



Creative Commons Attribution Requirements for ABA Grantees

Frequently Asked Questions

What is a Creative Commons Attribution License (CC BY) and why do I have to use it?	The Department of Labor (DOL) requires SAE, ASE, SAE 2020, or ABA grantees build upon and contribute to the available educational resources and “continue to create technology-driven innovations in career training and education by openly licensing all grant funded work under the Creative Commons Attribution 4.0 (CC BY) license.” Using the CC BY license and applying it to grant-funded products allow the public to download, copy, and redistribute the material. It further permits the public to remix, transform, and build on the material for any purpose, even commercially- though attribution to the originator of the work must still be applied.
What is considered “intellectual property” under the State Apprenticeship Expansion (SAE), Apprenticeship State Expansion (ASE), SAE 2020, and Apprenticeship Building America (ABA) grants?	All products developed using SAE, ASE, SAE 2020 or ABA grant funds are considered intellectual property. Intellectual property is not limited to physical documents but digital property as well such as reports, toolkits, training materials, presentations, marketing materials, curriculum, content creation graphics or videos, and more.
What are the requirements for licensing intellectual property under Creative Commons Attribution 4.0 for SAE, ASE, SAE 2020, and ABA grants?	Contained within the administrative requirements of each SAE, ASE, SAE 2020, or ABA Grant Agreement are federal regulations which dictate all intellectual property developed under a competitive award process must be licensed under the Creative Commons license, which allows subsequent users to proliferate and adapt the copyrighted work.
How do I license my grant products under the Creative Commons Attribution 4.0 (CC BY) license?	To license a product as CC BY grantees must put the CC BY icon (below) along with copyright text on the product where it will be visible and post the material to a public platform where it can be accessed by the public. The copyright text is: “[Title of product]” by [Name of author], [Name of Project], [Name of Organization] is licensed under CC BY 4.0.” Separate from the CC BY license requirement, the DOL may require that grantees affix disclaimer text, stating that the products were funded by the DOL.
How can I give the public access to my openly licensed products?	ABA grantees must post their products with the CC BY license affixed to a public distribution platform, like a grantee’s respective webpage.
Why do Registered Apprenticeship standards developed using grant funds fall under this requirement?	DOL’s established policy for any Registered Apprenticeship Program (RAP) is proprietary to the sponsor of that RAP and therefore not public, but to reconcile the requirements of the grant agreement,



	the Office of Apprenticeship (OA) has determined that only the <i>Appendix A – Work Process Schedule and Related Instruction Outline</i> or the SAA and ABA equivalent must be licensed under a CC BY license. The entirety of the standards themselves can remain proprietary to the RAP.
What must I communicate to program sponsors about this requirement?	The <i>Appendix A – Work Process Schedule and Related Instruction Outline</i> , or SAA and ABA equivalent, affiliated with any RAP developed with grant funds must be licensed in accordance with the grant agreement term, submitted to OA as such with the Quarterly Narrative Report following registration, and made available to the public.
What should I do if a sponsor is reluctant to share their Work Process Schedule and Related Technical Instruction Outline?	Work Process Schedules and Related Technical Instruction Outlines generally do not contain proprietary information and can be shared without risk to the sponsor. If an ABA grantee encounters a sponsor who is not willing to share Work Process Schedules and Related Technical Instruction Outlines, grantees should remind sponsors that sharing these is a requirement of benefitting from grant resources.

If additional questions arise that have not been addressed in this FAQ document, please contact the ETA Grants Management Specialist specified in Section VII for your ABA grant.

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