

This form is used to notify the ATO of any changes administrative or otherwise to your Registered Apprenticeship program, such as adding or removing competency categories in your Work Process or changes in your RTI courses or provider. Please describe the changes to your Work Process and/or RTI below and submit to [Apprenticeship@pa.gov](mailto:Apprenticeship@pa.gov) for review. The ATO will notify you within 30 days if you can process your changes appropriately or if changes are substantial enough to warrant submitting your modification to the PATC for approval or resubmitting your program in its entirety.

**SPONSOR NAME****UNION NAME***(if applicable)***OCCUPATION****PROGRAM TYPE****RA PROGRAM RAPIDS ID#****CONTACT NAME****CONTACT PHONE****CONTACT EMAIL****1. OVERVIEW**

Provide a summary of how your Registered Apprenticeship Standards have changed.

## **2. ON-THE-JOB TRAINING WORK PROCESS SCHEDULE** *(if applicable)*

Provide specific details on how your program's Work Process has changed. Please submit the updated Work Process as **Appendix A-1**.

## **3. RELATED TECHNICAL INSTRUCTION (RTI)** *(if applicable)*

Provide specific details on how your RTI has changed. Please submit the updated RTI class descriptions as **Appendix A-2**.

If your program has engaged a new RTI provider, please provide their information below.

**NAME OF PROVIDER**

**ADDRESS OF PROVIDER**

**CONTACT NAME**

**CONTACT PHONE**

**CONTACT EMAIL**

***ATO Use Only***

**ATR Reviewer**

**Program is recommended for further review by the PA Apprenticeship and Training Council for consideration as an official modification.**

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**Notes & Recommendations**