



Register an Apprenticeship Program

Registration Checklist

DLT requires the following items submitted together to process your Apprenticeship Program Registration. Incomplete submissions will be returned to you to complete.

MAKE AN APPOINTMENT IF YOU ARE A NEW SPONSOR

We will walk you through and explain the requirements and terminology.

NEW SPONSOR INTAKE SHEET

APPRENTICESHIP STANDARDS

Standards must be typed, signed, and include all required elements. Potential new sponsors will meet with an **Apprenticeship Training Representative** to develop a set of apprenticeship standards which include an on-the-job learning outline, related classroom instruction outline, apprenticeship program operating procedures, a progressive training wage schedule, and a description of the requirements for entry and completion. The **Standards Template** will help you prepare Standards that comply with all relevant apprenticeship requirements.

THESE TWO ITEMS MAY APPLY

ID for LICENSED OCCUPATIONS

Submit a photocopy of Master's License and Photo ID (color preferred).

AFFIRMATIVE ACTION PLAN

Required for programs with five or more apprentices. New sponsors have 24 months after registering to collect data and prepare a Plan.

!! PROGRAMS REGISTERED ELSEWHERE IN US

If your program is registered with the US Office of Apprenticeship or another state you need to request reciprocity for apprentices to work in Rhode Island rather than registering the program in RI (See Checklist). This is essential in the licensed trades.

Get forms on our website
www.dlt.ri.gov/apprenticeship

New programs are reviewed by the RI Apprenticeship Council which meets monthly.

There is no longer a fee.



Rhode Island Department of Labor and Training, Apprenticeship Office

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DLT is an equal opportunity employer/program - auxiliary aids and services available upon request. TTY via RI Relay: 711

Your Responsibilities

KEEP A RECORD OF YOUR EDUCATION AND WORK

EDUCATION

Become familiar with the education requirements of your apprenticeship program. You need to attend at least 144 hours of coursework each year until you meet the education requirements of your apprenticeship. If you have completed equivalent coursework elsewhere, you may talk to your instructor 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.

ON THE JOB LEARNING

You must track your on hours of experience in the required competencies 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.