

# Apprenticeship Agreement



The sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. Apprentice registration expires on the date printed on the Apprenticeship Card. The sponsor will not discriminate in the selection and training of the apprentice (29 CFR 30). This agreement may be terminated by either party, citing cause(s), with notification to the DLT Apprenticeship Office, in compliance with 29 CF 29.

| PART A: TO BE COMPLETED BY APPRENTICE |                             |   |        | ← APPRENTICE |
|---------------------------------------|-----------------------------|---|--------|--------------|
| First Name                            | Middle Name or Initial      | Last name   | Suffix |              |
| Mailing Address                       |                             | Telephone   | Email  |              |
| Social Security Number                | Date of Birth (Mo/Day/Year) | Have you registered as an apprentice before?<br>Yes      No |        |              |

| PART B. TO BE COMPLETED BY SPONSOR FOR EACH APPRENTICE |   |                           |                            |
|--|---|---------------------------|----------------------------|
| Employer (If different from sponsor)                   | Apprentice's Entry Hourly Wage \$                           |                           | Date Apprenticeship Begins |
| Credit for Previous Education (RTI Hours)              | Advanced Placement for Previous Work Experience (OJL Hours) | Term Remaining (OJL Hrs.) |                            |

| PART C. ITEMS FROM PROGRAM STANDARDS                |   |  |   |  |
|---|---|--|---|--|
| Sponsor Program Number                              | Occupation  |  | Interim Credential<br>Yes      No           |  |
| Sponsor Name, Address, Contact Person, Email, Phone | Instruction Provider  |  | Apprentice Pays Course Costs<br>Yes      No |  |
|   | Instruction (Hrs)   | Term (OJL Hrs)   | Probationary Period Hrs                     | Ratio A:J  |
| Sponsor Designee to Receive Complaints              | Apprentice Wages for Related Instruction<br>Will be paid<br>Will not be paid<br>Paid and not paid | Instruction Provided<br>During work hours<br>Not during work hours<br>Both during & not during |   | Requirements<br>Time-based<br>Competency<br>Hybrid |

## WAGE PROGRESSION SCHEDULE

| Periods             | Entry | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Completion |
|---------------------|-------|---|---|---|---|---|---|---|---|----|------------|
| Milestones or Hours |       |   |   |   |   |   |   |   |   |    |            |
| Wage % \$           |       |   |   |   |   |   |   |   |   |    |            |

| PART D. SIGNATURES                    |  |      |  |
|---------------------------------------|--|------|--|
| Signature of Apprentice               |  | Date | Signature of Parent/Guardian (if minor)              |
|                                       |  |      | Date   |
| Signature of Sponsor's Representative |  | Date | Signature of 2nd Sponsor's Representative (optional) |
|                                       |  |      | Date   |

| TO BE COMPLETED BY THE REGISTRATION AGENCY – DLT APPRENTICESHIP OFFICE, 1511 Pontiac Ave. Bldg. 70, PO Box 20247, Cranston, RI 02920 |                                 |                 |                 |
|--|---------------------------------|-----------------|-----------------|
| Apprentice ID Number (from RAPIDS)   | Signature (Registration Agency) |                 | Date Registered |
| Cancel Date  | Interim Credential              | Completion Date | Expiration Date |

**Apprentice must also complete page 2.**

# APPRENTICE REGISTRATION INSTRUCTIONS

| APPLY FOR AID >  | COMPLETE >  | RAPIDS >  | KEEP COPIES >                                       | ORIENTATION >   | CARDS   |
|--|---|---|---|---|---|
| Apply for training funds <b>before</b> starting work.<br>Email Lori Turchetta.*                    | Complete, sign, scan (300 ppi) Agreement.<br>A photo is an alternative to scanning. | Sponsor registers Apprentice in RAPIDS and uploads image of signed agreement.<br><br><a href="http://dol.appiancloud.com">dol.appiancloud.com</a> | Sponsor & Apprentice keep copies of Agreement (p1). | View video.<br><br><a href="http://www.bfri.org/new-apprentice-orientation">www.bfri.org/new-apprentice-orientation</a> | Apprentices in the licensed building trades receive an Apprenticeship Card:<br><br>Electricians, Plumbers, Mechanical Trades. |
| Employers apply for OJT funds <b>before</b> apprentice starts work.                                | Make sure you understand, initial, and date part F.                                 |   |   |   |   |
| Contact Lori Turchetta<br><a href="mailto:lori.turchetta@dlt.ri.gov">lori.turchetta@dlt.ri.gov</a> |   |   |   |   |   |

\* You may be eligible if you are dislocated from a higher paying job, receive public assistance, or are low income. WIOA funds can pay for tuition and books during your apprenticeship. Supportive services can reimburse for necessary work gear.

## E. TO BE COMPLETED BY APPRENTICE ← APPRENTICE

|  |   |  |
|--|---|--|
| Employment Status with Employer<br>Is this apprenticeship a new job for you?<br><br>Yes (New employee)<br>No (Employee before applying for apprenticeship)   | Did you complete a pre-apprenticeship?<br><br>Yes      No<br><br>Name of Program:   | Veteran Status (Mark all that apply)<br><br>Non Veteran<br>Veteran<br>Non Veteran, Other Eligible Individual<br>Veteran, Eligible    |
| Sex (Mark one)<br><br>Male      Female      Choose not to identify   | Ethnic Group (Mark one) voluntary<br><br>Hispanic or Latino<br>Not Hispanic or Latino   | Disability: Do you have a disability as defined in the Americans with Disabilities Act? (voluntary)<br><br>Yes      No      No reply |
| Race (Mark one or more) voluntary<br><br>American Indian or Alaska native<br>Asian<br>Black or African American<br>Native Hawaiian or other Pacific Islander<br>White<br>Choose not to self-identify | Education Level (Mark highest one)<br><br>Not high school graduate<br>High School Graduate (including equivalency)<br>Some College, No Degree<br>Associate's Degree<br>Bachelor's Degree<br>Advanced Degree Beyond Bachelor's |  |

## F. ACKNOWLEDGEMENT OF UNDERSTANDING ← APPRENTICE

\*\*\* Attention Apprentices, these are essential things for you to know \*\*\*

Apprentice registration is specific to this apprenticeship agreement with this sponsor. Apprentices in the license trades will receive an apprenticeship card by mail. The registration is valid until the expiration date for work with the employer listed on the card. If you do work for another employer, it is the responsibility of the apprentice and the new employer to submit a new apprenticeship agreement and to obtain a new apprenticeship card.

Apprentice Initials and date (required)      Initials \_\_\_\_\_ Date \_\_\_\_\_

## G. SUPPORTING DOCUMENTATION

- Copy of a valid US government or state issued photo ID, such as a valid driver's license (attach)
- Proof of course registration (attach)
- Advanced placement requires documentation of prior OJL or RTI hours (attach)