state and nation has been impacted by the COVID-19 virus, and apprenticeship programs are no exception. Many of Alabama's employers and education institutions are developing innovative plans for returning to work and training. The Alabama Office of Apprenticeship (AOA) wants to serve as a partner and asset in the efforts to get apprentices back to earning and learning.

No apprentices, employers, or sponsors are in this alone. The AOA is serving as a best-practice clearinghouse by listening and collecting ideas and materials from across the state and across multiple industry types. The regional project managers are in close contact with a wide variety of employers and state agencies and have access to resources being developed by both. If your program needs support with safely restarting, please reach out to us.

Some training programs will need to be modified so they can restart. The AOA is streamlining that process. Some modifications might include reducing the required hours of related technical instruction or on-the-job training hours. In other situations, certain coursework might not be available in the format it was planned, necessitating a change to an online or self-study format. Under normal circumstances, this would require a modification to the official work process, often called the "Appendix A." The AOA is working directly with sponsors to provide temporary modifications to work processes without the need to make a permanent modification to the Appendix A. If you need a program modification in order to keep your training moving forward, please reach out to us.

Any sponsor with questions regarding this guidance may directly contact their Alabama Office of Apprenticeship Project Manager or contact the office by emailing [info@alapprentice.org](mailto:info@alapprentice.org).

