



Memo #1

To: Regional Coordinators

From: Doug Howorth, FS National Coordinator

Date: July, 2015

Subject: Program Reporting

1. **Work Process Reporting:** Apprentices should be tracking hours monthly. Unit Coordinators should receive the work processes reports from apprentices and submit them to their Regional Coordinator. The Regional Coordinator must forward them to the National Coordinator as part of the final conversion package.
2. **Updating Work Process Credit for Previous Experience:** Credit for work processes may be updated after initial completion of the Department of Labor Agreement. However, this must be completed within the first 120 days of indenture (effective date) into the program because the hiring process may not allow applicants to provide accurate documentation of previous experience. This process should be coordinated with the hiring unit's Human Resource Staff.
3. **Related Instruction:** Section XIII of the National Apprenticeship Standards allows apprentices to receive credit for previous training towards this category when completed within the previous three years from date of indenture. To receive credit, apprentices must provide proof of successful **completion** and/or **competency**. Documents must be provided to Regional Coordinator within 120 days of indenture.
4. **Status Reporting:** Regional Coordinators must report changes in status (resignation, termination, leave of absence, death, acceptance of a position outside of apprenticeship, transfer to another agency, etc.) of registered apprentices to the National Coordinator within 30 days of status change. A copy of the SF-52 will be forwarded to the National Coordinator as documentation of the action.