



Certify Apprenticeship Completion

Please notify the Rhode Island Apprenticeship Office within 45 days of completion by returning this application with signed copies of transcripts.

Apprenticeship Sponsor

Sponsor Number

Occupation

Full Name of Apprentice (as it appears on their Apprenticeship Agreement) First Middle Last

Date of Completion month/day/year

Completion Wage \$ _____ per hour

Documentation of Completion

Instruction Hours completed: _____ hours

On-the-Job Learning Hours Completed: _____ hours

Chose section for instruction based on whether instruction was provided by the Sponsor or another education provider.

Sponsor Provided Instruction If some or all of the Related Technical Instruction is provided by the Sponsor through in-house trainers, the Sponsor's lead teacher or Director of Related Instruction must certify by signing below.

I certify that the apprentice satisfactorily completed the related instruction as outlined in the Apprenticeship Standards.

Sponsor's Signature: _____

Education Provider Other than Sponsor

Submit signed copies of transcripts from the education provider(s) with this form.

Education Provider(s)

Sponsor Signature

*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 the Journeyworker level. I hereby recommend the issuance of the **Certificate of Completion of Apprenticeship**.*

Sponsor's Signature: _____ Date: _____

Printed Name: _____

FOR OFFICE USE ONLY Date Entered in RAPIDS: _____

Date Certificate Sent: _____



Rhode Island Department of Labor and Training, Apprenticeship Office

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APPLICATION FOR CERTIFICATE OF COMPLETION OF APPRENTICESHIP GUIDANCE

The DLT Apprenticeship Office issues of a Certificate of Completion of Apprenticeship to apprentices upon satisfactory completion of the requirements of the apprenticeship program as established in the registered Standards. The sponsor requests the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests are completed in writing using this form and must be accompanied by required transcripts.

VERIFICATION OF COMPLETION

The sponsor verifies that the apprentice has completed all requirements of apprenticeship including a signed copy of transcripts from the provider of the related instruction.

REQUESTING COMPLETION FOR MULTIPLE APPRENTICES

When a large number of apprentices are completing at the same time from the same occupation, one application form from the sponsor can be used with an attached list of pertinent information for the completing apprentices. When the sponsor has more than one occupation or more than one employer, the sponsor should complete separate forms for each occupation and employer, follow the procedure above.

OCCUPATION

The occupation identified, must be the occupation title as listed in the most current List of Officially Recognized Apprenticeable Occupations. For sponsors in non-licensed occupations who use a slightly different occupational title, the Apprenticeship Office may use the sponsor's title as long as the officially recognized occupational title is included in parenthesis under the sponsor's occupational title.

The terms "journeyman, journeyworker, or journeyperson" will not be included in the occupational title. These terms are used to describe a level of competency rather than an occupational title. In rare instances where a program sponsor uses a journeyworker term in their occupational title consistently within their organization and training materials, DLT may use that terminology on the sponsor's occupational title as long as the official recognized occupational title is listed in parentheses under the sponsor's occupational title.

NAMES ON RECORD

The sponsor's name on the Certificate of Completion of Apprenticeship shall be as it is registered and approved in their apprenticeship standards unless the apprentice provides documentation of a legal name change.

COMPLETION DATE

The date completed shall be the date of completion as indicated on the request form.

REPLACEMENT RHODE ISLAND CERTIFICATE OF COMPLETION OF APPRENTICESHIP

*Replacement certificate requests shall be verified with undeniable proof that an original certificate was either issued or requested by the sponsor. This shall be verified through Rhode Island Apprenticeship Office's records or the program sponsor's records. In the event a field office has no proof, yet a program sponsor does, or vice versa, a copy of that proof shall be sent to the Apprenticeship Supervisor and included in the program folder. The term "**Replacement Certificate**" shall be printed in 12 pt. font size on the replacement certificate in the space centered between the last line of type and the official seal.*

REGISTERED APPRENTICESHIP PROGRAMS

The RI Certificate of Completion of Apprenticeship will only be issued for the completion of Apprenticeship programs registered with the RI DLT Apprenticeship Office, which is the State Registration Agency for the National Apprenticeship System and may not be altered.