



Register an Apprentice

Registration Checklist

DLT requires the following items submitted together to process your application. Incomplete submissions will be returned.

APPRENTICESHIP AGREEMENT

Must be complete and signed by apprentice and sponsor.

Construction
Occupation
→

To Register an Apprentice in a Building Trade*, you need the following additional items.

PHOTO ID

Copy (color preferred) of a valid government issued photo ID, such as a driver's license.

COMPANY RATIO SHEET

List sufficient journeyworkers for the number of apprentices in each occupation. In licensed trades, provide copy of journeyworker licenses.

DOCUMENT PRIOR HOURS & EDUCATION

A letter on company letterhead with dates and total hours worked from previous company.

A copy of work record book or a summary showing work hours or achievement by On-the-Job Learning Outcome.

Documentation of courses completed.

* Examples of Building Trades include Electrical, Mechanical, HVAC, Plumbing, Pipefitting, and Sheetmetal. Examples of Non-Building Trades include healthcare, information technology, manufacturing, and financial service occupations.

Get forms on our website
www.dlt.ri.gov/apprenticeship

It takes approximately
two weeks to receive an
apprenticeship card.

You can check your
registration status on our
website.

There is no longer a fee.



Rhode Island Department of Labor and Training, Apprenticeship Office

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