

Please notify the Apprenticeship Office within 45 days of an apprentice completing your program using this form. RAPIDS users please complete the apprentice online and upload a scan of this document. Retain a copy with your records. Completion certificates will be mailed to the sponsor. Sponsors may request completion certificates in anticipation of completion in order to have them for presentation at a celebratory event. Contact the DLT Apprenticeship Office for details.

BASIC COMPLETION INFORMATION

First Name	Middle Name	Last name	Suffix
Occupation		Apprentice Card Number	
On-the-Job Hours Completed	Instruction Hours Completed	Date of Completion mo/day/year	Completion Wage \$ / hr

Did apprentice earn college credits or a degree as part of the apprenticeship?

- No college credits earned
- College credits earned, No degree
- Associate's Degree
- Bachelor's Degree
- Graduate Degree

Credentials Earned. List certifications, licenses, or other industry-recognized credentials earned by the apprentice as part of their apprenticeship, or check box for None

DOCUMENTATION OF COMPLETION OF INSTRUCTION (check one)

Evidence of course completion from the education provider is attached; or

The sponsors provided related instruction in house. By signing below the sponsor attests that the apprentice satisfactorily completed the related instruction as outlined in the Apprenticeship Standards.

SPONSOR SIGNATURE

Name of Sponsor (Company Name)

On behalf of the above-named sponsor, I hereby certify that the apprentice named in the application has satisfactorily completed all the terms of the apprenticeship program as registered with the Apprenticeship Office and is working at a fully-proficient level. I hereby recommend the issuance of the **Certificate of Completion of Apprenticeship**.

Sponsor's Signature: _____ Date: _____

Printed Name of Signatory: _____

FOR OFFICE USE ONLY

Complete & matches Registration	Meets completion criteria	Date in RAPIDS	Noted on Agreement	Certificate printed	Grant report
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