REGISTER AN APPRENTICESHIP PROGRAM

CONTACT THE APPRENTICESHIP OFFICE TO GET STARTED

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

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Cranston, RI 02920-0943

DLT is an equal opportunity employer/program - auxiliary aids and services available upon request. TTY via RI Relay: 711

March 2020