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| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2023-109 |
| **DATE**  July 10, 2023 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

OFFICE OF APPRENTICESHIP STAFF

STATE APPRENTICESHIP AGENCIES

**FROM:** JOHN V. LADD /s/

Administrator, Office of Apprenticeship

**SUBJECT:** New Apprenticeable Occupation: K-12 Principal

1. **Purpose.** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of the following new apprenticeable occupation: K-12 Principal.
2. **Action Requested.** OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.

K-12 Principal will be added to the List of Occupations Recognized as Apprenticeable by OA located on [www.apprenticeship.gov](http://www.apprenticeship.gov) . A suggested Work Process Schedule and Related Instruction Outline are attached.

1. **Summary and Background.**
   1. Summary – The occupation K-12 Principal was submitted by Barry Dutton, North Dakota State Director, Office of Apprenticeship, on behalf of Laurie Matzke, North Dakota Department of Public Instruction were processed by Ricky Godbolt and approved by the OA Administrator on June 28, 2023.
   2. Background –

***New/Revised Occupation Background -*** Under 29 CFR section 29.4, an occupation for a RAP must meet the following criteria to be determined apprenticeable:

1. Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the job supervised learning:
2. Be clearly identified and commonly recognized throughout an industry;
3. Involve the progressive attainment of manual, mechanical, or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
4. Require related instruction to supplement the on-the job learning.
5. **New Apprenticeable Occupation.** The occupation K-12 Principal was submitted for an apprenticeability determination.

K-12 Principal

O\*NET-SOC CODE: 11-9032.00

RAPIDS Code: 3055CB

Type of Training: Competency-based

Average Term: 1 year

Education and Experience:

- Masters in Education and School Administrator License required.

- At least five years of teaching experience required.

K-12 Principals perform the following duties:

* Coordinate administrative oversight of:
  + Educational planning,
  + Budgeting,
* And plan all phases of instructional leadership.

1. **Inquiries.** If you have any questions, please, contact Barry Dutton, North Dakota State Director, Office of Apprenticeship at 701-250-4700 or [dutton.barry@dol.gov](mailto:dutton.barry@dol.gov).
2. **Attachments.**

