



STATE OF RHODE ISLAND

Department of Labor and Training

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NON-INDENTURED PLUMBER APPRENTICE

INFORMATION SHEET & CHECKLIST OF DOCUMENTS

The following documents are required to register a Non-Indentured Plumber Apprentice:

- Non-Indentured Apprenticeship Agreement (see attached form)
 - All sections of this form (A, B, C, D & E) must be completed
 - Section D: Signatures/date from both employer and apprentice are required.
 - Section E: The apprentice is required to read the statement within this section. The apprentice's initials and date are both required. Failure to do so will result in returning of all documents.
- Registration for Related Training Instruction or Letter of Intention to Attend Related Training Instruction (an email is acceptable)
- Copy of a valid US government or state issued photo ID, such as valid driver's license.
- Company Ratio Sheet (see attached)
- If there are missing documents, all paperwork will be returned to the employer and delay the registration of the apprentice. Apprentices are required to be actively registered prior to being on the jobsite.
- Apprentices who are not actively registered or who have an expired apprentice card will not accrue on the job learning hours towards the completion of their apprenticeship. It is the responsibility of the employer and apprentice to make sure the apprentice always has as an active apprentice card.
- It is the responsibility of the employer and the apprentice to track all on the job learning hours and related training instruction hours.
- Please email all required documents at one time to: sherri.scalzo@dlt.ri.gov

Any questions, please contact Sherri Scalzo, Supervisor – Apprenticeship & Training 401-462-8536 or by email at: sherri.scalzo@dlt.ri.gov