

REGISTER AN APPRENTICESHIP PROGRAM

CONTACT THE APPRENTICESHIP OFFICE TO GET STARTED

Email dlt.apprenticeship@dlt.ri.gov or call (401) 462 8536 with the following information and we will guide you through the process and provide the appropriate templates.

- Name of sponsor who wants to register the apprenticeship
- Indicate if you previously had a registered program
- Primary contact name and how to reach you
- Occupations to be apprenticed

APPRENTICESHIP BASICS

OUT OF STATE SPONSORS

You need to [request reciprocity](#) for apprentices to work in Rhode Island rather than registering the program in RI. This is essential in the licensed trades.

(401) 462 8526

- ✓ RI DLT Apprenticeship Office is the registration agency for Rhode Island. We are part of the national Registered Apprenticeship system.
- ✓ Every Apprenticeship Program has a document called the “Standards of Apprenticeship.” This is a public document shared with apprentices describing operation of the program including:
 - Program entry requirements
 - On-the-job learning outline
 - Education provider and coursework outline
 - Completion requirements: time-based, competency-based or hybrid
 - Progressive training wage schedule
 - Sample Apprenticeship Agreement
 - Program contact information
- ✓ In licensed trades, program registration requires a photocopy of Master’s License and photo ID (color preferred). We will work with you to ensure that your program meets licensing requirements for the trade.
- ✓ The Apprenticeship Sponsor Information Sheet is on the back side of this page.

  **Contact Us**
Apprenticeship Office

dlt.apprenticeship@dlt.ri.gov
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

This sheet asks for information we need to guide you through preparing your Standards and registering your program.

Sponsor	FEIN Federal Employer Identification Number _____
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Date	National Affiliation/ Parent Organization, if any
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Industry Code (NAICS)	<i>6 digits categorizing the company's business activity</i> <i>SOS Lookup NAICS Guide</i>
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Products / Services

Type of Sponsor Employer Community-Based Organization College / University Foundation Public Sector Agency Union / Labor None of the Above, Other	Is the sponsor listed as a business with the RI Secretary of State? Yes No No, sole proprietorship	Have you registered a program before? No Yes, in Rhode Island Yes, in another state
	Do you maintain workers' compensation insurance for all your employees? Yes No	

Are the workers in the apprenticed occupations represented by a union? Yes No If yes, name of union(s)	Will the apprentice pay coursework tuition or fees? Yes No	Number employed in RI <i>(all occupations)</i>
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YOUR COMPANY WORKFORCE IN APPRENTICE OCCUPATION(S)

Occupation	Number of Fully-Proficient Employees by Occupation <i>(exclude apprentices, trainees)</i>			
	Total	Women	Minorities	Age 16-24

Valor Act. The sponsor is aware of the availability of educational assistance for a veteran or other individual eligible under chapters 30-36 of USC title 38, for use in connection with a registered apprenticeship program and will make a good faith effort to obtain approval for educational assistance for, at a minimum, each program location that employs or recruits a veteran or other individual eligible.

Yes No

Workforce Innovation & Opportunity Act (WIOA). When you make a job offer to a new apprentice, let them know that funds to pay for courses, books, gear and equipment may be available through WIOA if they are unemployed, underemployed, or meet certain other criteria for financial aid. **New hires need to make an appointment with BacktoWorkRI.com to establish eligibility before starting work.** If one of your apprentices is receiving WIOA funds, DLT will contact your company to verify continuing participation in employment and training. Apprenticeship employers may receive support through **On-the-Job Training contracts that reimburse a percentage of apprentice wages** in the first six months. You must apply before the apprentice's employment start date.

Yes, I have read the statement about WIOA support for apprenticeship and I agree to participate. No, opt out