



Renew an Apprenticeship Card

Basic Information	
Apprenticeship Sponsor	
Sponsor Number	Occupation
Full Name of Apprentice (as it appears on their Apprenticeship Agreement) <i>First Middle Last</i>	

On-the-Job Learning Hours		
Date	Current Wage \$ _____ per hour	On the job hours (OJL) Completed _____

Related Instruction	
Related Instruction Hours completed:	Has the Apprentice completed all instruction required to complete the Apprenticeship? Yes / No
Related Instruction Furnished By:	

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

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.

Signature _____ Printed Name _____ Date _____

ELIGIBILITY FOR RENEWAL	
CARD RENEWAL If your apprentice has completed the related technical instruction, but has not completed the on-the-job hours because of lack of work hours they are eligible to renew their card. Renewals are good for one year and cards may be renewed more than once if necessary. → Return this form with transcripts attached	REQUEST FOR EXTENSION Apprentices that will pass their projected completion date without completing their instruction or are behind on on-the-job hours for extenuating circumstances may apply for an Extension. See instructions on reverse. → Return this form with a Letter Requesting an Extension.

Request for Renewal	
On behalf of the above named sponsor, I hereby certify that the apprentice remains active in the apprenticeship program. Due to availability of work, the apprentice has not completed the on-the-job hours required by the term of apprenticeship. The sponsor will make a good faith effort to assign the apprentice to work hours in all the related skill-areas as documented in the Standards of Apprenticeship.	
Sponsor's Signature: _____	Date: _____
Title: _____	



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Request for Extension

Extension can be granted for extenuating circumstances. Requests for an extension may be made by returning this form accompanied by a letter stating the rationale for the extension, documenting the OJL and RTI the apprentice has completed to date, and detailing actions to overcome the barriers that prevented completion. The letter must be signed by the sponsor and apprentice. Determinations to grant an extension will be made by the department and will include a new expected completion date. Examples where an extension may be granted: Military service, extended illness, or documented need to repeat a portion of technical instruction or on-the-job learning to achieve mastery

Examples where the department denies extensions to guard against perpetual apprentices and abuse of the apprenticeship system:

- Apprentice did not enroll in related technical instruction
- Apprentice did not attend related technical instruction