



# Request Reciprocal Recognition for Apprentices Registered Outside RI

Apprenticeship Sponsors registered with the US Office of Apprenticeship or another State Apprenticeship Agency may seek reciprocal approval from DLT so their apprentices may perform on-the-job learning hours in Rhode Island. This is essential to work in Rhode Island as an apprentice. Sponsors seeking reciprocal approval must meet Rhode Island wage and hour provisions and apprentice ratio standards.

**DLT requires the following items submitted together to process your application. You may submit as one email including all attachments. Scanned copies of documents are acceptable. Incomplete submissions will be returned for you to complete.**

Full Name of Apprentice (as it appears on the Apprenticeship Agreement) First Middle Last	
Sponsor	Occupation

**1. EVIDENCE of APPRENTICE REGISTRATION.** Please Choose 1:

Apprentice’s registration RAPIDS Number \_\_\_\_\_

Copy of the signed Apprenticeship Agreement along with evidence dated within the year that the apprentice is still registered, such an apprenticeship card, renewal, or verification from the Registration Agency.

**2. PHOTO ID.** Driver’s license or other valid government-issued photo identification.

**3. EVIDENCE THAT SPONSOR CAN MEET REQUIRED RATIO on the JOB in RHODE ISLAND**

Company Ratio Sheet is attached. This lists employees with RI licenses, or for non-licensed trades a list of employees paid as journeyworkers in the trade, demonstrating the company meets RI ratio guidelines for the project where On-the-Job Learning will occur.

<http://www.dlt.ri.gov/apprenticeship/forms/04CompanyRatioSheet.pdf>

**4. EVIDENCE THAT SPONSOR MEETS RHODE ISLAND WAGE REQUIREMENTS**

Demonstrate journeyworker wage and apprentice wage comply with all Rhode Island Labor Laws.

[Link to prevailing wage schedules: www.wdol.gov/dba.asp](http://www.wdol.gov/dba.asp)

**!!** Reciprocal approval is valid for up to one year and can be renewed. There is no fee. The recognition is only valid as long as the individual remains registered as an apprentice. You will receive a Rhode Island Apprenticeship Card.



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

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

dlt.apprenticeship@dlt.ri.gov  
voice (401) 462-8536  
fax (401) 462-8528

**[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