

Registration Checklist

Things to know before filling out the Quality Pre-Apprenticeship (QPA) Registration Form:

1. Please make sure you represent an institution covered by the federal Family Educational Rights and Privacy Act (FERPA). Being bound by FERPA is required before signing the data-sharing agreement. Signing the data-sharing agreement is a condition of being able to seek recognition from the Iowa Office of Apprenticeship (IOA).
2. If you are starting a new QPA Program, please complete the IOA QPA Program Document. <https://workforce.iowa.gov/qpa-boilerplate>
3. A new QPA Program must include at least one occupation and one Registered Apprenticeship (RA) Sponsor that has approved the QPA training curriculum, hands-on experience, etc. <https://workforce.iowa.gov/qpa-flyer>
4. If your existing program was recognized by June 27, 2024, you may submit QPA Program Documents used in the process of being recognized by the U.S. Department of Labor (U.S. DOL). If U.S. DOL has not recognized your QPA Program, please submit IOA's QPA Program Document (<https://workforce.iowa.gov/qpa-boilerplate>)
5. You will need the name of your QPA occupation(s) Registered Apprenticeship Sponsor(s) and their contact information to fill out the QPA Registration Form.
6. After uploading your QPA Program Document, reading all related materials provided including the data-sharing agreement, and submitting the QPA Registration Form, IOA will review your QPA Program application for program recognition and notify you within 14 business days.
7. Recognized QPA Programs can request to add industry sector/occupation(s) tracts in the future by completing additional QPA Registration Forms. IOA will review those requests and notify programs regarding occupation approval within 14 business days.

If you need help:

- To request assistance with building a QPA Program or for questions about whether the QPA Program Document is filled out correctly, please contact Abby Tibbetts, IWD Work-Based Learning Program Designer: abigail.tibbetts@iwd.iowa.gov or 515-601-8369.
- To request assistance from Merit about technical issues related to the registration process, please contact help@merits.com