

# Apprentice Registration Instructions

## REGISTRATION PACKET

Apprenticeship Agreement must be submitted with supporting documents via email (dlt.apprenticeship@dlt.ri.gov) or US mail. Incomplete submissions will be returned.

- ✓ **APPRENTICESHIP AGREEMENT** Completed agreement signed by the apprentice and sponsor. See the example agreement included on the last page of the program standards.
- ✓ **PHOTO ID** Copy of a valid US government or state issued photo ID, i.e., a valid driver's license.
- ✓ **COMPANY RATIO SHEET** ([www.dlt.ri.gov/apprenticeship/forms/Company\\_Ratio.pdf](http://www.dlt.ri.gov/apprenticeship/forms/Company_Ratio.pdf)) List journeyworkers for the number of apprentices in each occupation.
- ✓ **PROOF of COURSE REGISTRATION** Evidence of current related instruction enrollment or, if not enrolled, a letter of intent from the sponsor on company letterhead indicating which course the apprentice will enroll in and a course start date within 6 months.
- ✓ **DOCUMENT PRIOR HOURS & EDUCATION** If the sponsor is giving credit for prior related instruction or on-the-job training hours, please document the work hours, course completion, or assessment that was the basis for the decision to grant credit. Letters from previous employers on company letterhead including dates and total hours worked are recommended. For licenses, DLT will review and determine what credit will be accepted toward license requirements. Credit will not be granted for hours worked illegally in a licensed trade. See "[Apprenticeship Credit for Prior Learning](#)" handout.

**CALL US IF YOU HAVE QUESTIONS**  
**(401) 462 8536**

## SUBMIT REGISTRATION IN RAPIDS

The sponsor is required to submit apprentice registrations in RAPIDS. [dol.appiancloud.com](http://dol.appiancloud.com)



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## APPRENTICESHIP CARD

It takes approximately two weeks to receive an apprenticeship card. This card must be in your possession at all times while working on a job site. Apprentices may be subject to a fine if they are working on a job site without a valid apprenticeship card. If you do not have this card or it is expired, you should not be on the job.



@  **Contact Us**  
**Apprenticeship Office**

dlt.apprenticeship@dlt.ri.gov  
[www.dlt.ri.gov/apprenticeship](http://www.dlt.ri.gov/apprenticeship)  
voice (401) 462-8536  
fax (401) 462-8528

Center General Complex, Bldg 70  
1511 Pontiac Avenue  
PO Box 20247  
Cranston, RI 02920-0943

# Tips for Apprentices

## ! APPLY FOR FINANCIAL ASSISTANCE BEFORE YOU REGISTER

If you are responsible for paying for coursework, you may apply online at [EmployRI.org](http://EmployRI.org) for assistance in paying for coursework or other related expenses.

## ! KEEP A FILE IN A SAFE PLACE

Apprentices and sponsors should each keep a copy of the Apprenticeship Agreement along with a copy of documentation of credit for prior education or work. Add proof of course enrollment and completion to your file as you advance. If you leave employment with your sponsor, ask for a copy of the Cancellation documenting your hours worked.

## ! YOU MUST TAKE THE REQUIRED CLASSES

Become familiar with the education requirements of your apprenticeship program. All apprenticeship include at least 144 hours of coursework each year. If you have completed equivalent coursework elsewhere, you may talk to your sponsor about getting credit for prior education. If you are given credit or advanced standing, make sure to get documentation of the decision for your records and file it with the Apprenticeship Office. In the licensed trades, advanced standing must also be approved by the DLT licensing chief to be counted toward eligibility to test for the license.

*Sponsors are responsible for monitoring that apprentices attend related instruction.*

See "[Apprenticeship Credit for Prior Learning](#)" handout

## ! KEEP A RECORD OF YOUR ON THE JOB LEARNING

You must track on-the-job hours in a WORK RECORD BOOK. Especially as you get into your final year, be proactive about asking your supervisor to give you assignments that let you work the required hours in each on-the-job competency.

## ! WATCH THE EXPIRATION DATE ON YOUR CARD

Apprenticeship cards are issued with enough time for you to complete your apprenticeship under normal circumstances: 1 year per 2000 hours of on-the-job learning plus a year.



If your circumstances are not normal, such as an extended leave of absence, or part-time work hours in the apprenticed trade, please notify the DLT Apprenticeship Office, so that an adjustment can be made. **DO NOT WAIT FOR YOUR CARD TO BE EXPIRED BEFORE TAKING ACTION.**

You cannot be an apprentice forever, and extensions will not be given without justification.

See "[Request New Card with Extra Time](#)" handout