

# REGISTER AN APPRENTICESHIP PROGRAM

## CONTACT THE APPRENTICESHIP OFFICE TO GET STARTED

Email [dlt.apprenticeship@dlt.ri.gov](mailto: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**

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