

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship (OA) Washington, D.C. 20210	Distribution: A-541 Hdqtrs A-544 All Field Tech A-547 SD+RD+SAA+; Lab.Com	Subject: Delivery of Related Instruction through Electronic Media  Code: 405
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**PURPOSE:** To inform Office of Apprenticeship (OA) staff, State Apprenticeship Agency (SAA) staff, registered apprenticeship program sponsors and other registered apprenticeship partners of the definition and requirements for the delivery of related instruction through the use of electronic media, as provided in § 29.5(b)(4) of revised Title 29, Code of Federal Regulations (CFR), Part 29, Labor Standards for Registration of Apprenticeship Programs.

**BACKGROUND:** The U.S. Department of Labor’s Employment and Training Administration (ETA) issued a final rule updating Title 29, CFR Part 29 on October 29, 2008. The rule became effective on December 29, 2008.

Revisions to § 29.5, Standards of Apprenticeship, includes clarifications for the use of electronic media as a method to deliver related instruction to registered apprentices. Specifically, § 29.5(b)(4) states that “instruction in technical subjects may be accomplished through media such as classroom, occupational or industry courses, electronic media, or other instruction approved by the Registration Agency.”

Electronic media, as defined in § 29.2, Definitions, “means media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.”

Through the provisional registration process and the review of modifications to registered apprenticeship programs established in § 29.3(g)(h) and (i), Registration Agencies will coordinate with program sponsors to identify the appropriate method(s) of providing related instruction. The Registration Agency’s evaluation of program performance in the Quality Assurance Assessment process, as established in § 29.6(b), Program Performance Standards, will identify and assess any changes in related instruction and its effect on the overall operation and quality of the program.

Section 29.5(b)(4) does not require the use of electronic media for any industry or apprenticeship program. Rather, the regulations permit the use of electronic media as a tool to support an apprentice’s learning process. The extent to which an apprenticeship program incorporates electronic media into the related instruction depends on the learning objectives for the particular occupations associated with that apprenticeship program. The method of delivery of the related instruction is determined by the needs of the program sponsor, apprentice(s), and the suitable choices available to them, subject to approval by the Registration Agency.

The program sponsor and all previously approved providers of electronic media must provide the Registration Agency with the following information, in order to be granted approval for use:

- Rationale for implementing electronic media;
- The type(s) of electronic media to be utilized;
- A list of the courses, description, and the number of hours required to complete each course being delivered by electronic media;
- How testing and evaluation will be administered;
- Assurance that all apprentices will have access to the required equipment/tools necessary to participate in scheduled related training sessions/classes; and
- Assurance of Qualified Instructor, as required in § 29.5(4)(i)(ii).

Provisions for electronic media and related instruction in all new and proposed revised program standards in states where OA is the Registration Agency must be reviewed, approved and signed by the appropriate OA Regional Director prior to implementation.

**OPTIONAL:** The following, non-exhaustive list of resources may be useful in the implementation of updated requirements for the use of electronic media in related instruction:

- Distance Education and Training Council (DETC): <http://www.detc.org/about/html>
- American Council of Construction Education: <http://www.acce-hq.org>
- U.S. Department of Education Accreditation Database: <http://ope.ed.gov/accreditation>
- Council for Higher Education Accreditation Database: <http://www.chea.org/search/>
- National Institute for Metalworking Skills, Inc.: <https://www.nims-skills.org/web/nims/home>

If you have any questions please contact Franchella Kendall, Chief of the Division of National Standards and Industry Promotion (DSNIP), at 202-693-3813.

**ACTION:** OA and SAA staff should familiarize themselves with this bulletin.

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