



National Apprenticeship Week

Proclamation Instructions



Contents

Overview	3
Quick Links	3
Proclamations	4
Get Started with Templates	4
Submit to Apprenticeship Illinois	4
Submit to ApprenticeshipUSA.....	5
Steps to Take	5
Questions/Assistance	7

Overview

National Apprenticeship Week (NAW) annually highlights the essential role of apprenticeships in the workforce and community. The weeklong event brings together businesses, labor leaders, educational institutions, government agencies, workforce partners, community organizations, and career seekers. ApprenticeshipUSA, the unifying brand of the U.S. Department of Labor (DOL), hosts the nationwide celebration.

[Apprenticeship Illinois](#) invites **you** to celebrate the **10th anniversary** of National Apprenticeship Week from **November 17 to 23, 2024**! As a leader in the nation for Apprenticeship Week, Illinois has become known for hosting events and signing proclamations. Get involved by signing a Proclamation, hosting an event, attending an event, posting on social media, and spreading the word. [Illinois Apprenticeship Week 2024](#) is the State's one-stop-shop for NAW, featuring a comprehensive list of resources provided by Apprenticeship Illinois and ApprenticeshipUSA, upcoming events, signed Proclamations, and to learn more.

Follow these instructions to ensure your Proclamation and events are submitted to Apprenticeship Illinois and ApprenticeshipUSA.

Quick Links

- **Apprenticeship Illinois:**
 - [Illinois Apprenticeship Week 2024](#)
 - [Apprenticeship Week FAQs](#)
- **ApprenticeshipUSA (DOL):**
 - [National Apprenticeship Week](#)
 - Proclamations:
 - [Submit a Proclamation](#)
 - [Find a Proclamation](#)
 - [Resources](#)

Proclamations

Sign a proclamation to show your support for Registered Apprenticeship.

Get Started with Templates

DOL created editable NAW Proclamation Templates for City, State, Education, and Industry. Follow the steps below to download the Word Document and modify the Proclamation for your organization.

1. Download Proclamation Template(s) in one of three ways; each option will lead to the same document and download as a Word Document.
 - a. Click the applicable Proclamation from the hyperlink below:
 - i. [City](#)
 - ii. [State](#)
 - iii. [Industry](#)
 - iv. [Education](#)
 - b. On the [Illinois Apprenticeship Week 2024](#) page, scroll to the Resources section, and select the applicable Proclamation.
 - c. On the [DOL Resources](#) page, scroll to the Proclamation Resources section, and select the applicable Proclamation.
2. When the document prompts to download, update the File Name to include your organization's name, then click Save.
3. Open the Proclamation Word Document and select Enable Editing if the yellow bar displays at the top.
4. Read through the NAW Proclamation and follow the prompts to input your organization's information in the designated areas with [brackets holding gray highlighted text]. Each area will state what information to input, such as the Organization Name, City Name, Industry
 - a. For the Industry Proclamation Template, add your Organization's Name
 - b. entered on the top li
5. Remove any remaining brackets and unhighlight text.
6. Add your organization's logo where the logo box displays at the bottom.
 - a. Copy/paste an image
7. Delete the logo box placeholder once your logo is added.
8. Review the information before clicking Save.

Submit to Apprenticeship Illinois

Join others across the state in supporting Registered Apprenticeships by signing and submitting Proclamation(s) to the Apprenticeship Illinois team. Email the attached Proclamation to Kimberly Heinisch at Kimberly.Heinisch@siu.edu to be featured on the [Illinois Apprenticeship Week 2024](#) page!

Submit to ApprenticeshipUSA

Get involved in the nationwide celebration by submitting your Proclamation to ApprenticeshipUSA. The Apprenticeship Illinois team double-checks published Proclamations on ApprenticeshipUSA; therefore, contact us if you need assistance or want to save time. We would be happy to submit your Proclamation to the Department of Labor.

Steps to Take

- Go to [ApprenticeshipUSA](https://ApprenticeshipUSA.com).
- On the left side of the page, select “[Submit a Proclamation](#).”
- You will be redirected to the electronic form to enter Proclamation information in the required fields (*with a red asterisk** in the list below or **red boxes** in the screenshots).
- Contact Information:
 - Contact Full Name*
 - Contact Email*
 - Point of Contact Phone*
- Proclamation Information:
 - Proclamation Issued On*
 - Name of Signatory/Organization*
 - Street Address*
 - City*
 - State*
 - Zip Code*
 - Link to Digital Copy of Proclamation
 - Proclamation File
 - Opt-In*
- Submission
 - Math question*
- Click Submit.
- Once the Proclamation has been approved, it will appear on the ApprenticeshipUSA Events and Proclamations map. After approval, search for your Proclamation [here](#).

Screenshot of steps to take:

The screenshot shows the ApprenticeshipUSA website interface. In the left sidebar, the 'Submit a Proclamation' link is highlighted with a red box. The main content area displays the 'Submit a Proclamation' form. The form includes a 'Contact Information' section with the following fields:

- Contact Full Name
- Contact Email
- Point of Contact Phone

The form also includes a 'Proclamation Information' section with fields for Proclamation Issued On, Name of Signatory/Organization, Street Address, City, State, Zip Code, Link to Digital Copy of Proclamation, Proclamation File, and Opt-In. A 'Submission' section contains a Math question. The form is titled 'Submit a Proclamation' and includes instructions for users to complete the form and submit their proclamation for National Apprenticeship Week.

Submit a Proclamation

Please complete the form below to submit your proclamation for National Apprenticeship Week. If you would like to also display your proclamation at your work site or on your website, you may use the templates suggested on our [Resource Page](#). Questions? Email us at NationalApprenticeshipWeek@dol.gov.

Contact Information

Contact Full Name

Contact Email

Point of Contact Phone

Proclamation Information

Proclamation Issued On

Name of Signatory/Organization

Include the organization, government entity (Council, Office of Committee, etc.), individual, or individuals whose name should appear on the interactive map.

Name of Signatory/Signatories must be 64 characters or less

Street Address

Enter the street address for the organization that issued the proclamation so this proclamation can be included on our interactive map.

State

Zip Code

Link to Digital Copy of Proclamation (optional)

If this proclamation has been posted on a website for members of the public to view it, please enter the URL here. The Department of Labor will not be able to display a visual of your proclamation without the URL provided via this form.

Proclamation File (optional)

*If there is not yet a public link to the proclamation, please upload it here.
One file only.
5 MB limit.
Allowed types: pdf.*

No file chosen

Opt-in

☐ I agree

By submitting this form, you are agreeing to receive additional news, information and communications from the Department of Labor. You are also providing permission to the Department of Labor to publish information about your event on the [National Apprenticeship Week webpage](#).

Submission

CAPTCHA

Math question

13 + 5 =

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

SUBMIT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 5 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer, 200 Constitution Avenue, N.W., Room N-1301, Washington, DC 20210 and reference the OMB Control Number. Note: Please do not return the completed web application to this address.

Questions/Assistance

The Apprenticeship Illinois team is here to help! For questions or assistance with National Apprenticeship Week proclamations, events, and resources, please email **Kimberly Heinisch** at Kimberly.Heinisch@siu.edu.

Additionally, Apprenticeship Illinois features an [Apprenticeship Week FAQs page](#) where general inquiries can be submitted and answers to commonly asked questions can be found. An email response will be sent within a few days of the FAQ submission. This page will be regularly updated with new questions and answers related to Apprenticeship Week.

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on the linked sites and including, but not limited to, the accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. | November 6, 2024 v1