

Required sponsor documents for an extended apprenticeship program review (EAPR)

Documentation required from sponsor **at least two weeks** prior to the program review meeting.

EAPR supporting documentation	Examples of required supporting documentation
1. Sponsor's annual reviews of personnel process	Affirmative action plan Organizational policies and procedures related to apprenticeship
2. Invitations to self-identify as an individual with a disability (IWD)	Voluntary disability disclosure form Organizational policies and procedures related to apprenticeship
3. Workforce analysis for race, sex and ethnicity	Affirmative action plan Organizational policies and procedures related to apprenticeship
4. Workforce analysis for disability	Affirmative action plan Organizational policies and procedures related to apprenticeship
5. Targeted outreach, recruitment and retention activities	Affirmative action plan Organizational policies and procedures related to apprenticeship