



# Register an Apprentice

## Registration Checklist

DLT requires the following items submitted together to process your application. Incomplete submissions will be returned.

### APPRENTICESHIP AGREEMENT

Must be complete and signed by apprentice and sponsor.

Construction  
Occupation  
→

**To Register an Apprentice in a Building Trade\*, you need the following additional items.**

### PHOTO ID

Copy of a valid US government or state issued photo ID, such as a valid driver's license.

### COMPANY RATIO SHEET

List sufficient journeyworkers for the number of apprentices in each occupation. In licensed trades, provide copy of journeyworker licenses.

### PROOF of COURSE REGISTRATION

Evidence of current related instruction enrollment or, if not yet enrolled, a letter of intent from the sponsor on company letterhead indicating which course the apprentice will enroll in and the course start date.

### 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 on company letterhead with dates and total hours worked from previous company are recommended.

*\* Examples of Building Trades include Electrical, Mechanical, Refrigeration Mechanics, HVAC, Plumbing, Pipefitting, and Sheetmetal. Examples of Non-Building Trades include healthcare, information technology, manufacturing, and financial service occupations.*

Get forms on our website  
[www.dlt.ri.gov/apprenticeship](http://www.dlt.ri.gov/apprenticeship)

It takes approximately  
two weeks to receive an  
apprenticeship card.

There is no longer a fee.



### Rhode Island Department of Labor and Training, Apprenticeship Office

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

[dlt.apprenticeship@dlt.ri.gov](mailto:dlt.apprenticeship@dlt.ri.gov)  
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[www.dlt.ri.gov/apprenticeship](http://www.dlt.ri.gov/apprenticeship)

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.