



Fiscal Year \_\_\_\_\_

Current Period (circle one):    1 - (Oct-Mar)    2 - (Apr-Sept)

State Name:	(A) PERM APPS	(B) TEMP APPS
<b>APPLICATIONS WORKLOAD - NON-AGRICULTURAL</b>		
1. Balance on hand from previous report		
2. New applications received		
3. Regional remands received		
4. Total Workload		
<b>APPLICATIONS COMPLETED</b>		
5. Applications cancelled or withdrawn		
6. Applications forwarded to the Regional Office		
7. Total Completions		
8. Balance on Hand		

<b>WAGE DETERMINATIONS - NON-AGRICULTURAL</b>	<b>TOTALS</b>
9. Prevailing wage determinations on hand from previous report	
10. New requests for prevailing wage determinations received	
11. Prevailing wage determinations issued	
12. Prevailing wage determinations on hand	

<b>WAGE SURVEYS - NON-AGRICULTURAL</b>	
13. Total wage surveys completed	

<b>AGRICULTURAL ACTIVITY (H-2A &amp; LOGGING)</b>	
14. Agricultural prevailing wage surveys completed	
15. Agricultural prevailing practice surveys completed	
16. Housing inspections visits made	
17. Job Orders filed	

Persons are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. Respondent's obligation to reply to these requirements is mandatory (20 CFR 655 and 20 CFR 656). Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Workforce Security, U.S. Department of Labor, Room C-4318, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0319).

**Instructions for Completing  
State Alien Labor Certification Activity Report**

This form is to be completed by each State on a semi-annual basis and sent to the Regional Office no later than October 15 of the Fiscal Year.

**Applications Workload**

**Item 1. Balance on Hand from Previous Report.** Enter the number of applications that were shown as balance on hand on the last report. Applications on hand are those still in process or waiting to be processed.

**Item 2. New Applications Received.** Enter the number of new applications received from employers for the first time, and applications which have been withdrawn or cancelled and subsequently refiled. Responses to 45 day letters should not be counted as new applications.

**Item 3. Regional Remands Received.** Enter the number of applications returned to the State Employment Security Agency (SESA) by the ETA Regional Office for correction, clarification, and/or further processing, e.g. reduction in recruitment, denials, missing documentation, and additional recruitment.

**Item 4. Total Workload.** Enter the total of items 1, 2, and 3.

**Applications Completed**

**Item 5. Applications Cancelled or Withdrawn.** Enter the number of applications cancelled by the SESA or withdrawn by employers during the reporting period.

\* **A Cancellation** is an Application for Alien Employment Certification in which the SESA terminates processing of the application. The SESA **shall cancel** an application when information requested from the employer has not been mailed by the 45th day following the date of the request. The 45 days may not be extended.

\* **A Withdrawal** is an Application for Alien Employment Certification application in which the employer, at any time during SESA processing, makes a written request to the SESA to terminate processing of the application.

\* When an application is cancelled or withdrawn, all of the forms and supporting documents submitted by the employer **shall be returned** with notice that the application will be treated as a completely new application if it is refiled.

\* A cancelled or withdrawn application that has been refiled will receive a new filing date. Any recruitment conducted through the SESA must be repeated, unless the employer submits a request for reduction in recruitment.

**Item 6. Applications Forwarded to the Regional Office.** Enter the number of applications processed by the State and forwarded to the Regional Office for decision.

**Item 7. Total Completions.** Enter the total of items 5 and 6.

**Item 8. Balance on Hand.** Enter the difference between items 4 (total workload) and 7 (total completions).

**Wage Determinations - Non Agricultural.**

**NOTE:** *A prevailing wage determination is a written notice from the SESA to an employer, or the employer's attorney or agent, that a particular hourly, weekly, monthly, or yearly wage rate is the prevailing wage in the area of intended employment for the job and occupation specified by the employer.*

**Item 9. Prevailing Wage Determinations on hand from Previous Report.** Enter the number of written requests for prevailing wage determinations from employers pending response at the end of the last reporting period.

**Item 10. New Requests for Prevailing Wage Determinations Received.** Enter the number of new requests for non-agricultural prevailing wage determinations received, in writing, from employers.

**Item 11. Prevailing Wage Determination Issued.** Enter the number of prevailing wage determinations issued, in writing, by the SESA to employers.

**Item 12. Prevailing Wage Determinations on hand.**

Enter the number of written requests for prevailing wage determinations for which determinations have not been issued. This is the sum of Items 9 and 10, minus Item 11.

**Wage Surveys - Non-Agricultural**

**NOTE:** *A wage survey is a statistically valid process of collecting wage data from employers in the area of intended employment who employ workers in the same or similar jobs and calculating the arithmetic mean by adding the wages paid to such workers and dividing by the total of such workers.*

**Item 13. Total Wage Surveys Completed.** Enter the number of prevailing wage surveys conducted by the SESA during this reporting period. Note: Prevailing wage determinations and published surveys that were not conducted by the SESA should not be included.

**Agricultural Activity (H2A and Logging)**

**Item 14. Agricultural Prevailing Wage Surveys Completed.** Enter the number of prevailing wage surveys conducted during this reporting period.

**Item 15. Agricultural Prevailing Practice Surveys Completed.** Enter the number of prevailing practice surveys completed during this reporting period.

**Item 16. Housing Inspection Visits Made.** Enter the number of H-2A housing inspection visits, including follow-up visits, made to a site by the staff or designee. A site which includes more than one unit should be counted as one housing inspection.

**Item 17. Job Orders Filed.** Enter the number of H-2A job orders filed by employers.